

Outreach

Community Ministries

Restoring Hope,
Providing Opportunities

COVID-19

Handbook for Staff

Outreach Community Ministries

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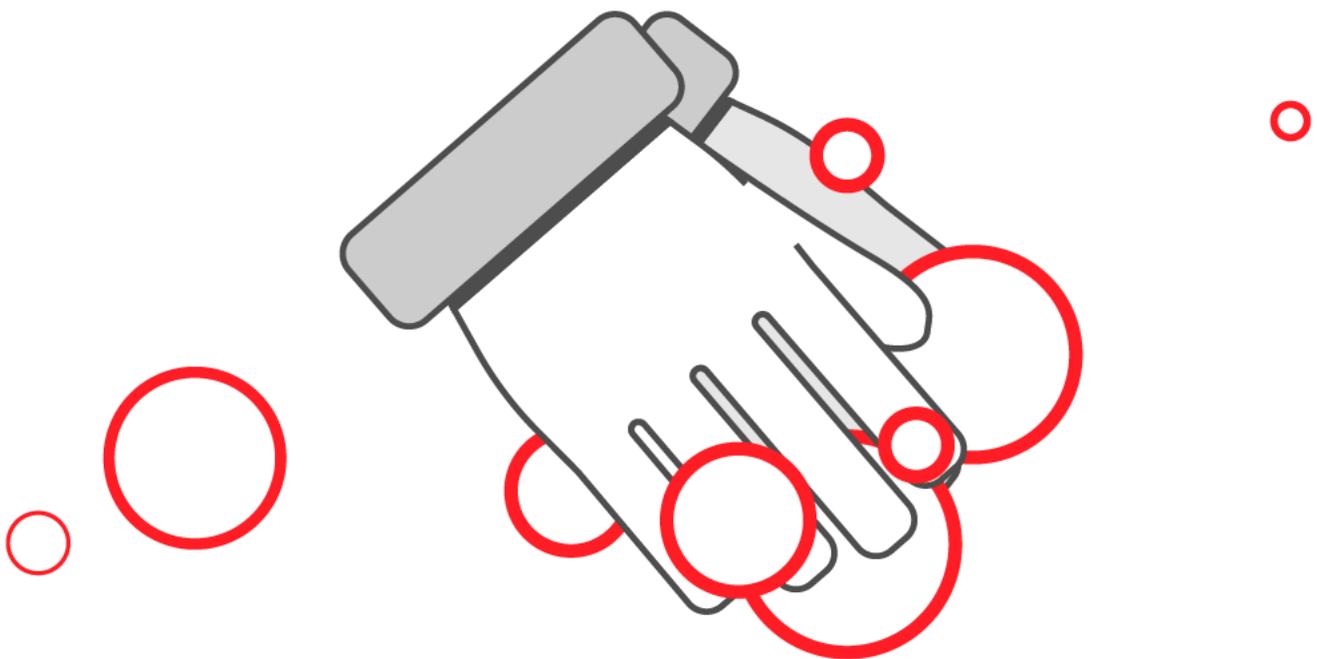
Introduction

Outreach Community Ministries is a diverse community of people with multiple unique locations. As a community, we will all need to give attention to what we can do to assist in keeping our sites safe while serving our clients and the community with excellence

At Outreach Community Ministries, it is our priority to keep our employees, volunteers and clients safe especially in the midst of the COVID-19 pandemic. As such, we are continually monitoring governmental guidelines as we strive to balance public health concerns with the needs of the organization. This handbook details how we plan to operate the organization and still keep employees safe to every extent possible. This plan, which pulls from Centers for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA), and the DuPage County Health Department guidance, highlights the responsibilities of managers and employees, and outlines the steps Outreach Community Ministries is taking to address COVID-19.

While we will implement various protocols to ensure your safety, it's up to you and your co-workers to implement and follow these protocols daily. By releasing this handbook, Outreach Community Ministries hopes to clearly communicate our plans moving forward, highlight workplace protocols in place to protect your safety and establish a level of comfort for all of our employees as we ask you to return to the office.

