

COVID-19 General Safety & Health Procedures

Purpose

To ensure the safety and health of Catholic Community Service's employees, contractors, volunteers, clients, and guests during the Covid-19 pandemic.

Policy

Note: Employees, contract staff, and volunteers shall be referred to as "staff" or "staff member" in this policy.

General Team Behavior

CCS asks all staff to follow all actions mandated by local, state and federal authorities regarding a current public health emergency. We encourage everyone to take precautions to keep themselves healthy during the CV-19 pandemic. The health and wellbeing of our staff and clients is of utmost importance to our organization. During this time all staff are asked to consider modifications to their personal activities to protect each other and our at-risk clients. We highly recommend the following:

- Monitoring of temperature daily.
- Keeping a close network of contacts.
- Refraining from attending large gatherings.
- Increased sanitation of personal belongings.
- Wearing a mask in public areas.
Wash your hands more frequently or use hand sanitizer.

Common Area Guidelines

CCS staff are asked to follow the guidelines for all CCS buildings and properties while in common areas such as breakrooms, bathrooms, conference rooms, entry ways, etc.:

- Wear a face mask upon entry of a building or common area*.
- Maintain social distancing of six to ten feet from other individuals where possible.
- Disinfect surfaces after using a common area such as tables, faucets, door handles, etc.
- If meeting with others open a window or turn on a fan for additional air circulation.
- Do not share food in a potluck style. Individually wrapped items are okay, but items served with a shared utensil or served in a common bowl such as chips should not be placed out for sharing.

Office Guidelines

CCS staff who work in an office are asked to follow the following guidelines:

- Wear a mask if others are present in your office*.
- Open a window or turn on a fan if another person is in your office for a meeting or training. However, CCS encourages use Microsoft Teams or telephone calls to have meetings virtually as much as possible.
- Wipe down your office once a day.
- If entering another office knock before entering to allow the other staff member to put their mask on*.

CCS will post notices on front doors of buildings notify staff and guests that a mask* is required for entry.

**If an employee, contractor, volunteer or guest is not able to wear a mask due to a pre-existing medical condition additional precautions should be taken to maintain physical distance and for proper sanitation.*

Visitor Guidelines

PRIOR TO VISITING CCS:

- Whenever possible, visitors will be scheduled to avoid the possibility of congregating.
- Whenever possible, visitors will be informed in advance of CCS Safety Protocol (below). This includes:
 - Requirement to wear a mask (unless unable due to a health condition) – if they do not have a mask, a mask will be provided
 - To answer screening questions (below)
- Anyone with a fever of 100.3F or higher cannot be admitted.
- Whenever possible, inform the rest of the office that a visitor is scheduled to come in.

Upon arrival at CCS:

- Staff must wear a mask when interacting with guests.
- Visitors must wear masks (unless unable due to a health condition) – if they do not have a mask, one will be provided.
- Take visitor's temperature (temperature must be below 100.3F in order to come in)
- Ask screening questions – if the answer is YES to any of these questions, they may not visit CCS:
 - Have you or anyone in your household traveled outside of (insert city i.e. Juneau) in the last 14 days?
 - To the best of your knowledge, in the last 14 days have you or anyone in your household been in contact with anyone who has tested positive for Covid?

- Have you or anyone in your household exhibited symptoms of Covid (fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea) in the last 14 days?
- Ask them to use hand sanitizer immediately upon arrival.
 - If they are visiting to do fingerprints, ask them to wash hands with soap and water for 20 seconds using the CDC approved washing method. Please avoid using the kitchen if possible, to avoid where staff prepares food.
- Practice social distancing whenever possible.
 - If they are doing fingerprints staff should wear gloves if they need to touch the person.
 - Avoid meeting in offices when possible to allow for maximum distancing
- Note all areas the person visited/used during their visit to allow for sanitizing afterwards.

After Visit is complete:

- Wash down/sanitize all areas that the visitor came into contact with as soon as the visit is done; IMMEDIATELY. This includes:
 - doorknobs (inside and out)
 - any flat surfaces in the room(s) they visited (conference table, desk, etc.)
 - bathroom if used (sink, faucet, counter, toilet, light switch, doorknobs inside and out)
 - kitchen sink, faucet and counter if used, etc.
- Any staff that came into contact with the visitor should wash their hands immediately using the CDC approved method.

Travel Guidelines

For the safety of our communities, all staff who travel out of state must follow the guidelines of local and state officials, as well as precautions identified by CCS to protect vulnerable clients and patients.

For business travel, CCS employees and contractors will follow all local state and federal rules regarding precautions and travel mandates.