



COVID-19 Safety Procedures

Handbook for Employees, Students, Participants,
Volunteers and other Visitors

July 24, 2020

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I. What you should know about Coronavirus (COVID-19)

What is Coronavirus?

On February 11, 2020 the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak, first identified in Wuhan China. The new name of this disease is coronavirus disease 2019, abbreviated as COVID-19. In COVID-19, 'CO' stands for 'corona,' 'VI' for 'virus,' and 'D' for disease. Formerly, this disease was referred to as “2019 novel coronavirus” or “2019-nCoV”.

There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans.

How is it Spread?

According to the CDC, COVID-19 spreads mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, talks, or raises their voice (for example, while shouting, chanting, or singing). These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. The virus can also be spread when it is on surfaces or objects which are contacted by hand and then transferred to a person who touches their mouth, nose or eyes. Recent studies show that a significant portion of individuals with COVID-19 lack symptoms (“asymptomatic”) and that even those who eventually develop symptoms (are “pre-symptomatic”) can transmit the virus to others before showing symptoms.

Symptoms of Coronavirus

Anyone can have mild to severe symptoms. Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness. Symptoms may appear 2-14 days after exposure to the virus. People with the following symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

While this is the most current list posted by the CDC, it does not include all possible symptoms. CDC will continue to update the list as we learn more about COVID-19.

II. Best Practices for Reducing the Spread of COVID-19 in the Workplace

Use of Face Masks and Other Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) is equipment that is worn to minimize the hazards that cause serious injury or illness in the workplace. Examples of PPE are: facial masks; face shields; respirators; goggles; gowns; gloves; and, boots or shoe coverings, to name some. In non-health care community settings, the CDC recommends wearing a cloth face covering along with social distancing and the practice of proper hygiene and sanitation to reduce the spread of COVID-19 to others. Wearing a cloth or disposable face covering may prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing or coughing. When using a face mask, make sure: the mouth and nose are fully covered; that the covering fits snugly against the sides of the face so there are no gaps; and, that you have no difficulty breathing while wearing the face covering. Users should wash or sanitize their hands prior to putting on and following removing the face covering.

As of this writing and until further notice, all employees, students/participants or other visitors allowed entry to any ProJeCt facility will be required to wear a face covering at all times when in the facility. Employees, students/participants and other visitors are expected to provide their own face coverings; however, the Agency will provide one to an individual if the need arises.

Cloth face coverings should be washed after each use in the washing machine or by hand using a bleach solution and allowed to completely dry before reuse. A disposable mask can and should be disposed of in the regular waste stream.

Maintaining Social Distancing

According to the CDC, limiting face-to-face contact with others is the best way to reduce the spread of COVID-19. COVID-19 spreads mainly among people who are in close contact (within 6 feet) for a prolonged period (15 minutes or longer). Social distancing means keeping space between yourself and others both at and away from work. **While at ProJeCt, employees, students/participants and other visitors must stay at least 6 feet (or approximately 2 arms' length) from others. Employees, students/participants and other visitors who may need to leave their offices, classrooms or other assigned rooms should be by schedule and/or by notifying their supervisor or supervising staff member.**

While employees and others practice social distancing, ProJeCt will facilitate the ability to maintain social distancing with certain environmental and service delivery modifications such as: remote conferencing; reducing class sizes; removing any desks, chairs, or obstacles that would reduce recommended distancing; marking halls with one-way directional arrows and all floor spaces with 6 foot distance markers; and, providing Plexiglass dividers for the staff having frequent one-to-one interaction with others, such as in the reception areas, case manager-client meetings, or certain other positions requiring such interactions. Children's toys will also be removed from the Fowler reception area to eliminate the potential for COVID-19 transmission.

Proper Hand Washing & Related Hygiene Practices

Frequent handwashing is one of the best ways to protect oneself from spreading the virus. Proper use of soap and water works to remove all types of germs from hands. Alcohol-based hand sanitizers act by killing certain germs on the skin and should only be used when hand-washing is not feasible.

Proper hand-washing technique: Wet hands with clean running water and apply soap; lather hands by rubbing together, lather backs of hands, between fingers and under nails; scrub for at least 20 seconds; rinse under clean, running water; dry with a clean paper towel or air dry. If the faucet is not hands-free, turn water off with a paper towel after drying hands.

Hands should be washed frequently throughout the day. Always wash your hands before and after breaks; after touching garbage; after using the bathroom; or after touching objects that have been touched by others. Refrain from shaking hands with others. Never touch your eyes, nose or mouth with unwashed hands. Never blow your nose, cough or sneeze into your hand and then touch other people's hands or common objects. Never prepare or eat food or drinks with unwashed hands. **Always wash your hands prior to putting on a face mask and after removing or changing a mask.**

Use of Hand Sanitizer

Cleaning hands at key times and frequently throughout the day with soap and water or hand sanitizer that contains at least 60% alcohol is one of the most important steps one can take to avoid getting sick and spreading germs to others in the workplace. While hand sanitizer is not a substitute for soap and water, it is the next best thing when hand washing is not practical. **After using hand sanitizer, the CDC recommends washing with soap and water as soon as possible.**

ProJeCt will make hand sanitizer readily available at locations throughout its facilities to employees, students/participants and other visitors. As with proper techniques for using soap and water, apply the hand sanitizer to all areas of your hands and rub for at least 20 seconds or until the sanitizer is dry.

