



## **PANDEMIC POLICY (COVID-19)**

The purpose of this policy is to inform employees and the community of our current practices and recommendations for operations during a pandemic including COVID-19. The policy outlines specific steps that AJFS and LRFS take to safeguard employees, clients, and volunteers' health and wellbeing during a pandemic while ensuring the ability to maintain operations and continue providing essential services. This plan has been created using guidance from the CDC, OSHA's Guidance on Preparing Workplaces for COVID-19, and other local and state guidance and may be updated at any time depending on current information.

This policy applies to all individuals, even if fully vaccinated.

## **WORKPLACE SAFETY PRECAUTIONS**

- Contact logs are placed at each location. Employees are expected to sign in and out upon arrival and departure at each location *and* each suite within the same building
- At this time, masks are optional in the Main and Boyton Beach Offices. Masks must cover both mouth and nose – please see CDC website for [types of mask protection](#) and usage. If you are with someone who prefers you wear a mask, please respect their wishes and do so.
- Practice social distancing
- When meeting in person, we recommend 6 feet between individuals
- In-person meetings should be kept to a few as possible allowing for social distancing
- No more than 3 employees may be in the breakroom at one time – the door is to be propped open at all times
- No more than 3 employees in the restroom at one time
- Clean your hands often – hand sanitizer and PPE equipment are available for employees
- Keep your workspace clean
- Coordinate in-office days/times with your supervisor until the office hoteling system is implemented \*this is necessary to maintain a limited number of individuals in the office at one time -

*For employees working in our Residential program, not all of the above items apply. Masks must be worn at all times. Social distancing should be followed as best as possible based on the situation.*

## **MANDATORY REPORTING OF EXPOSURE TO EMPLOYER**

Communication is vital in the effort to minimize the spread of COVID or any pandemic. Human Resources will communicate with only those that may be directly impacted by a potential or confirmed situation of COVID . This includes the employees' responsibility if:

### **IF YOU HAVE NOT BEEN FULLY VACCINATED**

- You or a member of your household have come in contact with someone with a confirmed positive COVID test result or who anticipates they will receive a confirmed positive test result
  - **Stay home and contact your manager**
  - HR should be notified and told if your name may be released
  - A COVID test is required 5 days from exposure (applies to all unvaccinated employees including those who not come into the office); Report results to manager as soon as received
  - You must stay home for 10 days from when symptoms began or from date of positive test
  
- You or a member of your household do not feel well
  - **Stay home and contact your manager**
  - HR should be notified and told if your name may be released
  - A COVID test is required within 24-48 hours if you are ill and 5 days if a member of your household is ill (applies to all unvaccinated employees including those who do not come into the office); Report results to manager as soon as received
  - You must stay home for 10 days from when symptoms began or from date of positive test
  
- You begin to feel ill during the workday
  - **Go home and contact your manager** (or stop working if you work remotely and take care of your health)
  - HR should be notified and told if your name may be released
  - A COVID test is required within 24-48 hours - **the test must be done within this window** (applies to all unvaccinated employees including those who do not come into the office); Report results to manager as soon as received
  - You must stay home for 10 days from when symptoms began or from date of positive test

## **YOU HAVE BEEN FULLY VACCINATED**

- You or a member of your household have come in contact with someone with a confirmed positive COVID test result or who anticipates they will receive a confirmed positive test result
  - Notify your manager
  - If you come into the office and/or see clients face to face a COVID test is required 5 days after exposure even if you don't have symptoms
  - You may still come into the office until/unless test results are positive; please continue to wear mask at all times
  - Follow isolation guidelines if test result is positive
  - If test results are negative and you have no symptoms, no further action is required
- You or a member of your household do not feel well
  - **Stay home and contact your manager**
  - If you come into the office and/or see clients face to face a COVID test is required
  - You may continue to come into the office if you are not sick but a member of your household does not feel well until/unless a positive test result is received
  - If the test is negative, and you are still sick, follow our standard sick policy

## **WHAT COUNTS AS CLOSE CONTACT?**

- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more over 24 hours
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

**Quarantine** keeps someone who was in close contact with someone who has or may have COVID-19 away from others. ***If you do get tested, the test must occur 5 days from exposure.***

