COVID POLICIES & PROCEDURES
EFFECTIVE SEPTEMBER 7, 2022

The following expectations must be followed to ensure the safest environment for our staff, volunteers, and participants.

- Please note we have additional program and department policies and procedures listed in full in department specific documents.

- Policies and Procedures may be updated at any time based on local, state, and CDC guidelines.

General Health Expectations
- All employees, volunteers and interns are highly encouraged to be fully vaccinated for COVID-19 and obtain the latest booster shot based on CDC guidelines.
- Everyone should avoid touching their face and follow proper hygiene protocol, including hand washing and sanitizing and sneezing or coughing into your elbow.
- Anyone feeling unwell should NOT report for their shift and must contact their direct supervisor.
- Anyone experiencing symptoms related to any sickness including COVID 19 will be sent home and should follow the CDC guidelines that will be reviewed with them by a designated staff member.
- Sickness policy- Before returning to work: for a covid policy
  - Be free of fever, vomiting or diarrhea for 24 hours without suppressants.
  - Allow 24 hours since the first dose of prescribed antibiotics.
  - Await the results of a throat culture or other tests are negative.

Covid Exposure/Positive Procedures
- Staff/Volunteers and Interns must contact their supervisor and HR when exposed/test positive.
- For NAC staff, HR will coordinate with the employee's manager to conduct contact tracing.
- Volunteers will be contacted by the Volunteer Team.
- Participants will contact Reservations.

Exposure Definition:
- Indoors: If you are around a person that tests positive, you are considered exposed.
- Outdoors: You are not considered exposed in an outdoor setting unless the person spreads droplets on you. Example: cough or sneeze in your face.

Staff/Intern/Volunteer/Participant Exposure:
Any person who is exposed whether vaccinated or unvaccinated:
- If you do not have any symptoms, you must mask in public/at work for 10 days. You should be tested at five days and watch for symptoms. If positive for symptoms, you need to isolate and get tested. Begin counting on first day of symptoms. The first day of symptoms is considered Day 0. Return to work is Day 11.

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Testing Positive:

Staff and Interns:

Any staff who tests positive whether vaccinated or unvaccinated:

- Must stay away from work for 5 days and then wear a mask for the next 5 days at work, as long as symptoms are improving, no fever, and no fever reducing medicine for 24 hours. Staff and interns should test with an at home test before returning.

Volunteers and Participants:

Any volunteer or participant who test positive whether vaccinated or unvaccinated:

- Must stay away from programming for 10 days. If symptoms begin, this is considered day 0 and they must stay away from programming until day 11. It is recommended that volunteers and participants test at home before returning.

Mask/Distance/Meeting Expectations:

- Staff will maintain physical distancing when possible.
- Staff will meet outside or open doors/windows when possible.
- Staff will comply with a request to wear a mask at any time to support other staff, volunteers, guests, and participants.
  - Staff will ask at the beginning of a program or meeting if the guest/participant would like a mask to be worn.
  - If a participant is part of a group, we will not require the entire group to wear a mask.
  - Individuals requesting all parties involved wear a mask should enroll in private/individual programming.
- When a mask is worn, it must be an approved mask.
  - Approved masks: procedural masks, N95, KN95, and Airband.

Transportation Expectations:

- Masks are encouraged, but optional in vehicles.
- When possible, windows should be cracked.

Food Service Expectations:

- Strict hand sanitizing will be in place prior to entering food lines.
- Buffet style/self-serve food is allowed.
- Those preparing food must follow all health guidelines for food service.
- Serving in well-ventilated areas or outdoors is preferred.

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Salary expectations:

For those who have received the most current booster and have a confirmed positive COVID test, supplemental pay is available for use to cover missed work time. To be eligible for supplemental pay, the following conditions must be met: 1) verification of the positive COVID test; 2) up to date on booster vaccinations as outlined by the most current CDC policy; 3) adherence to "general health guidelines" above regarding when to return to work.

For all full-time staff who are up to date on their booster and are eligible for supplemental pay as outlined above, time will need to be submitted in Paylocity and applied on your timecard. Part- time staff who are up to date on their booster should contact their manager, who will verify any missed shifts. This missed time will be covered by the NAC and will be applied to their timecard.

For those who are boosted and qualify for supplemental pay, please e-mail the HR Department at HR@discovernac.org and let them know you would like to use supplemental pay to cover your missed time.