

***Outreach***

**Community Ministries**

Restoring Hope,  
Providing Opportunities

**COVID-19**  
**Handbook for Staff & Interns**  
**PHASE 5**

Outreach Community Ministries

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*July 2021*

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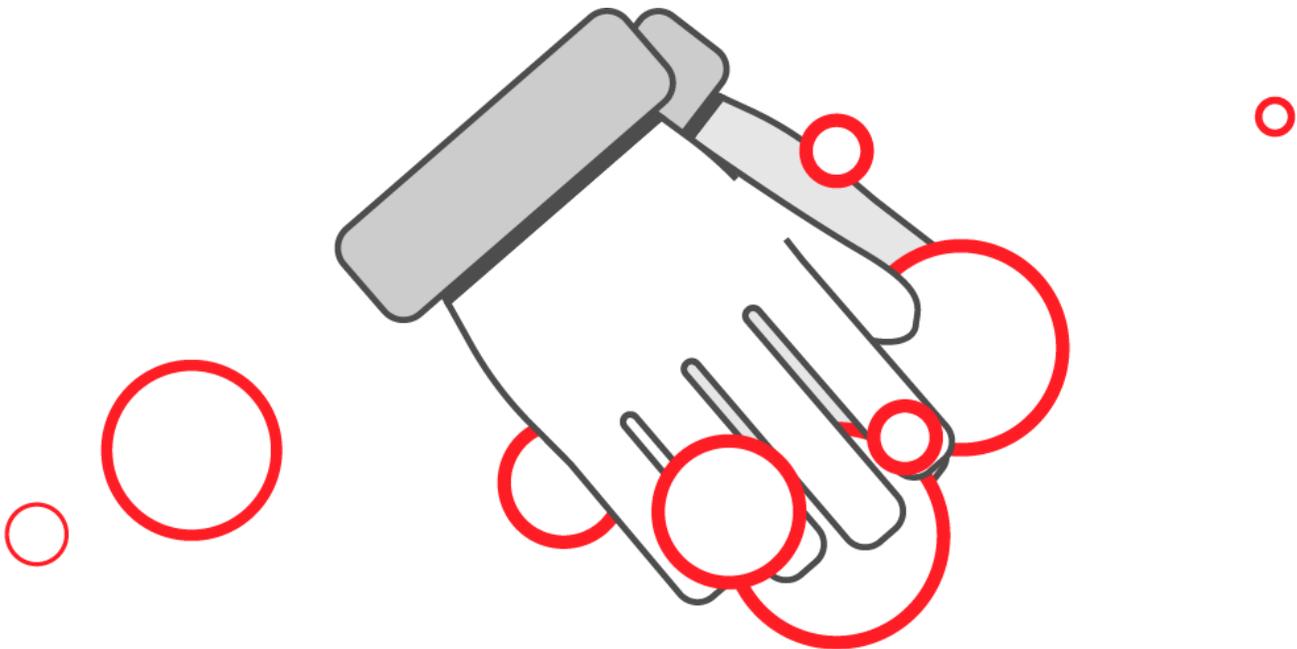
## Introduction

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 during, and following, 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 manage safety concerns. 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 in Phase 5.

By releasing this handbook, Outreach Community Ministries hopes to clearly communicate our plans moving forward and highlight workplace protocols in place to manage safety issues as we return to the office under Phase 5.

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 those concerns as necessary.



## Employee Health and Safety Protocols

The success of our health and safety 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.

### *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 encouraged 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.

### *Cleaning and Disinfecting Protocol*

Employees are responsible to help keep the office clean by cleaning and disinfecting their workstations and surfaces they commonly use. Employees should also avoid using others' workstations, tools, and equipment.