Everyone entering a ProJeCt facility building must use hand sanitizer immediately upon entry. All employees, students/participants and other visitors must apply hand sanitizer prior to entering a classroom and upon leaving it. This applies to other common areas as well.

Cleaning and Disinfecting Objects and Surfaces

Unless someone has been suspected of having COVID-19 or there was a confirmed case, the CDC does not require that anything other than routine cleaning is necessary but recommends regular sanitizing of high-touch, communal surfaces. ProJeCt also agrees that it is prudent to regularly wipe down certain high-touch surfaces and objects that would or could be used communally. These would include, but not be limited to: doors/doorknobs; keyboards; mice; printers; copiers; handrails; tables; light switches; countertops; handles; desks; phones; toilets;

faucets; and, sinks. If surfaces are dirty, they should be cleaned with soap and water prior to disinfecting. To facilitate disinfecting, ProJeCt will provide pre-moistened disinfectant wipes for staff to utilize. Persons using disinfecting wipes/solutions should take all recommended precautions for use as listed on the product label, which may include wearing disposable gloves. **Anyone leaving their office to use a communal area, such as bathrooms, copier room, or break room/kitchen, must carry a disinfecting wipe packet with them or use a disinfectant spray and paper towel to wipe down high-touch (commonly -touched) surfaces and items.**

Sanitation (Professional Cleaning Services)

ProJeCt's current cleaning services company, Service Master, will provide cleaning and remove trash and recyclables weekly commencing prior to employees, students/participants or other visitors returning to the facilities. Unless there has been a suspected or confirmed case of COVID-19 in a ProJeCt facility, only routine cleaning is required and will be maintained. As mentioned earlier however, staff should be vigilant in regularly disinfecting high-touch surfaces before and after each use.

If an area has been occupied by someone who is ill, it is recommended that the area(s) be closed off and, if possible, windows and outside doors be opened to increase air circulation. CDC recommends we wait 24 hours or as long as practical before cleaning staff begin cleaning and disinfecting of the area. With guidance from employees, professional cleaning personnel will be instructed to focus on common areas and shared equipment used by the ill person, focusing especially on frequently touched surfaces.

Self- Monitoring for Symptoms

Employees, students/participants and all other visitors should self-monitor for signs and symptoms of illness that could be related to the virus. **Anyone who experiences any of the symptoms listed earlier, should contact their supervisor, or supervising staff person and should not report to work or the ProJeCt facilities. Anyone who begins to exhibit symptoms while at work or in a ProJeCt facility should notify their supervisor or supervising staff person and will be sent home immediately.** ProJeCt will work with the person to ensure a safe and timely return to work and the ProJeCt facilities following CDC, State and Local mandates.

Screening Employees, Students/Participants, and Other Visitors to ProJeCt Facilities

As of this time, **all persons coming to the facility will be screened.**

- Individuals will be required to wear a facial mask/covering prior to entering the facility.
- Persons will then be allowed to enter maintaining social distancing requirements.
- He or she will apply hand-sanitizer and be given Health Acknowledgement to sign declaring that they have not experienced any symptoms (listed) within the last 72 hours and to their knowledge have not recently had close contact with anyone suspected to have or has been diagnosed with COVID-19 (acknowledgments will be kept on file by the Administrative Manager).
- Anyone with or acknowledging symptoms will be sent home.

III. Responding to Suspected or Confirmed Cases of COVID-19

Anyone who has symptoms when they arrive at ProJeCt, or who becomes sick in a ProJeCt facility will be immediately separated from others and will be sent home. Sick employees, students/participants or other visitors who develop symptoms outside of work or a ProJeCt facility should contact their supervisor or supervising staff person and stay home. Employees, students/participants, or other visitors should not return to work or a ProJeCt facility until they have met the criteria to discontinue home isolation (see below) **and** have consulted with a healthcare provider. Any area(s) used by the ill person for prolonged periods of time should be closed off, ventilated as much as possible and cleaned and disinfected professionally after a waiting period of 24 hours, if feasible.

Home isolation: A person suspected to have or who has been diagnosed may return to work or a ProJeCt facility 10 days after the initial onset of symptoms and must be fever -free without the use of fever reducing medication and symptom-free for 3 days immediately preceding their return.

Employees, students/participants or other visitors who have had “close contact” with someone with COVID-19 (within 6 ft for 15 minutes or more) and **has** symptoms, should self-isolate. Potentially exposed persons who **do not have** symptoms should remain at home and practice social distancing for 14 days.

