



COVID-19
SAFETY POLICY

November 2020

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PURPOSE

The purpose of the COVID-19 policy outlined in this booklet is to ensure the health and safety of employees of Capital Area Community Action Agency. The action steps outlined are effective in fulfilling the purpose of the health and safety of all staff, visitors and vendors.

Each member of Capital Area Community Action Agency has the responsibility to practice health and safety procedures to ensure a better workplace.

Capital Area Community Action Agency plays a key role in the pandemic readiness. We plan to safeguard the health of the workers, customers, and the community by making sure our contingency plan includes provisions for the pandemic by developing policies and procedures that will allow workers to stay home when sick.

Entering the Building

When entering the building, **everyone** must wear a mask. For safety reasons, all masks must cover the nose and mouth.

Everyone will have their temperature taken when they enter the building. Temperatures must not be in the danger zone (100.4 or higher) or the person will be asked to leave the building for the safety of the individuals in our offices.

Human Resources COVID-19 Policy

Leave

An employee must inform their supervisor in the event of testing positive or has come in contact with someone who tested positive. Human Resources will inform agency staff.

Illness/Sickness

To ensure a productive and healthy staff, Capital Area Community Action Agency provides employees with Paid Time Off (PTO) to use in the event an employee becomes ill due to COVID-19.

Individual Cases

In the event, an employee is exposed to someone who has tested positive for COVID-19, the Agency requires a 14-day quarantine. If the office is closed, employees will be on Administrative Leave. In the event, an employee has to be tested not office related, the Agency will allow 2-days Administrative Leave to receive their results. If an employee tested negative and chose to stay at home, the employee will be required to take Paid Time Off (PTO).

1. Employee will inform supervisor while at home;
2. Human Resources will send communication to agency staff following HIPPA guidelines;
and
3. Deep cleaning will be conducted.

Office Closure

Administrative Leave may be granted by the Chief Executive Officer (CEO) in the event of office closing due to the COVID-19 Pandemic. Leave requests are not required in such instances.

In the event of COVID-19 pandemic emergencies affecting the community (communities) served by the Agency, the Agency will follow the office closing Policy of the state, or local government (city and/or county) for the impacted community or county.

Telecommuting

The Agency will grant Administrative Leave in the event of office closure due to COVID-19 only. Exempt employees will be required to telecommute from home in the event of COVID-19.

Social Distancing in the Work place

Social (physical) distancing involves maintaining at least six feet of distance between people and is an effective way to help reduce the risk of exposure to the coronavirus. The following steps can help employees implement social distancing in the workplace

Staff

- Employees must wear a face covering that covers nose and mouth while inside of Capital Area Community Action Agency.
- In-person, face-to-face meetings are allowed with a maximum number of 10% capacity. Employees should use the telephone, online conferencing, e-mail, or instant messaging to conduct business, when more than 10% capacity attending the meeting.
- If in-person interaction is unavoidable, the interaction should be for a minimum period of time, in a large area room and individuals should maintain at least six feet of separation from each other.
- Avoid person-to-person contact such as shaking hands.
- Do not congregate in work rooms, pantries, copier rooms, or other areas where people socialize.
- Whenever possible, employees should stay six feet away from each other.

Clients

- All clients (Head Start, LIHEAP, and Getting Ahead) are asked to complete an online application for service.
- Case Workers will conduct phone interviews for clients.
- Clients will fax or email all corresponding paperwork to Case Worker. If in the event a client cannot complete an online application may be accepted.
- All clients entering Capital Area Community Action Agency must wear a mask/ face covering at all times and have their temperature checked by the Receptionist prior to picking up/ dropping off needed paperwork.
- A locked drop box is located outside of the Agency for no contact drop off to their case worker.
- Getting Ahead classes must practice social distancing during group session by distancing themselves six feet apart. When social distancing six feet apart is unavoidable during group sessions, seating will rearrange for clients to sit in every other seat.

Vendor

- All Vendors who enter into the building must wear a mask/face covering and have their temperature taken in the doorway by the Receptionist prior to going to their destination within the agency.
- All Vendors must maintain six feet of social distance from others when possible.

Meeting Space

Occupants of Meeting

Occupants must wear PPE equipment (face mask) during all meetings.

- In person, face to face meetings are allowed with a maximum number of 10% capacity in the large conference room. Employees should use the telephone, online conference, e-mail, or instant messaging to conduct business, when more than 10% capacity will be attending the meeting.
- If in person interaction is unavoidable, the interaction should be for a minimum period of time, in a large area room and individuals should maintain at least six feet of separation from each other.
- You must maintain a safe distance, at least six apart while in meeting area.
The room can only be at 10% capacity.
- The meeting space must be cleaned and sanitized before and after all meetings such as wipe down table and chairs.

