

COVID 19 Employee Guidelines

It is the policy of The Poverello Center to follow CDC, licensing entities, State of Florida, and local government guidelines in response to the current COVID-19 or other pandemics or emergencies for the safety of staff, clients, and visitors. The below procedures must be followed while the State of Florida and local jurisdictions are in a state of emergency.

As information changes from these entities, the policy may revise and staff will be notified via email, text, ring central or in person instruction.

Procedure:

1. Staff are expected to follow at a minimum all local government mandates in response to COVID-19 and other pandemics.
2. Staff are expected to stay home if they exhibit any symptoms associated with COVID 19 or other illness. Staff are expected to monitor symptoms at home and not report to work should symptoms be present. Staff exhibiting symptoms of COVID19 while on The Poverello Center property, will be sent home until a negative test result is received from the staff person.
3. Staff may only enter their primary assigned facility, unless given prior authorization by the CEO.
4. All staff and visitors must wear a facial covering which covers mouth and nose upon entering any The Poverello Center's facility. The mask must remain in place unless in a private, enclosed space alone with the door shut.
5. All staff and visitors arriving at a The Poverello Center facility will have their temperature taken. If there is a temperature above 100 degrees:
 - a. Staff must go home and monitor their temperature twice daily. Staff must have two consecutive days without a fever without taking fever reducing medication i.e. ibuprofen.
 - b. Visitors will be provided referral to COVID testing site and/or primary physician
6. All social distancing protocols must be followed on The Poverello Center property.
7. Visitors and clients not following protocols which will be clearly posted and explained will be asked to leave the property.
8. Offsite work (drivers, moving furniture) must follow same standard of onsite care. Staff must leave delivery or pick-up visit if client declines to follow mask or safe distancing protocols.
9. Managers of assigned programming and locations will manage staffing patterns to ensure social distancing.
 - a. Staff assigned to remote work must follow Emergency Work at Home and Remote Access Policies.
10. All staff will follow instituted guide lines for COVID-19 testing based on the community agreed upon guidelines for a safe workspace with an understanding that failing to abide by testing may result in inability to report to work and use of PTO/Unpaid leave.

11. If a staff member receives a positive COVID 19 result or exhibits symptoms the must notify their direct supervisor immediately and not report to work. They will be contacted by Human Resources to review process and leave pay.

a. It is suggested staff contact primary physician

b. To return to work

i. Receive clearance from licensed medical provider.

ii. Follows current CDC/State of Florida protocols which may include testing and/or symptom monitoring.

12. If a staff member has had recent direct contact with someone diagnosed with COVID 19 or under quarantine pending a COVID 19 test, they must notify their supervisor immediately and **not** report to work. The staff will be contacted by Human Resources who will review the process and leave pay.

a. Direct or Close contact is defined:

i. You were within 6 feet of someone who has COVID-19 for at least 15 minutes

ii. You are caring at home for someone who is sick with COVID-19 or If you live with someone and not directly caring for them

iii. You had direct physical contact with the person (touched, hugged, or kissed them)

iv. You shared eating or drinking utensils or use the same bathroom

v. They sneezed, coughed, or somehow got respiratory droplets on you

vi. Staff must follow current CDC protocols which may include quarantine, testing and/or symptom monitoring.

vii. Staff must receive clearance from licensed medical provider.

13. Cleaning schedules will be posted at every facility with at least two-hour wipe downs of common areas. Staff are encouraged to regularly clean their own areas.

14. Staff are expected to follow local and state orders for safety when not on duty to reduce risk factors for The Poverello Center staff and clients.

15. The Poverello Center will maintain proper Personal Protective Equipment for all staff and visitors.

16. The Poverello Center will follow all Department of Labor leave guidelines related to COVID -19 Failure to abide by policy my result in disciplinary action including termination.

Reference Materials Used: CDC return to work guidelines

OHSA Guidelines

Emergency Orders