We understand that every employee's situation is different and encourage those with specific risks or concerns to reach out to their manager or HR to discuss alternate arrangements, should they be necessary.



Workplace Phases

Due to the evolving nature of the COVID-19 pandemic, creating an exact timeline for resuming “normal” operations is not feasible. Outreach Community Ministries will continue to monitor applicable state and local guidance and determine next steps for reopening the office. Outreach Community Ministries has two goals that we are balancing as we manage this crisis:

- Keeping our staff, interns, clients and volunteers safe
- Providing excellent services in all programs

As we approach the ongoing nature to this crisis, we have established phases that allow us to move in and out of these phases as our circumstances change.

At this time, we’ve created a tentative phased approach for asking our employees to return to work. These phases allow us to know our plan if things change and we need to move back and forth in the various phases as circumstances demand. Each OCM site will have a detailed site plan for each phase that has been approved by the OCM Management. The Site Plan will be distributed to all employees.

Phase One- Office Closure

This is the stage where we are not able to be at any office due to state and local guidance requiring shelter and work from home except for essential services. When this occurs, offices and sites will remain closed to, clients, volunteers and visitors. Only those employees with OCM Essential Functions will be allowed on site. All other employees will work remotely until notice is given to return.

Phase Two- Partial Opening

Under Phase Two, the office will reopen. OCM will permit only a certain number of employees to return to their site. Social distancing protocols will be put in place and must be followed. Any employees who are able to do so or need to for their unique circumstances should continue to work remotely.

Phase Three- Limited Functions

Under Phase Three, the office will reopen to more people. As such, each site will review their situation, and develop a Site Plan to open under specific guidelines and have employees to return to the site. OCM will observe governmental guidelines related to occupancy and capacity given each site’s square footage. Similar to Phase Two, some employees who have unique circumstances may be designated to continue to work remotely.

Should OCM reopen an office in this still limited capacity, social distancing protocols will remain in place and workplace modifications may be made to ensure social distancing can be maintained throughout the workday. The following protocols will be utilized to ensure our headcount in the sites does not exceed required or remodeled guidelines and to promote social distancing efforts:

- **Staggered and monitored schedules**— Sites may implement a scheduling system for employees to request and record their attendance in the office. Additionally, rotating schedules will be used until all restrictions are lifted maintain social distance.
- **Workstation modifications**— Sites will modify the office space to create safety between employee side by side workstations, and face-to-face desk layouts.
- **Size of in-person meetings**—Until social distancing requirements are lifted, in-person meetings will be limited to 10 people and socially distanced. Employees can also conduct virtual meetings with some workers in the same facility and/or to include those who continue to shelter at home. Employees who are in the office will be expected to gathering in groups no larger than 10 people or in spaces that do allow social distancing.

In addition to the protocols mentioned above, OCM may implement additional guidance during Phase Three that is designed to promote workplace safety.

Phase Four- Fully Re-Opened

Under Phase Four, the sites will reopen to all employees, interns, volunteers and clients. Under Phase Four, sites will continue to implement, recommend protocols to ensure the health and safety of our employees.

Considerations

It's important to note that these phases are subject to change based on state and local guidance. Should an employee test positive for COVID-19 after their site reopens, our plan may change in an effort to protect the employees at the site.

We recognize that some individuals have unique circumstances that may factor into the timing of their return to the office for their work. Please reach out to your supervisor or manager to discuss your personal situation. Supervisors will initiate the conversation with the employee that report to them and HR may be asked by both parties for their guidance and direction. In addition, if cases of COVID-19 spike again in our state or in our local area, we will consider whether to remain in a particular phase or return to the recommended phase.

Also, since OCM is in the government's category of an essential service, we will determine at each Phase which agency roles and functions are essential for the organization to remain safe but also to provide administrative operations and services to clients. Specific site plans and protocols will be implemented to ensure these services are delivered safely.

Essential Organizational Services and Functions

In general, the essential services at OCM include

- Crisis Youth Services (Responding to Police Departments)
- Transitional Housing Programs
- Facility Maintenance and Oversight
- Case Management (Homeless Prevention Services & Basic Needs, Financial Assistance)
- Mental Health Services
- Reception Staff
- All Administrative services to keep the organization operational and fully funded.

