

Community Dining Room

11/2020

Coronavirus (COVID-19) Exposure Policy

Policy purpose

This policy is a guideline for the Community Dining Room staff and volunteers to provide guidance related to Covid-19 exposures.

This coronavirus (COVID-19) exposure policy is subject to change with CDC updates.

Scope

This coronavirus policy applies to all staff and volunteers. You must read through this action plan to ensure we collectively and uniformly respond to this challenge.

Procedure

The following information outlines the process of reporting COVID-19 related symptoms or exposures.

Reportable Conditions- All reportable conditions will be communicated to the East Shore Health Department:

- A letter for DIRECT exposure for an individual who has tested positive will be sent out by the Executive Director or CDR Board of Directors upon notification.
- Contact Tracing will be conducted by the ESDHD if deemed necessary.

Any condition that has risks to staff, volunteers, or visitors must report to the Executive Director (refer to Organizational Chart) in a timely manner so steps can be taken to prevent the spread of COVID-19:

- Confirmed or suspected COVID-19:
 - Person is positive or in close contact with someone who is positive or has had symptoms of Covid-19.
 - Health Care Provider/ESHD advised person to self-quarantine.
- Outside of work-related exposure:
 - Person traveled to a high-risk area, stated by CDC, within the last 14 days.
 - Person caring for/or living with someone who is COVID-19 positive.
- Work-Related Exposure:
 - Person in close contact with another individual exhibiting symptoms of COVID-19 during shift.
- Illness:
 - Person experiences the following COVID-19 symptoms:
 - Cough
 - Shortness of breath or difficulty breathing
 - Fever / Chills

- Muscle aches
- Sore throat
- New loss of taste or smell
- Nausea / vomiting / diarrhea

How To Report:

- **Work**
Person that meets what is reportable shall notify the Executive Director (refer to Organizational Chart) immediately if he/she becomes aware of COVID-19 symptoms.
- **Outside of Work**
Person becomes aware of COVID-19 symptoms at home, will notify the Executive Director (refer to Organizational Chart) and not return to work until cleared by management. Management shall follow current ESHD/CDC re-entry guidelines.

Exposure Mitigation

The following will occur if there is a reportable condition:

- Executive Director will document information and determine who was exposed to person with COVID-19 symptoms in accordance with ESHD/CDC current guidelines (please reference your guideline packet provided).
- The ED will notify person/s who were potentially exposed with the guidance of the ESDHD.

Return to Work:

- CDR will follow ESDHD/CDC guideline for return to work.
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-sre-sick/end-home-isolation.html>

Sick leave arrangements:

- If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, **call and do not come in for your shift.**
- If you have a positive COVID-19 diagnosis, you can return to the work *only after* you've fully recovered following ESHD/CDC guidelines.
- If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, you should be quarantined for 14 days.
- If you need to provide care to a family member infected by COVID-19, do not come in for your shifts and follow ESHD/CDC guidelines.

Travelling/commuting measures:

- If you are planning to travel voluntarily to a high-risk place with increased COVID-19 cases (domestic or internationally), you must quarantine for 14 calendar days.
- We recommend you check the CDC's Traveler's Health Notices for the latest guidance and recommendations for each place you will be traveling.

General hygiene rules:

- Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the [20-second hand-washing rule](#)). Hand sanitizing is in addition to hand washing. It does not replace washing, which is the best hygiene.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and wash your hands immediately.

- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, contact your supervisor and leave work.

Keep environment clean:

- All staff and volunteers are asked to disinfect frequently touch surfaces such as workstations, countertops, doorknobs, light switches, remote controls, etc daily upon shift changes and hourly for entrances, exits, and bathrooms. Wipes, disinfectant, and PPE are provided throughout the CDR facility.
- Masks are required by all who are present inside the CDR.
- Continue to social distance (6ft. or more) when you are able and even when you are wearing your mask.

I have read and understand the above policies for the Community Dining Room COVID-19 exposure.

Signature

Date
