

<b>Category:</b>	Workplace	<p style="text-align: center;"><b>INCA Community Services Personnel Policy</b></p> 
<b>Sub Category:</b>	Health and Safety	
<b>Effective Date:</b>	07/2020	
<b>End Date:</b>	n/a	
<b>References:</b>	CDC Web site	
<b>Responsible:</b>	Program Directors, Human Resource Manager, Executive Director, Management Staff	

**COVID-19 Exposure Response Plan**

**Purpose**

The health and safety of our staff and the individuals we serve are of the utmost importance, so it is imperative that we have guidelines in place to protect any individual who might be exposed to an employee who may have or has contracted COVID-19. All employees must follow these guidelines to safeguard and prevent the spread to others.

**Policy**

INCA will follow the CDC (Center of Disease Control and Prevention) recommended procedures during the COVID-19 pandemic to protect and improve the health of our staff and program participants. Upon notification of changes by the CDC, this policy will be changed to meet those standards. This policy is established to line procedures and practices out in the event an employee is exposed to COVID-19, contracts the virus, or a customer enters the facility exposing staff members. This policy is expected to be followed to mitigate the spread of COVID-19.

**Coordination of COVID-19 Issues and the impact on the workplace**

- The Human Resource Manager is the coordinator who will be responsible for COVID-19 issues. A COVID Response Team will be formed for each COVID-19 exposure. The Team will consist of the appropriate Program Director, site supervisor and Human Resource Manager. They will work closely to prepare and carry out a plan for each possible exposure to minimize the risk and impact on the agency. The Executive Director will be notified and briefed on all possible exposures and plans.
- The Human Resource Manager will be the primary contact with the local health department for possible COVID exposures.
- The Capacity and Communication Director will monitor state and local public health communications about COVID-19 and share with the Leadership Team. Will develop strategies to communicate with employees and the public and keep them updated as needed.

**Employee becomes sick at work**

- Immediately separate employees who appear to have symptoms from others in the workplace and make arrangements for safe transportation to their home or to a healthcare facility.
- Contact the Human Resource Manager regarding employee isolation. Human Resources will contact the appropriate Director of the situation and possible contacts.
- If an employee/program participant does not have transportation, contact the JAMM Transit Operational Director to make arrangements for safe transportation.

## Closing and Cleaning of facility after confirm COVID case

- **If it has been fewer than 7 days** since the employee has been in the facility:
  - Close off areas that have been used by the sick person for long periods of time. Instances that could cause areas to be closed off:
    - Sick employees immediate office space.
    - Copying room where employee may have been for more than 10 minutes.
    - Common areas where employees could have been for more than 10 minutes.
    - Bathrooms that employees may have used.
    - Hallways if the employee was there multiple times throughout the day or if management has good reason to believe the area could be infected.
  - Open outside doors and windows to increase air circulation during the waiting period.
  - After 24 hours of the area being sealed off designated employees will
    - be required to wear gloves and masks to perform cleaning procedures.
    - be cleaned using alcohol solutions with at least 70 percent alcohol or designated disinfectants effective against the coronavirus.
    - take extra precautions to not touch their face or skin with gloves or until they have washed their hands thoroughly after disinfecting areas. Employees
    - change masks and gloves after each hour of cleaning or when they change rooms for cleaning purposes.
  - **If it has been 7 days or more** since the employee used the facility, additional cleaning and disinfection beyond routine efforts is not necessary.
- **The COVID Response team will identify potential workplace hazards** including:
  - Conducting an investigation by interviewing staff members
  - Assessing the workstations
  - Utilizing the camera system to assist with tracking contacts and identifying potential hazards to be corrected.