As OCM moves into phase three and four, we will bring various staff back into the office while we also observe the state guidelines at each phase. OCM sites will base decisions on staff needed in the offices based on guidelines and functions as follows.

1. Job roles and functions that are necessary for buildings and facilities to be opened or services to be operating in Phase 2 or 3.
2. Job roles and functions in which the service to clients is relational and best performed in person. To be in person, office accommodations must be able to meet the social distancing guidelines in Phase 3 or 4.
3. Job roles and functions for an employee that is currently working from home and are being

covered by another employee who is in the office. Workspace accommodation and staggered schedules can be used to assist with employees returning to the office. The employee at home may have to return to the office to cover their own job responsibilities.

As Site Directors/ Managers and Supervisors are making plans and directing staff regarding returning to the site, various state guidelines regarding occupancy should be followed. As job functions and work loads allow, accommodations can continue to be made for:

- Employees in high risk categories due to health.
- Employees needing accommodations due to lack of childcare options.

As the external environment changes with Illinois moving to different phases, it will be important that OCM keeps communicating with our staff on various changes and expectations. We commit to doing that. The purpose of this Handbook is to set general parameters and guidelines from which to operate with the goal of moving toward getting all our staff back to working onsite in a safe way.

Workplace Protocols to Follow When Returning to Work

Outreach Community Ministries has implemented workplace protocols designed to preserve the health and safety of our employees as they return to work. This section further explains these protocols. Please refer to your site or office plan for unique details. For additional information, please reach out to your manager or supervisor.

Employee Screening and Confirmed Illness Protocols

Keeping employees safe is our priority. To accomplish this task, we have created various procedures for screening employees who return to work and others entering the sites, dealing with exposure to COVID-19, responding to a confirmed case of COVID-19 and reporting transparency.

Employee Screening Protocols

The Equal Employment Opportunity Commission permits employers to screen employees' before allowing them to enter the worksite. Any employee screening will be implemented on a nondiscriminatory basis, and all information gleaned will be treated as confidential medical information—specifically, the identity of workers exhibiting a fever or other COVID-19 symptoms will only be shared with those with a need to know.

OCM employees will be asked to confirm the status of their health as part of working in the office or at their site. Upon entering the office/ site each day, employees will sign a certification verifying that they do not have any symptoms that could spread to others. In addition, OCM reserves the right to implement a screening protocol for symptoms, such as temperature checks, at any point. Results will be tracked separately from any personnel records and will be kept confidential. Each site/ office will determine how this daily screening will take place. The results should be written down and kept in a confidential file on site for at least 30 days. This protocol will commonly be implemented, with Phase Two and Three upon initial opening of the sites/ offices, and as a response to a confirmed diagnosis.

COVID-19 Confirmed Illness Protocol

Employees who test positive for COVID-19 or believe they have been infected will be instructed to follow the advice of a qualified medical professional and self-quarantine. When self-quarantining, recommended employee protocols are:

- Stay away from other people in their home as much as possible, staying in a separate room and using a separate bathroom if available.

- Not allow visitors.
- Wear a face mask if they have to be around people.
- Avoid sharing household items, including drinking cups, eating utensils, towels and bedding.
- Clean high-touch surfaces daily.
- Continue monitoring their symptoms, calling their health care provider if their condition worsens.

COVID-19 Exposure Guidelines

When our facilities are open, there are more opportunities for people connected with Outreach to be exposed to the COVID-19 virus. OCM encourages all questions regarding the best way to manage the various exposures that may occur. Therefore, to be helpful, the following items give guidance to the types of questions or details site directors, managers, and supervisors may receive to know how to proceed, as well as some general guidelines to follow.

Anticipate the possibility of Exposure

While we continue to work at preventing the spread of the virus across the agency, we should also anticipate incidents of exposure. To be prepared for those possibilities and to keep the exposure to a minimum, the following practices should be in place at our sites.

