RSI COVID-19 In-Person Work
Health and Safety Policy

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread by person-to-person contact; and, as a result, federal and state health agencies have issued a number of recommendations, such as frequent handwashing, social distancing and self-quarantine (when needed). To further protect against the potential exposure to COVID-19, we are asking all staff working in their in-office workplaces or participating in in-person meetings and/or mediation sessions to review and adhere to the policy below.

For the purposes of this policy, “other individuals” includes mediators, parties to mediation, people entering the RSI workspace, stakeholders and others who may enter the space in which RSI staff are working. Also, “in-person meeting” includes mediations, meetings and any other face-to-face encounters, whether formal or informal.

Health and Safety Policy:
- **Hand-washing.** Pursuant to the CDC, regular handwashing is one of the best ways to remove germs, avoid getting sick and prevent the spread of germs to others.
  - RSI staff must wash hands frequently, including after sneezing, coughing, blowing nose, touching face, or consuming food or drink.

- **Social distancing during in-person services.** Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social distancing, individuals are encouraged to stay at least 6 feet (about 2 arms’ lengths) from other people, and avoid prolonged exposure within 6 feet of distance for more than 10 minutes.
  - RSI staff will use social distancing while interacting in person with other individuals to the extent possible.
  - RSI staff will ask other individuals to engage in social distancing when interacting with RSI staff. Signage to this effect will be posted at major points of entry to RSI workspaces.

- **Masking.** Wearing a mask or face covering is an effective way to limit transmission of COVID-19. Many states and municipalities are requiring masking in public or indoor spaces, and RSI requires staff to comply with any and all applicable orders and laws.
  - RSI staff will wear a mask when meeting with other individuals. RSI staff will be provided with reusable masks upon request.
• Other individuals will be expected to wear masks while in an RSI workspace. Notices to this effect will be posted, and single-use masks will be available at major points of entry.

• Compliance with social distancing orders. Each state and many localities have enacted their own differing orders related to COVID-19. In order to promote health and safety, we ask all RSI staff to respect the applicable laws and orders in place, and abide by the restrictions for their duration.

• Exposure to individual with positive COVID-19 test or possible COVID-19. Exposure to someone who tests positive for COVID-19 (or who may have COVID-19) places the individual at risk for contracting the virus.
  o RSI staff is required to notify RSI in advance of any in-person meetings or entering the workplace if they have been exposed to an individual with a positive COVID-19 test, who is currently seeking a diagnosis for COVID-19 or has COVID-19 symptoms. If so, the staff member will not return to their workplace, nor will they attend any in-person meetings until safe to do so pursuant to the latest CDC guidelines regarding self-quarantine.
  o If RSI staff learn that another individual scheduled to interact with RSI staff has been exposed to COVID-19 or has COVID-19 symptoms, the in-person meeting for that day will be cancelled; all future scheduled in-person meetings will be postponed until they can safely be rescheduled. In-person meetings will resume once safe to do so pursuant to the latest CDC guidelines regarding self-quarantine.

• COVID-19 / illness symptoms. Pursuant to the latest CDC guidance, COVID-19 symptoms may appear 2-14 days after exposure to the virus. People with cough and/or shortness of breath or difficulty breathing may have COVID-19. In addition, people with at least two of the following symptoms may have COVID-19: fever (100.4 °F/38 °C or higher); chills; repeated shaking with chills; muscle pain; headache; sore throat; new loss of taste or smell.
  o RSI staff who are experiencing COVID-19 symptoms or share a household with anyone experiencing symptoms must notify their RSI supervisor, and must refrain from attending any in-person meetings and from entering their workplace. Staff members who are experiencing any COVID-19 symptoms will not return to their workplace, nor will they attend any in-person meetings until safe to do so pursuant to the latest CDC guidelines.
  o If other individuals inform RSI that they or anyone in the household is experiencing any of the above COVID-19 symptoms, the in-person meeting for that day will be cancelled; all future scheduled in-person meetings will be postponed until they can safely be rescheduled. In-person meetings will
resume once safe to do so pursuant to the latest CDC guidelines regarding self-quarantine.

- **Self-quarantine orders.** In some instances, RSI staff and other individuals may be advised to self-quarantine for a variety of reasons (e.g., pre-existing condition, immunocompromised, other high-risk category, COVID-19 symptoms). In the event that an RSI staff member or other individual has been advised to self-quarantine, RSI will work with that individual on a case-by-case basis to determine if there is a possibility to continue to provide services in a safe way that is compliant with the self-quarantine order or recommendation.

These events render an RSI staff member unable to participate in-person meetings (until safe, pursuant to CDC guidelines):

- Not following any of the guidelines listed above
- Coming into contact with a person with a confirmed case of COVID-19, a person seeking diagnosis for COVID-19, or a person with COVID-19 symptoms
- Showing symptoms of COVID-19
- Being quarantined by a health care provider
- With respect to a particular other individual expected to enter RSI workspace, if that individual has confirmed (personally or someone in the home): experiencing COVID-19 symptoms; with a positive COVID-19 diagnosis; or coming into contact with a person with a confirmed case of COVID-19, a person seeking diagnosis for COVID-19, or a person with COVID-19 symptoms

These events render RSI unable to continue services to other individuals (and will immediately terminate contact until safe, pursuant to CDC guidelines):

- Not following any of the guidelines listed above
- Any member of the household coming into contact with a person with a confirmed case of COVID-19, a person seeking diagnosis for COVID-19, or a person with COVID-19 symptoms
- Any member of the household showing symptoms of COVID-19
- Any member of the household being quarantined by a health care provider

RSI is continuing to provide services pursuant to the current applicable orders and latest CDC guidelines, however, this policy does not guarantee services and does not override any changes in orders that may come from the CDC, governor, or other governing body. RSI will at all times act in compliance with such orders, and in the best interests of its staff and other individuals. The COVID-19 pandemic is a rapidly evolving situation that we continue to monitor closely, and this policy and the terms of this policy may change at any time as this situation continues to evolve.