**COVID-19 Employee Procedure**

The Road Home

The Road Home’s administrative team will communicate clearly with all staff about our infectious disease prevention and management plan.

Our Human Resources staff will coordinate closely with the Utah Department of Health on actions taken regarding the prevention and management of infectious disease in the workplace. Employees may also refer to the following resources for updated information:

* Utah Coronavirus Task Force <https://coronavirus.utah.gov/>
* Centers for Disease Control and Prevention <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
* Salt Lake County Health Department <https://slco.org/health/>

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**PREVENTION**

The following are recommendations that our staff are encouraged to implement regularly and especially in times of contagious outbreaks.

**Staff Recommendations**

In order to maintain a healthy workplace every day, there are **healthy habits all staff are encouraged to follow including**:

* Model and encourage good hand hygiene. This includes-
* Wash hands immediately after using the toilet.
* Wash hands before serving, preparing or eating food.
* Wash hands before and after providing any “hands on” assistance to clients (such as assisting with mobility, balance, health or hygiene needs).
* Wash hands after handling clients’ unwashed clothing or bedding.
* Wear gloves when handling client belongings to reduce the risk of infection from bacteria, viruses, lice or mites, and to reduce the risk of infection by needle stick.
* Clean/wash their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash their hands with soap and water for at least 20 seconds. Soap and water will be used preferentially if hands are visibly dirty.
* Wear aprons/coveralls and gloves when handling soiled laundry to reduce the spread of germs.
* In addition to Operations’ staff regular cleaning, all staff should perform routine environmental cleaning, such as wiping down frequently touched surfaces in the workplace, including personal workstations, countertops, and doorknobs.

In addition to these daily best practices, **staff should also follow preventative measures specific to safeguarding against the spread and infection of COVID-19**.

* Avoid touching your eyes, nose, and mouth as the virus is spread through respiratory airways.
* In addition to routine environmental cleaning at work, make sure to wipe down and clean “high-touch” personal items and surfaces at home. This might include phones, car and house keys, bedside tables, car interior, etc.
* Make an increased effort to cover all coughs and sneezes, even if you are not displaying flu-like symptoms. If possible, use a tissue to cover coughs and sneezes and then throw the tissue away after use and wash hands.
* Screen kitchen staff and volunteers for symptoms of illness before allowing them in the kitchen.

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**MANAGEMENT**

The following measures will be put in place for staff during times of contagious outbreak:

* Names of staff who have **self-reported health conditions** that put them at greater risk of contracting COVID-19 (ex: pregnancy, 60+, autoimmune diseases) will be maintained on a confidential list by our Human Resources department. In the event of an outbreak, these employees will be advised to work from home when possible.
* **Employees who have symptoms of acute respiratory illness** will be recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees will be asked to notify their supervisor and stay home if they are sick.
* Supervisors will actively **encourage sick employees to stay home**.
* Supervisors *will not require a healthcare provider’s note for employees who are sick with acute respiratory illness to validate their illness or to return to work*, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
* Staff are encouraged to use the TeleHealth benefit provided by our insurance to easy access to recommendations and treatment. <https://intermountainhealthcare.org/services/urgent-care/connect-care/>
  + - For enrolled employees the copay is $10 (less than the usual copay of $15) and for employees who are not enrolled the cost is $49.
* **If an employee is confirmed by medical testing to have coronavirus**, the Supervisor will inform fellow employees of their possible exposure in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed coronavirus should refer to CDC guidance for [how to conduct a risk assessment](https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html) of their potential exposure. <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>
* **Employees who are well but who have a sick family member** at home with coronavirus should notify their supervisor and refer to CDC guidance for [how to conduct a risk assessment](https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html) of their potential exposure (see link above).
* When appropriate, Human Resources staff will contact the Salt Lake County Health Department to report a respiratory illness cluster at 385-468-4194.

**Staffing Plan**

In the event that staff are unable to come to work and/or work from home to complete their regular duties, each department and team will have a backup staffing plan in place.

*Administration*

Many administrative staff can work from home, but a backup plan is needed for staff whose functions are critical to daily operations.

* Accounting
* Human Resources
* IT

*Men’s Resource Center*

* Front Desk/Advocates
* Operations
* Kitchen
* *Develop a volunteer backup plan that may include volunteers making meals offsite and dropping them off*
* Case Management

*Midvale Family Resource Center*

* Front Desk/Advocates
* Operations
* Case Management

*Palmer Court and Wendell*

* Front Desk
* Property Management/Maintenance
* Case Management

*Scattered Site Housing*

* Case Management

Page Break

**Back-up Staffing Plan**

The Road Home

Department:

Department Director:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team:

Team Supervisor:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please identify below the **critical positions** that must be staffed in your team. A critical position is one that has to be staffed in order to maintain a minimum level of service. For example, we cannot operate a resource center without front desk staff, security, daily cleaning, serving meals or IT supports.

In order to identify qualified staff who can serve as a backup for critical staff, please list the skills necessary to effectively fulfill each position (i.e. must know how to use HMIS, must understand how to monitor cameras, must know kitchen procedures, etc.). Obtain agreement from the individuals you’ve identified prior to listing their names below. Please also obtain agreement from the staff person’s supervisor if the individual you’ve identified works on a different team/department.

Once completed, submit your plan to both your Supervisor and Department Director for approval.

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Position:

Necessary Skills:

Backup Staff:                                                               Phone:

Backup Staff:                                                               Phone:

Backup Staff:                                                               Phone:

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Position:

Necessary Skills:

Backup Staff:                                                               Phone:

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Position:

Necessary Skills:

Backup Staff:                                                               Phone:

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Position:

Necessary Skills:

Backup Staff:                                                               Phone:

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Position:

Necessary Skills:

Backup Staff:                                                               Phone:

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