**COVID-19 EMPLOYEE SCREENING AND SAFETY REQUIREMENTS AND PROTOCOLS**

As a result of the COVID-19 pandemic, to ensure the safety of our employees and clients, (including out contractors and consultants) and in compliance with the directions of relevant government authorities, Jewish Family & Career Services of Atlanta (“JF&CS” or the “Agency”) will require all employees to self-screen for symptoms of COVID-19 every day before the employee returns to a JF&CS worksite. While we understand that not all individuals who are positive for COVID-19 will have symptoms or an elevated temperature, we are prepared to take all appropriate measures to minimize the spread of COVID-19 and keep our communities safe. JF&CS expects all employees to comply with the safety requirements and protocols.

**Employee Safety Protocols**

All employees **must** comply with the following safety standards and procedures:

1. Before each and every shift or assigned schedule prior to entering any JF&CS worksite, you will be required to take stock of how you are feeling, and answer the questions in the Daily Pre-Shift Self-Screening Questionnaire. If you answer “yes” to any of the questions, please contact your supervisor at least one hour prior to the start of your shift. All supervisors must contact Human Resources if your employee reports “yes” to any questions.
2. Keep at least 6 feet distance from all other employees and clients.
3. You must wash your hands for at least 20 seconds at all of the following times:
	1. Before you begin work
	2. After you remove gloves (when applicable)
	3. Before and after you use shared items
	4. Before and after any meal or restroom break
	5. After your shift or work time ends
4. If directed by your supervisor, JF&CS management, or HR to wear personal protective devices/equipment or take any other precautionary measures, you must comply with the direction. This may include the use of surgical masks or improvised masks such as scarves, bandanas, and handkerchiefs as well as sterile gloves.

**Protocols for Direct Interfacing with Clients**

1. When scheduling clients, employees must screen clients using the questionnaire and inform clients of the safety protocol measures in place such as social distancing of six feet, requirement of wearing a face covering at all times in the building and requirement to wash hands before the session and before and after sharing of items in the office.
2. If the Client answers “yes” to any of the questions on the questionnaire, they will not be able to access the building. Clients will be able to return after 14 days’ quarantine and a clear response via the questionnaire at scheduling.
3. **For Direct Support Professionals (Day Program and Residential)-** Until further notice, employees should take the temperature of their client(s) at least once per day and should monitor clients for any signs of symptoms of COVID-19. In the event that the client has an elevated fever or displays symptoms of COVID-19, please contact **Program Managers and Director of IDD Services** **prior to leaving the residence or closing the IW building. Do not permit anyone to enter the residence or day program until you have spoken with either the Director of IDD Services, the Program Manager or the Director of Human Resources.**

**Returning to JF&CS Worksite**

Prior to returning to a JF&CS worksite, employees who have been quarantined or isolated for reasons related to COVID-19 must contact Human Resources prior to returning to work. JF&CS will follow the CDC Guidance with regard to allowing employees to return to work from a quarantine or isolation related to COVID-19 including, but not limited to, the following:

Non-Test Based

Employees who are not being tested after being directed to care for themselves at home may return to work under the following conditions:

* At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and,**
* At least 7 days have passed *since symptoms first appeared*.

Test-Based

Employees who are being tested after being directed to care for themselves at home may return to work under the following conditions:

* Resolution of fever without the use of fever-reducing medications **and**
* Improvement in respiratory symptoms (e.g., cough, shortness of breath) **and**
* Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least two consecutive nasopharyngeal swab specimens collected ≥24 hours apart (total of two negative specimens). These results must be final before the employee may return to work.
* Employees who were asymptomatic and were quarantined because of possible exposure to COVID-19 may return to work after 14 days provided that they have not experienced any symptoms or further exposure.

**Failure to follow the requirements and protocols set forth in this policy may result in disciplinary action up to and including termination.**

If you have any questions about these protocols, please contact Human Resources.

I have read and agree to comply with Jewish Family & Career Services of Atlanta’s **EMPLOYEE SCREENING AND SAFETY REQUIREMENTS AND PROTOCOLS** and any other measures taken to ensure the safety of JF&CS employees and clients. I understand that my refusal to participate in the screening and/or my failure to comply with the requirements may result in disciplinary action up to and including termination.

Staff Print\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_          Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_