



EMPLOYEE HEALTH PROTECTION POLICY

COVID-19 Employee Health, Protection, Guidance and Prevention Guide

Approved 6.20.20_sg

The Jewish Federation of Greater New Haven has worked to develop policies for employees that will serve as guidelines as we begin the reopening process. These policies are subject to change given the fluidity of the COVID-19 pandemic and will be updated as needed to be consistent with the present federal and state guidelines.

RETURN TO WORK

- All employees must receive written approval from their supervisor to return to work. This will be based on need and staggered in order to minimize overlap and allow for cleaning.
- All employees will undergo training and be provided information on proper facial covering use, social distancing, and proper disinfection techniques prior to returning to work.

HEALTH/SYMPTOM MONITORING

If you are exhibiting any of the symptoms below, you are to report this to your supervisor (via phone, text or email) and Human Resources. You may be instructed to head home from work or stay home if already there.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or 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

SELF-CERTIFY PRIOR TO SHIFT

Upon entering the building, each employee will self-certify that they:

- Have no signs of a fever or a measured temperature above 100.3 degrees, a cough or trouble breathing within the past 24 hours
- Have not had "close contact" with an individual diagnosed with COVID-19. "Close contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who

has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for about 15 minutes, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic or 48 hours before that person developed symptoms

- Have not been asked to self-isolate or quarantine by their doctor or a local public health official

ENTRY TEMPERATURE CHECK

Upon entering the building, each employee will be required to undergo a temperature check:

- This will be performed by a staff member wearing appropriate PPE with a touchless thermometer at the entry stand
- If the recorded temp is 100.4 or greater, the employee will be instructed to leave the building and contact their supervisor and Human Resources for further instructions
- If the recorded temp is 100.3 or less, the employee will proceed to the login sheet
- The login sheet will be available at the entry stand and can be completed by entering the date, time, and employee number
- You may enter the information using your own pen; a pen will be provided if you do not have one
- If using the pen provided, alcohol-based hand sanitizer will be available after completion of login

Employees who report or exhibit new symptoms described above, who are unable to self-certify, or who have temperatures 100.4 or greater, will be directed to leave the premises and seek medical attention and applicable testing by their health care provider. They are not to return to the work site until cleared by a medical professional.

GENERAL ON-THE-JOB GUIDANCE TO PREVENT EXPOSURE & LIMIT THE TRANSMISSION OF THE VIRUS

GENERAL RISK PREVENTION GUIDELINES

- Maintain social distancing at all times (maintain physical distance of at least 6 feet - about 2 arms' length - from other people within the workplace)
- Avoid handshaking
- Cover your mouth and nose with a mask or cloth face covering- if this would be contrary to your health or safety due to a medical condition, please notify your supervisor and Human Resources for direction prior to entering the building.
- Wash hands often with soap and water for at least 20 seconds; if soap and water are not available, use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol
- Cover coughing or sneezing with a tissue, then throw the tissue in the trash and wash hands; if no tissue is available then cough into your elbow
- Avoid touching eyes, nose, and mouth with your hands
- To avoid sharing germs, please clean up after yourself - DO NOT make others responsible for moving, unpacking and packing up your personal belongings
- If you or a household family member is feeling ill, stay home!

COMMON AREAS/WORK

- Wear face covering at all times when walking throughout the facility
- Employees are asked to follow the signage for directional travel in all common areas
- A "No Congregation" policy is in effect; employees must implement social distancing by maintaining a minimum distance of 6 feet (about 2 arms' length) from other employees
- Mask or face covering may be removed if at your personal workstation and social distancing is maintained
- Whenever possible avoid face to face meetings – critical situations requiring in-person discussion must follow social distancing guidelines

- Conduct all meetings via conference calls whenever possible. In the event in-person meetings need to be held, masks must be worn and strict social distancing guidelines of maintaining 6-foot distancing must be observed. Refer to the Mask policy for more detailed information. Do not convene in-person meetings or gatherings of more than 10 people. Use of cell phones, texting, web meeting sites and conference calls for project discussion is recommended
- Restroom facilities are to be used “one at a time”. An occupancy sign is posted at each restroom. Restrooms are equipped with soap, hand sanitizer and paper towels - **REMEMBER TO WASH YOUR**

HANDS

- Elevators are limited to one person/use
- Conference rooms will not be available at this time
- Please clean your personal space, including phone, desk, keyboard, and mouse at the beginning, and after every shift- cleaning supplies and alcohol-based hand sanitizer will be provided for use; trash containers should be moved to the hallway outside your office after you leave
- Avoid using other employees’ phones, desks, offices, or other work tools and equipment, when possible
- Please clean supply cabinet, copier, and other infrequently touched surfaces after use- cleaning supplies and hand sanitizer will be provided for use
- All high contact surfaces will be regularly cleaned by maintenance staff
- All common areas are to be regularly cleaned and disinfected at least once a day, but preferably twice a day

EATING

- The staff kitchens, including microwave and refrigerators, will remain closed. To avoid external contamination, we recommend everyone bring food (in coolers if required), drinks, and utensils from home
- Café 360 will remain closed at this time
- Water fountains will be disconnected; bring and use your own water bottle and mark with your name
- Breaks and lunch may be taken at your desk, or at the tables provided outside at the patio/terrace using appropriate social distancing
- Masks or face coverings may be removed for eating in the designated areas. Social distancing of at least 6 feet between individuals must be maintained while eating.