- Conduct daily sign ins for contact tracing
- Retain the sign in forms for at least 30 days
- Limit exposure from program to program and within programs as much as possible to reduce who must be quarantined
- Monitor that staff at the site are consistent in wearing face coverings and social distancing

Types of Exposure

Center for Disease Control gives guidance around the type of exposure a person may have had that makes them more susceptible to contracting COVID-19 if exposed to someone who has the virus.

- If a person has been around someone with COVID-19 for under 15 minutes, the likelihood of contracting the virus are small.
- If a person has not been within 6 ft of someone with the virus, the likelihood of contracting the virus are small. If more than 10 feet, the likelihood is near zero.
- Where common surfaces are regularly disinfected and people are regularly washing their hands, the likelihood of contracting the virus is very small.

All of these items are a reminder that if we follow the prevention guidelines as outlined in our COVID-19 Handbook and Site Plans (i.e. social distancing at least 6 feet, wearing face coverings, and washing hands and surfaces frequently), the likelihood of contracting COVID-19 are extremely small.

Degrees of Separation

While the COVID-19 virus is highly contagious, the CDC tells us that it is mostly spread through the air. Therefore, the “degrees of separation” between the person who has the virus and the person who is wondering if they were exposed matters.

- Direct Exposure: if a person is directly exposed to someone with COVID-19, especially if the exposed person was within 6 feet of the person with the virus for longer than 15 minutes with or without wearing a face covering, this is direct exposure.

- Two degrees of separation: if a person is in contact with someone who believes they have been directly exposed to someone with COVID-19, this is considered two degrees of separation. The person themselves was not exposed to someone who has the virus. This makes the likelihood of getting the virus much less.
 - *Example:* An OCM employee calls her supervisor to say that her husband is being asked to quarantine because his co-worker came down with COVID-19. The OCM employee asks her supervisor if she should also quarantine from work. The OCM employee is two degrees separated from the person with COVID-19. Therefore, unless her husband begins to demonstrate symptoms, the OCM employee may still come to work. The supervisor should make the suggestion that she might want to social distance from her husband to make sure he doesn't have COVID.

- Three degrees of Separation: if a person is in contact with someone who was in contact with someone who may have the virus because they were in contact with someone who has the virus, this is three degrees of separation and the likelihood of contracting the virus are near zero.
 - *Example:* An OCM employee calls her supervisor to say that her child's day care put out a notice that the sibling of a child in the day care has COVID. The child in the day care does not have symptoms yet but has been asked to quarantine from the day care due to his sibling. Your child is allowed to continue attending the day care, but parents have been alerted to be watching for the remote chance that any child could start having symptoms. The OCM employee asks the supervisor if she should quarantine from work. Since the employee is three degrees separated from the person with COVID, they do not need to quarantine from work.

Don't know who the person was that caused exposure

- If a person is notified that they might have been exposed to the virus and is not told who the person was they were exposed to, the person being notified should assume they had direct exposure.

When was Exposure?

- When considering exposure to the COVID-19 virus we must remember that COVID- infected people are contagious after their symptoms began and 2-3 days prior to showing symptoms. Therefore, it is important to find out when the person exposed to the virus was with the infected person. Trace the dates back 2-3 days before symptoms were showing for the original exposure dates.

Return to Work Considerations

The Center for Disease Control has adjusted the protocols for quarantine for those simply exposed to COVID-19. The following information has been revised as of 1/5/2021. Notably, employees who are symptomatic or who have tested positive will not be permitted to return to work until the conditions in either column (whichever, applies) outlined in the table below are met:

Return to Work- Exposure Chart			
If an employee was EXPOSED to COVID-19 and has been required to quarantine, the following guidelines are given for when they may return to work.			
No Symptoms. Was Tested Negative Day 5 or later.	No Symptoms. Not Tested	Was Symptomatic. Was Tested Negative on Day 7 or later.	Was Symptomatic.
The employee may return to work if all of the following have been met:	The employee may return to work if all of the following have been met:	The employee may return to work if all of the following have been met:	The employee may return to work if all of the following is met and they have received a negative PCR test on day 7 or later
- Throughout the quarantine there were not symptoms.	- Throughout the quarantine there were not symptoms.	- They have obtained negative PCR test on day 7 or later	
- On day 5 or later they obtained a PCR** test and received negative results	- Continued to show no symptoms for 10 days	- They have quarantine for 14 days	- The employee must quarantine for at least 14 days after receiving a negative test
- Continued to show no symptoms	- May return to work after 10 days from date of exposure		
- May return to work after 7 days from date of exposure	- Continue to monitor for symptoms and isolate immediately if symptoms appear		
- Continue to monitor for symptoms and isolate immediately if symptoms appear			

** NOTE: PCR refers to the polymerase chain reaction test. This test is done through a nasal cotton swab and is the most reliable test for diagnosing COVID-19.