Cleaning and Disinfecting

CACAA works with a proprietary system and sensitive materials that require employees to be on premise to get their job done well. We want to help everyone stay healthy in the office while sharing common workspaces.

Cleaning

Refers to the removal of dirt and impurities from surfaces with a damp cloth and soapy water. Cleaning alone does not kill germs.

Disinfecting works by using chemicals to kill germs on surfaces.

In any cleaning or disinfection routine, it is important to read and carefully follow the manufacturer's instructions.

Office Cleaning

Coronavirus spreads from person to person primarily through droplets in the air when someone coughs or sneezes. But scientists have determined that the virus can spread from a surface to a person. Developing an effective and proper cleaning and disinfection routine of surfaces is a critical component to prevent/minimize the spread of the coronavirus in the workplace.

General Cleaning

Areas and surfaces to be cleaned: *Wipe frequently touched areas and surfaces with disinfecting wipes or spray and damp cloth and allow these surfaces to air dry (they should remain wet for 3-4 minutes). Clean one item at a time using enough wipes. Wear gloves if needed. Staff should wipe down surfaces they use.*

- | | |
|------------------------|--|
| *Doorknobs | *Coffee pots, sugar containers |
| *Phones | *Desk accessories (pens, staplers, scissors, calculators, tape dispensers, etc.) |
| *Light switches | *Computer monitors, keyboards, mice, and mouse pads |
| *Public chair | *Office equipment (copier/fax machine, postage meter) |
| *Elevator buttons | *Conference tables and chair backs |
| *Vending machines | *Countertops, tables and desks |
| *handrails | *Cabinet pulls and handles |
| *Public keys/key cards | *Whiteboard accessories like markers and erasers |
| *Trolleys and carts | *Microwave and Refrigerator handles |
| *Faucets | |

Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after use.

Janitorial Cleaning

Take proper steps for cleaning and disinfecting surfaces to remove germs. Cleaning staff should wear protective gear to stay safe and clean and disinfect all areas such as offices, bathrooms, common areas focusing especially on frequently touched surfaces using correct product for each surface (use guidelines in the [cdc.gov](https://www.cdc.gov) website).

- Clean visibly dirty surfaces with soap and water prior to disinfection.
- Use cleaners and sprays that are effective against the virus causing COVID-19. The EPA (United States Environmental Protection Agency) and the CDC (Center for Disease Control and Prevention) has a list of registered products. **Never mix cleaning agents. Doing so can be harmful or even fatal.**
- Store and use disinfectants in a responsible and appropriate manner according to the label. Do not mix bleach or other cleaning and disinfection products together. This can cause fumes that could be very dangerous to breathe in.
- Wear gloves appropriate for the chemicals being used when cleaning and disinfecting and use. Use skin protection and consider eye protection for potential splash hazards. Throw these away after use.
- Use water at room temperature for dilution (unless stated otherwise on the label).
- Label diluted cleaning products.
- Bathrooms: toilets, toilet handles, faucets, soap and towel dispenser (even if touch-free), waste bins, door and stall handles, changing station, faucets and sinks.
- Conference/break rooms: speakerphones and buttons, remotes, tables and chair backs, fixtures.
- Kitchen: faucets, sinks, cabinet handles, counter tops, and appliance handles.
- Building: stair rails, elevator, elevator buttons, door handles, water fountain buttons, vending machine buttons, etc.

Wash hands with soap and water after cleaning. Use an alcohol-base hand sanitizer when soap and water is not available.

Perform enhanced cleaning and disinfection after persons suspected/confirmed to have COVID-19 have been in the facility:

- Close off all areas visited by sick person. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours to begin cleaning and disinfecting. Follow the CDC cleaning and disinfection recommendations.

Agency Vehicles

Staff within the Agency use vehicles to conduct agency business. Staff should follow the outlined steps when using agency vehicles:

Disinfectant/Sanitize

- Fill out all necessary paperwork prior to checking out the vehicle. This will serve as a tracking of who used the vehicle and where the person traveled.
- Upon check-out of vehicle, pick up keys and sanitizing kit.
- Wipe down the door handles, steering wheel and dashboard.
- Use the disinfectant spray to spray seats.
- Wear a face mask.
- Use hand sanitizer before you leave the vehicle.
- Do not leave your face mask, sanitary wipes, drinks, leftover food containers, bags, or extra materials in the vehicle. Discard these items.
- Wipe down the vehicle with a sanitary wipe upon your return before leaving the vehicle. Spray with disinfectant.
- Complete all paper forms, turn in keys and sanitizing kit.

Sanitizing Kit

These items will be in the sanitizing kit:

- Sanitary wipes
- Disinfectant spray
- Face masks
- Gloves (you may need gas)
- Hand sanitizer

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