## Employee Exposure Determination

- **Determine which employees may have been exposed** to the virus and may need to take additional precautions:
  - Each facility will keep a log of all individuals entering the building with the time entered and the time existed. This will assist in the tracking of possible exposures.
  - Upon notification of possible exposure Human Resource will contact appropriate leadership and supervisors to determine those employees and/or others who may have been exposed.
  - A plan will be put in place to inform employees of their possible exposure to COVID-19 in the workplace, but maintain confidentiality.
  - Agency will follow the Oklahoma Health Departments Recommendations for Community Based Exposure.
- **Notification to employee of a confirmed COVID-19 case** will follow this process:
  - The Human Resource Manager or member of the COVID Response Team will inform employees of their possible exposure to COVID-19 in the workplace and will adhere to all confidentiality guidelines.
  - All confidential information will be protected as best as possible.
  - Employees who contract the virus will be told others may have to be informed for their health, safety and well-being.
- **Interview employee who had possible contact** using the following questions as guidelines:
  - Has anyone been less than 6 feet for more than 15 minutes from the person?
  - Were masks worn during the exposure time frame?
  - Do the employees have additional concerns?

## Employees at Risk Guidelines

- A determination will be made by the COVID Response Team how high the risk of exposure was for each employee in contact.
- If contacted by the Health Department, staff will follow guidelines given and report that information to the Human Resource Manager.
- The following guidelines will be followed according to exposure to confirmed COVID case:
  - High Risk - The employee who had close contact with a person who had COVID-19:
    - Stay home until 14 days after last contact
    - Check your temperature twice a day and watch for symptoms of COVID-19
    - If possible, stay away from people who are at higher-risk for getting very sick from COVID-19
  - Moderate Risk - Employee who had moderate contact, but followed COVID safety protocol:
    - If illness begins, notify your supervisor immediately and stay home
    - Clean office area daily.
    - Wear a mask at all times.
    - Social Distance, avoid use of common areas if possible
    - Take temperature twice a day (Beginning of work day and after lunch)
  - Low Risk - Employees who had minimal contact and followed COVID safety protocols
    - Follow general COVID-19 CDC preventive guidelines.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

### **(Example) Notification to be Given to Staff of Workplace Exposure**

We have been notified that one of our employees has been diagnosed with the novel coronavirus, also known as COVID-19. As such, employees working at [location] may have been exposed to this virus. According to the Centers for Disease Control and Prevention (CDC), the virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. If you experience symptoms of respiratory illness (fever, coughing or shortness of breath), please inform Victoria Yates, Human Resource Manager, at 580-371-2352 and contact your health care provider. INCA Community Services, Inc. will keep all medical information confidential and will only disclose it on a need-to-know basis. INCA is taking measures to ensure the safety of our employees during this coronavirus outbreak, including:

- Providing face masks to all staff members
- Hand sanitizer stations set up throughout each of the offices and classrooms
- Enhanced cleaning measures in all offices, classrooms, and vehicles

For more information on COVID-19, including symptoms and treatment, visit the CDC website at [www.cdc.gov](http://www.cdc.gov).

### **Employee sick or tested positive for COVID-19**

If an employee is **sick** and think or knows they have COVID-19:

- Stay home (Isolation) until after:
  - Three (3) days with no fever (less than 99.9F or 37.7C without the use of fever-reducing medication) **and**
  - Symptoms (e.g., cough, shortness of breath) improved **and**
  - It's been 10 days since symptoms first appeared.
- If you tested positive for COVID-19 but **do not have symptoms**:
  - Stay home (Isolation) until after 10 days have passed since your positive test.
- 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.
- Isolation keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home.

Employees will contact the HR manager when able to return to work and review the return to work safety

and health protocols concerning COVID-19.

**Leave** - Refer to COVID-19 Policy for leave information.

### **Travel Exposure Plan**

Employees are encouraged to use their free time in any manner they see fit but as a precaution to travel INCA is implementing the following guidelines for returning to work:

- If any employee has traveled outside of the USA they must report it immediately and quarantine for 14 days after they return from their trip.
- If any employee has traveled outside of the state of Oklahoma or to known “hot spots” they must report it and must adhere to the following:
  - Report to their direct supervisor.
  - Wear masks for the entirety of their work day.
  - Observe social distancing and limit the use of common areas.
  - Take their temperature twice a day for 3 days following their return.

### **Dissemination of Policy**

The policy will be made available to all employees through the agency’s website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.