Return to Work- COVID POSITIVE Chart

If an employee tests positive for COVID-19 and has been required to isolate, the following guidelines are given for when they may return to work.	
Have Tested Positive, but have no symptoms	Was Symptomatic and was or was not tested for COVID-19
The employee may return to work if:	The employee may return to work if:
- They continue to have no symptoms	- They have not had a fever for at least 24 hours and have not used fever- reducing medication during this time.
- Coughs and other symptoms have not appeared.	- Ten days have passed since receiving a positive test.
- Ten days have passed and still have not experienced symptoms	- They have received a negative COVID-19 test.
- They have received a Negative COVID Test	

When an employee tests positive for COVID-19, deep-cleaning procedures at the site will be triggered as outlined in the site/office plan. Furthermore, employees who have been in close contact with an individual who has tested positive for COVID-19 may be instructed to self-quarantine.

Reporting Transparency Protocol

Any employee who experiences COVID-19 symptoms or has tested positive for COVID-19 must notify HR as soon as possible. The employee will be asked to assist HR with contact tracing. This information will be tracked separately from personnel records, and names will not be released. HR will be in contact with the DuPage County Health Department for recommendations regarding if other employees are at high or low risk for exposure and if there are quarantine recommendations. Depending on the circumstances, OCM will notify employees if there is a confirmed case of COVID-19 in the workplace. OCM may elect to close an office/ a site, or portion of a site for a period up to 48 hours following a confirmed case to allow for natural deactivation of the virus.

Social Distancing Protocol: Phase Three and Four

Employees should follow social distancing best practices while at OCM's facilities, including but not limited to workstations, kitchen areas, common areas and office spaces. Specifically, employees are asked to:

- Stay 6 feet away from others when working or on breaks. Where a minimum distance cannot be maintained, engineering or administrative controls will be in place.
- Avoid job tasks that require face-to-face work with others when possible.
- Avoid physical contact with others whenever possible (e.g., handshakes).
- Avoid touching surfaces that may have been touched by others and have not been cleaned. If in doubt, clean the surface yourself before you use the surface.
- Distance from anyone who appears to be sick.
- Avoid gathering when entering and exiting the facility. Employees should also only enter and exit designated areas.
- Follow any posted signage regarding COVID-19 social distancing practices.

- Disinfect their workspace often.
- Avoid touching their face.
- Avoid nonessential gatherings.
- Stagger lunches to limit the number of individuals in the break room or kitchen area.
- Avoid gathering in common areas.

OCM may extend some or all of these social distancing guidelines into Phase Four depending on current CDC and Health Department recommendations. Please monitor your email and adhere to any additional guidance as it is provided, in addition to changing or adjusting site/office plans.

Employee Health and Safety Protocols

The success of all of these plans relies on how well our employees follow self-health monitoring, social distancing and all other health and safety protocols. As such, the following protocols have been implemented to ensure your health and safety. Please bring any concerns regarding the following protocols to a manager or supervisor immediately.

General Employee Health and Hygiene

Practicing good hygiene is essential to prevent the spread of COVID-19. Do your part by practicing good hygiene at work and at home:

- Upon entering your workplace site, every employee is required to wash their hands before they begin work. Then, regularly wash your hands for at least 20 seconds throughout the day with warm water and soap, specifically before eating.
- Cover coughs and sneezes without using your hands.
- Avoid touching your eyes, nose and mouth.