### *Face Coverings*

All staff are free to wear a face covering while on-site at Outreach. Staff are also free to wear a face covering when meeting with community partners, clients, etc. off-site. ***See site plans for exceptions to this policy based on program/department.***

Fully vaccinated staff, if they choose, may perform job responsibilities without a face covering at Outreach work locations. When working off-site, (i.e., churches, client homes, community partner sites), staff will be required to follow the face covering policy at those locations. ***See site plans for face covering requirements while transporting clients.***

### *Vaccination Status*

- Staff are prohibited from requiring disclosure of vaccination status from other staff. Each employee can determine whether they want to disclose their vaccination status to others in the workplace.
- Staff are prohibited from making disparaging or negative comments about an individual's vaccination status or choice to wear a face covering. Any communication or behavior that would be characterized as harassment in this regard will not be tolerated and should be reported to Human Resources immediately.
- Human Resources Staff and Supervisors may request information regarding vaccination status for specific individuals as part of the COVID Incident Reporting process following a positive COVID test result or direct exposure event. This information will be used to assess risk and necessary action steps. The information will be kept confidential.

### *Social Distancing Protocol*

Employees should follow social distancing best practices while indoors at OCM's facilities. Social distancing is not required for outdoor gatherings. <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/participate-in-activities.html>

### *Illness*

Both vaccinated and unvaccinated employees who are feeling sick, or are symptomatic, are required to stay home unless symptoms are related to a known health issue for which the employee is already under the guidance of healthcare professional. Supervisors will provide guidance about availability of remote work when an employee feels well enough to work but cannot be in the office. **See also Employee Benefits section in this handbook.**

### *COVID-19 Related Symptoms*

The current list of COVID-19 related symptoms and recommended action steps provided by the CDC can be found here <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> . Employees will be required to follow CDC guidelines regarding symptoms. **See also COVID-19 Exposure & Positive Test Guidelines.**

Other Resources:

**COVID-19 vs Seasonal Allergies** - <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#People-with-Seasonal-Allergies>

**COVID-19 vs Flu** - <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

## COVID-19 Exposure Guidelines

When someone has had an exposure event that poses significant risk for COVID-19 transmission, the CDC calls that exposure a close contact.

**Close Contact:** If a person has been within 6 feet of someone with confirmed COVID-19 for at least 15 minutes within a 24-hour period. The 15 minutes of exposure does not need to be consecutive to constitute close contact.

### Return to Work Considerations

The table below will be used to determine quarantine and return to work for individuals who have confirmed “close contact” exposure to COVID-19.

COVID-19 Exposure-Return to Work Chart				
No Symptoms. Tested Negative Day 5 or later.	No Symptoms. Not Tested.	Symptomatic. Tested Negative on Day 7 or later.	Symptomatic. Not Tested.	Full Vaccinated (2 weeks after final dose of vaccine)
May return to work if all the following are met:	May return to work if all the following are met:	May return to work if all the following are met:	May return to work if all the following are met:	May return to work if all the following are met:
No symptoms throughout quarantine	No symptoms throughout quarantine	Obtained negative PCR test on day 7 or later		No symptoms
On day 5 or later obtained a PCR** test and received negative results		Quarantined for 14 days	Quarantined for at least 14 days	
May return to work after 7 days from date of exposure	May return to work after 10 days from date of exposure	May return to work after 14 days from date of exposure if fever-free for at least 24 hours (without the use of fever-reducing medication)	May return to work when: <ul style="list-style-type: none"> <li>• Fever-free for at least 24 hours (without the use of fever-reducing medication)</li> <li>• Improvement in COVID-related symptoms</li> <li>• Submission of release from a health care provider</li> </ul>	May return to work with no waiting period.
Monitor for symptoms and isolate immediately if symptoms appear	Monitor for symptoms and isolate immediately if symptoms appear			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.

## COVID-19 Positive Test Result Guidelines

### *Reporting Transparency Protocol*

Any employee who 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. Depending on the circumstances, OCM will notify employees if there is a confirmed case of COVID-19 in the workplace.

### *Quarantine & Return to Work*

If an employee tests positive for COVID-19, the guidelines in the chart below will be used to determine return to work. **Please note that these guidelines also apply to full-vaccinated individuals.**

COVID-19 Positive Test-Return to Work Chart	
No symptoms with a positive COVID-19 test	Symptomatic with a positive COVID-19 test
The employee may return to work if: <ul style="list-style-type: none"><li>• 10 days have passed with no symptoms.</li><li>• They continue to have no symptoms.</li><li>• Cough and other symptoms have not appeared.</li></ul>	The employee may return to work if: <ul style="list-style-type: none"><li>• 10 days have passed since receiving a positive test, or since the onset of symptoms (whichever is earlier)</li><li>• No fever for at least 24 hours (without the use of fever-reducing medication)</li><li>• Significant improvement in any other COVID-related symptoms</li><li>• Release from a health care provider</li></ul>

## COVID-19 Illness Response & Reporting

Each OCM site plan will include a response to illness/potential exposure. An Incident Report Form is required to be completed for COVID-19 Positive employees, interns and students and submitted to Human Resources.