- Fully Vaccinated Employees – may continue to come into the office/see clients until/unless a positive test results is received.
- Non Vaccinated Employees - Are required to quarantine for 10 days from exposure even with a negative test result

**Isolation** keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home. If you are sick and think or know you have COVID-19 stay home until:

- at least 10 days since symptoms first appeared
- and, at least 24 hours with no fever without fever-reducing medication
- and, symptoms have improved

If you tested positive for COVID-19, but do not have symptoms, stay home until 10 days have passed since your positive test (test must occur 5 days from exposure). If you live with others, stay in a specific "sick room" or area and away from other people or animals, including pets. Use a separate bathroom, if available.

## **TRAVEL**

Current AJFS/LJRFs leave policies require all leave requests to be approved *before* booking travel and/or hotel arrangements. When requesting leave, if you plan to travel outside of Florida, please notify your manager, before confirming your travel plans.

Air travel requires spending time in security lines and airport terminals, which can bring you in close contact with other people and frequently touched surfaces. Social distancing is difficult in busy airports and on crowded flights, and sitting within 6 feet of others, sometimes for hours, may increase your risk of getting COVID-19 or any of its variants.

### ***Domestic Travel***

- Always follow state and local recommendations or requirements related to travel
- It is recommended upon your return, get tested with a viral test 3-5 days after travel AND if unvaccinated it is recommended to stay home and self-quarantine for a full 7 days after travel (even if test is negative)

### ***International Travel***

The CDC recommends delaying international travel until you are fully vaccinated. The COVID-19 situation, including the spread of new or concerning variants differs from country to country, and even fully vaccinated travelers need to pay close attention to the situation at their destination before traveling.

- All air passengers coming to the United States, **including U.S. citizens and fully vaccinated people**, are required to have a negative COVID-19 test result no more than 3 days before

travel or documentation of recovery from COVID-19 in the past 3 months before they board a flight to the United States.

- You should continue to follow CDC's recommendations for traveling safely and get tested 3-5 days after travel
- If unvaccinated, you must quarantine for 7 days after travel even if a negative test is received

#### **CLIENT VISITS – AGENCY LOCATIONS**

We continue to limit visitors to all agency locations. If you must have a visitor at one of our locations, please discuss with your manager first as we continue to monitor the status of the pandemic, and:

- Ensure you have office space with appropriate social distancing
- Email the front desk with the client name and appointment time
- Clients are to sign in at the front desk, signing the self-monitoring documentation, and wait either in the waiting room or at the 'bus stop' as directed by the front desk
- The employee will be informed the client has arrived
- Masks are optional; please respect the wishes if the visitor requests a mask be worn
- When meeting in person, 6 feet between individuals is recommended
- It is recommended you disinfect/wipe down any surfaces you might have contact with both before and at the visit
- Clients are to be escorted to the front door
- Take proper safety precautions such as washing hands and/or using hand sanitizer before and following the visit

*If you are not a current employee of the group home or apartment program and need to visit one of these locations, it is required that you contact the appropriate program to find out if visitors are permitted.*

#### **CLIENT VISITS – IN-HOME PROCEDURES**

- Inform manager of all scheduled home visits
- Home visits must be mutually agreed upon by all involved
- Self-assess your health for any signs or symptoms of illness before visiting the client
- Ask if the client or anyone in the home has exhibited any signs or symptoms of illness or has been exposed to anyone that may be or has been tested positive for COVID

- A face mask must be worn by the employee throughout the visit unless agreed upon by all parties
- Social distancing should be maintained throughout the visit
- It is recommended you disinfect/wipe down any surface you might have contact with both before and after the visit
- Take proper safety precautions such as washing hands and/or using hand sanitizer before and following the visit
- Eating or drinking should not occur during the visit
- If you have any questions that fall outside of the procedures above, please contact your manager and/or someone in Senior Management
- **Should a client choose not to comply, please feel free to leave the client's home at any time**

#### **CLIENT VISITS – FACILITY PROCEDURES**

- The employee is to enter a facility only if the visit is permitted by the facility based on the local, state, and facility guidelines
- All of the above home visit protocols apply when seeing a client in a facility