To help the site and all who enter remain healthy, OCM has hand sanitizer at the front reception available to visitors to the building who will be invited to use it or to use the restroom to wash hands. Disinfecting cleaning supplies are available throughout the common areas for use on hard surfaces. We have limited amounts of these supplies and will continue to restock as we are able. It is suggested that employees wash their hands more frequently than normal. Additionally, building management has instructed the office cleaning people to disinfect key areas such as faucets and door handles on a specified basis. Throughout the day, each site will have a plan for disinfecting key areas in the facility used by multiple people such as entry doors, restroom doors, waiting room hard surfaces.

In addition, employees are strongly encouraged to wear face coverings when in public in close proximity to others for more than a moment, and when physical distancing of 6 feet or more cannot be guaranteed for more than a momentary period of time. Employees will provide their own face coverings in accordance with CDC guidelines. It is recommended that employees wear face coverings when entering and exiting the building and when using common areas such as bathrooms, kitchens and the lobby. To assist employees, OCM will provide \$10 to every employee for the purpose of securing a reusable face covering that they have at work every day. In addition, OCM will maintain a small inventory of disposable masks for clients and visitors who may enter the building without one. Inventory quantities will be regularly tracked and documented but cannot be guaranteed.

Finally, employees who are feeling sick are asked to stay home from the office. Employees who have symptoms of acute respiratory illness will be required to seek immediate medical attention and follow

the guidance of a health care provider. Employees with symptoms are required to work remotely or take PTO. Employees who have been diagnosed with or are aware they are at “high risk” of exposure to COVID-19 as defined by the DuPage County Health Department must notify HR.

Employee Mental Health Considerations

Outreach Community Ministries understands that the COVID-19 pandemic has increased stress levels of employees across the country. We want to prioritize our employees’ mental health during these uncertain times. As such we will continually make every effort to ensure that the workplace is safe for employees to return to work and will discuss any and all personal situations in regard to any return to work plan. Managers and supervisors are aware of mental health considerations during this transition. Employees with concerns will meet with their manager or supervisor to discuss options, and HR is available for consultation.

Cleaning and Disinfecting Protocol

Employees should do their part to help keep the office as clean as possible by cleaning and disinfecting their workstations and surfaces they commonly use. Employees should also avoid using others’ workstations, tools and equipment. Additionally, whenever an employee uses a common piece of equipment (e.g., printer or fax machine), it should be wiped down prior to and following use. Proper cleaning and disinfecting supplies will be provided. Employees should wash their hands with warm water and soap for at least 20 seconds after cleaning or sanitizing a surface.

Each site will have a building plan that facilitates cleaning of common areas and other frequently touched surfaces throughout the day. The frequency of this cleaning may change depending on the situation. If the site is not owned by OCM and OCM is the tenant, the manager of this site will secure assurances from the landlord of the cleaning protocol and/ or the manager will plan with the landlord how OCM can participate in the cleaning protocols.

Office Procedures- Phase Three and Four

In addition to the guidance outlined above, OCM has implemented the following workplace procedures to be followed until social distancing guidelines are lifted:

- **Deliveries**— will set up contactless drop zones for all deliveries, including mail and packages. Assigned employees will process mail and packages utilizing gloves or washing their hands immediately after handling. Employees ordering food delivery service will need to instruct drivers to utilize drop off zones for contactless delivery.
- **Visitors**—Depending on the Phase we are in, all nonessential visitors could be prohibited, and interviews could be conducted virtually. Sites will take the steps to safeguard employees and visitors by:
 - Requiring visitors to go directly to their assigned work area without unnecessarily interacting with others (e.g. students entering buildings)
 - Requiring visitors to practice social distancing and good hygiene while on-site.
- **Food and catering services**—To ensure the health of employees, OCM will require employees to be responsible for bringing their own food and beverage, preferably in a temperature-controlled bag and to use the common area refrigerator at a minimum. It is recommended that all dishware be taken home nightly for cleaning in a dishwasher. OCM will avoid catering events that allow for cross- contamination. In addition, any employees using equipment or appliances in the kitchens are required to clean & disinfect every item touched after you use.

OCM may add to or remove this list of workplace procedures as Phases change. Employees should monitor workplace communications to ensure they’re up to date on all health and safety

communications.