LIMITING EXPOSURES

- Employees should follow the General On-the-Job Guidance to Prevent Exposure & Limit the Transmission of the Virus of the COVID-19 Employee Health, Protection, Guidance and Prevention Guide. In addition, it is advised that employees practice social distancing when not at work
- When leaving the JCC Campus for breaks, lunch, or other reasons, employees are required to wash hands with soap for at least 20 seconds, or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol before leaving the site, and upon return
- Frequent use of handwashing or alcohol-based hand sanitizers is encouraged; handwashing facilities and alcohol-based hand sanitizers are readily available throughout the JFGNH / JCC Campus and building

INFECTION PROTOCOL

- There is a zero-tolerance policy for sick employees reporting to work. Employees are instructed that even those with mild symptoms of respiratory infection (cough, shortness of breath, sore throat) or fever should not report to work. Immediate steps shall be taken to limit infections at the work site in the event that an employee is discovered to have tested positive for COVID-19 or has COVID-19 related symptoms

- Although it is understood that the JFGNH / JCC is enforcing Risk Prevention Practices including social distancing rules and use of PPE consistent with CDC guidelines, it is also recognized that there may be occasions where someone who has tested positive for COVID-19 or who has COVID-19 symptoms has been present in a work area
 - Prompt identification and isolation of potentially infectious individuals is a critical step in protecting employees, members, vendors, visitors, and others

IDENTIFICATION OF INFECTION

- Employees with COVID-19 related symptoms shall be directed to notify both their supervisor and Human Resources, leave the facility immediately, and to contact their healthcare provider
- Employees should not return to work until the criteria to end home isolation is met as instructed in consultation with healthcare providers and state and local health departments
- The JFGNH / JCC shall work with the local board of health to identify any potential job site exposures, including, but not limited to:
 - Other workers, vendors, inspectors, or visitors to the campus with close contact to the individual
 - Work areas such as supply cabinets and designated workstations or rooms
 - Work tools and equipment
 - Common areas such as break rooms and tables, or facilities within the building
- The JFGNH / JCC agrees to:
 - Ventilate areas visited by that individual, if possible
 - Clean and disinfect all impacted spaces, especially commonly used rooms and shared equipment

NOTIFICATION AND QUARANTINE REQUIREMENTS

- Upon learning of an infection, or possible exposure, the employee must immediately notify their supervisor and Human Resources
- As provided by law, the identity of the employee who is infected must be kept confidential
- In the event that you are notified that you have been exposed to COVID-19, you may be instructed to stay home for 14 days, telework if possible, and self-monitor for symptoms. This is in accordance with public health guidance
- Employees may be sent home while a workspace is being cleaned but will return to work after cleaning unless advised otherwise by a healthcare provider
- Employees may contact their health care provider if they have any additional questions

SANITATION REQUIREMENTS

- After an employee with COVID-19 related symptoms has been asked to leave the job site, the JFGNH/JCC shall take immediate steps to sanitize common areas and direct work places. This includes all on-site bathroom facilities, any break facilities, and any other common areas on the campus that may have been in close contact with the infected worker
 - Sanitation will be conducted by personnel, with equipment and material approved for COVID-19 sanitization
 - Identified areas should remain isolated until the sanitation process has been completed and the area is deemed safe for use

RETURNING TO WORK

- All impacted employees should follow CDC and DPH recommended steps concerning return to work
- Sick employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers
- Employees who are considered close contacts to a COVID-19 case by public health authorities should not return for 14 days and are subject quarantine by public health, encouraged to telework if possible, and encouraged to monitor for symptoms

- Employees who leave during the workday with COVID-19 symptoms and develop COVID-19 as confirmed by laboratory testing or diagnosis by a healthcare provider shall not return to the site until either released from isolation by healthcare provider or public health official and return to work criteria are met
- All returning employees must advise their supervisor and Human Resources

If you notice that someone is not following the policies as outlined above, please contact Human Resources. It will be addressed without implication of the reporter. It is important that we all feel safe.

I acknowledge that I have read, understand, and will comply with the COVID-19 Employee Health, Protection, Guidance and Prevention Guide and acknowledge that any issue of non-compliance with the above guidelines shall be a basis for disciplinary action, up to and including discharge.

Print Name

Signature

Date

RESOURCES AVAILABLE:

[www.fda.gov/emergency-preparedness-and-response/mcm-issues/coronavirus-disease- 2019-covid-19-frequently-asked-questions](http://www.fda.gov/emergency-preparedness-and-response/mcm-issues/coronavirus-disease-2019-covid-19-frequently-asked-questions)

www.cdc.gov/coronavirus/2019-ncov

portal.ct.gov/Coronavirus

COVID-19 Call Center: 833-275-9644

COVID-19 Hotline in CT: 2-1-1