### *Reporting*

Once it is confirmed that a person in the facility has COVID-19, this incident should be reported as follows:

- **For employees or interns**-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 or Manager. Part 2 of the form should be submitted to Human Resources within hours of the incident for future action.
- **For visitors, students, clients, volunteers**- a COVID-19 Incident Report form should be completed within 30 minutes of the incident and the form submitted to the Site Director or Manager of the Department for further action. Upon receiving the Incident Report form, the responsible person will email the form to the Senior Program Officer for Neighborhood Services and call to make a plan for next steps.

## OCM Coronavirus Travel Policy

To ensure the safety of Outreach staff and those served by the organization, employees/interns will be responsible for communicating 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. Employees and interns are required to notify both their supervisor and HR, of any planned out-of-country travel at the time of requesting time away. The HR contact for travel is Doris Dyer, [ddyer@outreachcommin.org](mailto:ddyer@outreachcommin.org). HR will also provide CDC travel guidelines at the time of receiving notification of employee/intern travel [COVID- 19 Travel Guidelines](#) .
2. Employees and interns are required to report any known exposure events occurring during travel prior to their return to work.
3. Returning employees/interns may be required to remain out of the office for quarantine and/or COVID-19 testing based on the travel location and CDC recommendations.
4. Returning employees/interns should monitor their symptoms after travel and if they become ill immediately isolate and seek medical care. Returning employees/interns may be required to obtain and submit documentation from a health care provider that they are cleared to return to work.

### *Benefits Available*

#### *Employee Mental Health Considerations*

Outreach Community Ministries understands that the COVID-19 pandemic has increased stress levels and fatigue. 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 regarding return-to-work plans. Managers and supervisors are aware of mental health considerations during this transition. Employees with concerns are encouraged to meet with their supervisor to discuss options. HR is also available for consultation.

#### *Employee Assistance Program*

A variety of resources are available to all employees and their families at no cost through Outreach's employee assistance program. Services include counseling, consultation on workplace stressors, resource directories for childcare, elder care and pet care, and financial management webinars. Note: These resources are not available to volunteers, interns or independent contractors.

Website: <https://www.perspectivesltd.com/>

Username: outreachcommin/Password: perspectives

Phone number: 800-456-6327

#### *COVID-19 Related Paid Leave (Available through 9/30/2021)*

A chart summarizing paid time off benefits related to COVID-19 can be found on the next page. While FFCRA legislation expired on 12/31/2020, benefits will continue through September 30, 2021. Paid leave is also available for employees for COVID-19 vaccination appointments and for illness/recovery related to the COVID-19 vaccine. Contact Doris Dyer at [ddyer@outreachcommin.org](mailto:ddyer@outreachcommin.org) with any questions.

## TYPE OF LEAVE



**Paid Sick Leave**



**Paid Sick Leave (2/3)**



**Paid Family Leave**

## REASON FOR PAID LEAVE



COVID-19 quarantine/isolation order from government



Self-quarantine order from healthcare provider



COVID-19 symptoms and seeking medical diagnosis



COVID-19 vaccination or dealing with vaccination complications



Caring for someone who is quarantining due to government or healthcare provider order



Caring for someone who is experiencing a substantially similar condition



Caring for a child whose school, place of care, or childcare provider is closed or unavailable due to coronavirus precautions

## MAX TIME OFF



**10**  
DAYS



**10**  
DAYS



**12**  
WEEKS

## PAY RATE



REGULAR WAGES  
MAXIMUM \$511 / DAY



TWO-THIRDS WAGES  
MAXIMUM \$200 / DAY



TWO-THIRDS WAGES  
MAXIMUM \$200 / DAY