Travel Guidance- Phase Three and Four

1. Travel between Outreach sites should be kept to a minimum until further notice. Utilize videoconferencing and phone calls for cross-site communication.
2. Out-of-state travel for agency business (fundraising, other) should be pre-approved by the COO or CEO.
3. Personal travel outside of work time is not restricted, however staff and interns should notify both their supervisor and HR, of any planned out-of-state or out-of-country travel at the time of requesting time away. Additionally, staff and interns should communicate any known exposure events occurring during travel. Restrictions may be required upon return to work/internship including work-from-home, required use of paid-time off or unpaid leave to quarantine at home, unavailability or reduced internship hours for a specified period of time to limit on-site presence, and/ or daily monitoring of symptoms upon return for a specified period of time.
4. If traveling, employees and interns should follow CDC considerations to protect themselves and others.

Please review this link [COVID- 19 Travel Guidelines](#)

OCM Coronavirus Travel Policy

Policy

To ensure the safety of Outreach staff and those served by the organization, employees will be responsible for communicating out-of-state and out-of-country travel (personal or work-related), as well as complying with agency guidance upon return from travel as long as the Coronavirus remains an issue of public health and safety.

Procedures

1. Prior to returning to work from travel outside of Illinois, Returning Employees must call or email Doris Dyer (ddyer@outreachcommin.org) and obtain approval to return to work.
2. Returning Employees may be required by Outreach to remain out of the office for fourteen (14) calendar days from the date the employee returned, including if the Returning Employee traveled to a higher exposure location, as determined by Outreach based upon CDC and other guidance regarding the current status of COVID-19 in that location.
3. Returning Employees should monitor their symptoms for 14 days and if they become ill and need to seek medical care, they should call ahead to their doctor's office and inform them of their recent travel or potential exposure. If the Returning Employee tests negative, he or she may be allowed to return earlier. Returning Employees may also be required to obtain and submit documentation from a health care provider that they are cleared to return to work.

Illness Response Plan

OCM recognizes that once sites and facilities are opened and more activity is occurring, potential exposure to the illness grows. Each OCM site plan will include a response to illness and potential exposure. The following elements should be considered for the site plan.

Prevention

All staff, parents, students, volunteers, clients and any visitors to our sites should be encouraged to take preventative actions to limit the spread of the virus. These actions include:

- Staying home when sick; reporting symptoms
- Appropriately covering coughing & sneezing
- Washing hands frequently and properly
- Posting signs to remind people of the requirements and practices expected be in strategic places around the site.

Cleaning

If a person is identified to have COVID-19 or if it is suspected that a person in the facility may have the virus, after isolating them from the facility, the areas or rooms occupied by that person will be cleaned to help prevent the potential spread of the illness. The CDC has provided guidance on cleaning and disinfecting facilities exposed. See Appendix C for these guidelines.

Reporting

Once it is discovered that a person in the facility has COVID-19 or is suspected that they may have the virus, this incident should be reported as follows:

- If the person is an OCM employee a COVID- 19 Incident Report form should be completed within 30 minutes of the incident and Part 1 of the form submitted to the Site Director, Clinical Director, or manager of the department for further action. Part 2 of the form should be submitted to Human Resources within hours of the Incident for future action.
- If the person is a visitor to the facility including a student, client or a volunteer, a COVID-19 Incident Report form should be completed within 30 minutes of the incident and the form submitted to the Site Director, Clinical Director, or manager of the Department for further action.

Upon receiving the Incident Report form, the responsible person will contact the COO by submitting the form through email and also contacting by the phone, to discuss the immediate response plan next steps.

Self- Monitoring: Employees

As a way to remind people of the seriousness of this illness, OCM will require its employees to self- certify that they are symptom- free upon entering work each day. Forms will be available each morning at the facility entrance or reception desk for employees to sign stating they are symptom-free. Once the form is signed, employees will be required to wash their hands before starting work for the day. All employees are asked to follow the site guidelines for face-coverings. Future guidance around illness and exposure have been provided by OCM Human Resource.

