<Organization Name> Pandemic Policies & Procedures

<Organization Name> will take proactive steps to protect the workplace in the event of an infectious disease outbreak, like the current COVID-19 pandemic. It is the goal of <Organization Name> during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

<Organization Name> is committed to providing reliable information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

Preventing the Spread of Infection in the Workplace

<Organization Name> will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, break rooms, conference rooms, door handles and railings. The administrative team will continue to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. We will also provide alcohol-based hand sanitizer throughout the workplace and in common areas.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

Office-based staff Policies & Procedures

Exposure Risk Level

Office based staff are classified as Low Exposure Risk by the Federal Occupational Safety and Health Administration (OSHA). Lower exposure risk jobs are those that do not require contact with people known to be, or suspected of being, infected with COVID-19 nor frequent close contact with the general public. Workers in this category have minimal occupational contact with the public and other co-workers.

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Exposure Complaint Procedure

<Organization Name> supports an open-door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, your director supervisor is in the best position to address an area of concern. If you are not comfortable discussing the issue with your supervisor you can speak with the Program Director and/or Executive Director. However, if you are not comfortable speaking with the Program Director and/or Executive Director or you are not satisfied with the response, you are encouraged to speak with the Chair of the Board of Directors.

Limiting Travel

All travel, including between work sites, should be avoided until further notice. Employees who travel as an essential part of their job should consult with their manager on appropriate actions.

Telecommuting, work schedules, and workstations

Telework requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to your manager for consideration. <Organization Name> may utilize mandatory telecommuting during pandemics to ensure staff safety and to comply with local, state and federal regulations.

<Organization Name> may also utilize staggered work weeks/hours to ensure staff safety. Employees may also contact their manager to request a staggered work week and/or flexible hours to provide care for family members.

Due to the close proximity of some workstations, the administrative team may request that some staff relocate to increase separation distance. Your manager will contact you if a move is necessary.

Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. <Organization Name> provides unlimited paid sick time to compensate employees who are unable to work due to illness.

During an infectious disease outbreak, like the current COVID-19 pandemic, it is critical that employees do not report to work while they are ill and/or experiencing

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the following symptoms: fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. Currently, the Centers for Disease Control and Prevention (CDC) recommends that people with an infectious illness remain at home until at least 24 hours after they are free of fever (100 degrees F) without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.

Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your healthcare provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

Physical Distancing Guidelines

Due to the COVID-19 outbreak, \<Organization Name\> has implemented these physical distancing guidelines to minimize the spread of the disease among the staff.

During the workday, employees are requested to:

- Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging as much as possible, even when participants are in the same building.
- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least six feet from each other; avoid person-to-person contact such as shaking hands. Face-to-face meetings should be 6 people or less.
- Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
- Do not congregate in coworking spaces, breakrooms, or other areas where people socialize.
- Bring your lunch and store it in a personal cooler. Staff members will not have access to communal refrigerators.

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- <Organization Name> will not provide staff members with access to communal coffee pots of coffee.
- Compostable, disposal plates, silverware, and cups will be provided. Communal, reusable dishes will not available.
- Eat at your desk or away from others. The breakroom will have a limited number of chairs available and they will be placed in marked areas to ensure a safe distance between staff members.
- Limit the number of in-person visitors to only those that are absolutely necessary. All visitors to <Organization Name>'s offices will be required to sign-in. A visitor log will be provided and will be used to assist in the tracing of COVID-19, if necessary.

Virus Prevention Training

Know how it spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to spread mainly from person-to-person.
    - Between people who are in close contact with one another (within about 6 feet).
    - Through respiratory droplets produced when an infected person coughs, sneeze or talks.
    - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
    - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

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Avoid close contact

- Stay home if you are sick.
- Avoid close contact with people who are sick.
- Put distance between yourself and other people.
- Remember that some people without symptoms may be able to spread viruses.
  - This is especially important for people who are at higher risk of getting very sick.

Cover your mouth and nose with a cloth face cover when around others

- You could spread COVID-19 to others even if you do not feel sick.
- **Everyone should wear a cloth face cover.**
  - Cloth face covers will be provided to all employees.
  - Cloth face covers should be washed routinely.
  - Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.
  - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes

- If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect
- Wear provided disposable gloves to clean and disinfect.

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- Clean surfaces using soap and water, then use disinfectant. Disinfectant spray and wipes will be provided.
- Cleaning with soap and water reduces the number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice daily cleaning and disinfecting of your workspace.
    - More frequent cleaning and disinfection may be required based on level of use.
- **High touch surfaces and objects in common areas should be cleaned and disinfected before and after each use.** High touch surfaces include: tables, microwaves, doorknobs, light switches, countertops, handles, faucets, sinks, etc.

The <Organization Name> Pandemic Policies and Procedures and the CDC guides to virus prevention, face covering best practices and disinfecting will be shared with all employees and you will sign an acknowledgement for receiving this information.