Benefits Available

A summary of the various organizational benefits available in regards to COVID-19 are in the chart on the next page. While FFCRA legislation expired on 12/31/2020, benefits will continue to be offered at the same rate and eligibility requirements through March 31, 2021. Staff who were eligible for FFCRA benefits in 2020 will “carry-over” any unused benefit into 2021. See the chart on the following page.

COVID-19 SCENARIOS AND BENEFITS AVAILABLE

SCENARIO	FAMILY AND MEDICAL LEAVE ACT	FAMILIES FIRST CORONAVIRUS RESPONSE ACT*: EMERGENCY FAMILY AND MEDICAL LEAVE EXPANSION	FAMILIES FIRST CORONAVIRUS RESPONSE ACT*: EMERGENCY PAID SICK LEAVE
Employee is mildly ill with COVID-19 symptoms.	Yes, if illness meets the FMLA definition of "serious health condition." Employee must work for covered employer and meet eligibility requirements.	No	Yes, if seeking a medical diagnosis or advised by a health care provider to self-quarantine (up to 80 hours of paid sick time for full-time employees).
Employee is severely ill with COVID-19.	Yes, if illness meets the FMLA definition of "serious health condition." Employee must work for covered employer and meet eligibility requirements.	No	Yes, if seeking a medical diagnosis or advised by a health care provider to self-quarantine (up to 80 hours of paid sick time for full-time employees).
Employee was exposed to COVID-19 and quarantined. The business remains open.	No	No	Yes, if subject to a government quarantine or isolation order, or advised by a health care provider to self-quarantine (up to 80 hours of paid sick time for full-time employees).
Employee is caring for a sick family member.	Yes, if the illness meets the FMLA definition of "serious health condition," the family member meets the FMLA definition and the employee is working for covered employer and meets the eligibility requirements.	No	Yes, if the family member is subject to a government quarantine or isolation order, or advised by a health care provider to self-quarantine (up to 80 hours of paid sick time for full-time employees).
Schools or day cares are closed or unavailable due to COVID-19, and the employee can't work because of the need to care for a son or daughter.	No	Yes, for up to 12 weeks, if no other suitable person is available to care for the child. The first 10 days of leave can be unpaid.	Yes, if no other suitable person is available to care for the child (up to 80 hours of paid sick time for full-time employees).
Employee is immunocompromised and advised to self-quarantine.	Maybe, if the employee has a serious health condition under the FMLA.	No	Yes (up to 80 hours of paid sick time for full-time employees).
Employer must shut down due to a quarantine by a public official.	No	No	No
Employer shuts down due to a business slowdown or lack of demand.	No	No	No
Employer reduces available hours due to a business slowdown or lack of demand.	No	No	No

* The paid sick leave and expanded family and medical leave provisions of the FFCRA apply to certain public employers and to private employers with fewer than 500 employees.

The information in this table is for informational purposes only and should not be construed as legal advice. It is meant to give a general picture of benefits available in certain COVID-19 work-related situations. Please note that this is not an exhaustive list of benefits.

Rather, depending on state and local laws, employees may be entitled in certain circumstances to employer-provided benefits for paid sick leave, temporary disability, workers' compensation and more. Employers should consult with legal counsel for legal advice.



Conclusion

OCM looks forward to the future of our employees returning to their workplace. The COVID-19 pandemic has created uncertain times and resulted in unprecedented workplace changes. As communicated throughout this handbook, we are prioritizing the health of our employees every step of the way as we reopen organizations doors.

We will execute on our plan cautiously, following applicable state and local guidance as much as possible. We also recognize that each employee's needs and situations will be different as we reopen. Employees should discuss any concerns they have about returning to work as it relates to their personal health or situation with their manager or supervisor. Together manager and employee may consult with HR for case specific recommendations.

Finally, we ask that all of us demonstrate flexibility and understanding to one another as we all adjust. We ask for employees patience to the fact that the COVID-19 pandemic may require our return to work plans to change. Employees will be given as much notice as possible in the event of an unforeseen setback or office closure.

Employees should direct questions regarding the content of this action plan to their supervisor. Furthermore, while the strategies highlighted in this document can protect workers from COVID-19, it's important that every employee follow CDC guidance at all times. For more information, click [here](#).