All other employees, students/participants or other visitors should self-monitor for symptoms, and if they develop, should contact their supervisor or supervising staff person and stay home.

If ProJeCt discovers several days after an employee, student/participant or other visitor has worked or has been in the facility, if it has been **less than 7 days** since a sick employee or other visitor used the facility, all areas used by the sick individual should be cleaned and sanitized. If it has been **more than 7 days** since the sick employee or a visitor has used the facility, extra cleaning and disinfection is not necessary. Continue cleaning and disinfecting all high-touch surfaces and objects.

Employees and others must maintain confidentiality when encountering and managing a possible illness due to COVID-19. Others who may have had close contact must be informed but **are not** privy to the identity of the ill individual as this is protected information under HIPPA Law.

IV. Reopening and Managing the Early Childhood Education Program

All Adults – Staff/Parents/Volunteers/Visitors – MUST – Receive and Comply with All Elements of ProJeCt’s Covid Procedure Handbook

- All ECE Staff will wear masks and aprons throughout the day and will:
 - Maintain sufficient supply so that items can be changed easily if soiled.
 - Have a laundry bag for soiled items.
 - Be responsible for their own laundry.

- Staff will prepare in separate pod spaces in the classroom and await children.
- Windows will be opened when outside temperature allows for maximum air circulation.
- Parents must use rear door to drop off children
 - Before child enters facility, designated staff person will ensure:
 - Health survey is completed
 - Hands will be sanitized
 - Masks worn
- Staff will accompany the child to their class pod.

IF ANYONE - STAFF, CHILD, PARENT, VOLUNTEER OR OTHER VISITOR - HAS SYMPTOMS OR HAS BEEN EXPOSED TO SOMEONE WITH SYMPTOMS – REFER TO THE HANDBOOK

- Classroom will be divided into 4 sections of groups of children (pods)
 - Children will play in groups of 4 or 8 (depending on ratio) children would be in same teacher/child groups each day and whenever possible, siblings would be kept together to minimize family exposure.
 - Infant – 4
 - Young Toddler – 5
 - Preschool- 8
 - All class pods will continue to follow usual cleaning routines as outlined below with increased care with toys that have been mouthed or sneezed on by children throughout the day.
 - Clean toys/objects with soap and water and then use a bleach solution to disinfect.
- Children will visit the bathroom one pod at a time, with 1 child at a time using the toilet.
- Designated staff will clean between bathroom visits
 - Children will wait in designated seats – 6 ft distance between
- Designated staff will be the bathroom point person should a child need to use the facility other than during scheduled bathroom breaks

- Continue outdoor time – garden at FLC, weather permitting
 - Carry hand sanitizer, soap and water for washing hands

- If a child shows symptoms during the day.
 - Isolate child in foyer – area will be set up to the left of double doors outside of classroom.
 - A cot will be available for child to use while awaiting parent pick up
 - Parent will be contacted for immediate pick up
 - Child will not be permitted to return without a doctor’s note stating they are clear of illness.

- Lunch
 - Each class pod will eat lunch at tables in their space.
 - Children will be seated with a minimum of 6ft space between them while eating.
 - Food will continue to be pre-plated for children.
 - Designated staff will prepare and bring lunch to each class pod each day
 - Teachers will be provided trash bags for each day’s lunch and hand over to designated staff for disposal after lunch cleanup

- ILA
 - Parents will wait for their children at their designated space in the social hall
 - Children and parents will:
 - Sanitize hands
 - Wear mask at all times
 - Maintain 6 ft distance from others
 - Keep child with them at all times

- The number of children will not exceed the following or a sub will be required.
 - Infant – 4
 - Young Toddler – 5
 - Preschool- 8

- A Substitute is needed on call if any ECE staff is absent or feels poorly during the day and must leave

V. Summary of Required Procedures to Reduce Spread of Covid-19

- All persons entering the facility will need to be screened for symptoms
- As of this writing and until further notice, all employees, students/participants and other visitors allowed entry to any ProJeCt facility will be required to wear a face covering prior to entering and at all times when in the facility.
- While at work or in a ProJeCt facility all employees and other persons occupying the building must practice social distancing and stay at least 6 feet (or approximately 2 arms' length) from others. Employees, students/participants or other visitors leaving their offices or classroom should be by schedule and/or by notifying their supervisor.
- Anyone entering a ProJeCt facility building must use hand sanitizer immediately upon entry. After using hand sanitizer, the CDC recommends washing hands with soap and water as soon as possible and frequent, proper hand-washing throughout the day. (See Proper Hand-Washing Technique).
- All employees, students/participants, volunteers and other visitors must apply hand sanitizer prior to entering and upon leaving offices, classrooms or other communal rooms.
- Anyone leaving an office or classroom to use a communal area, such as a bathroom, copier room, or break room/kitchen, must use a disinfecting wipe or spray to wipe down high-touch (commonly -touched) surfaces and items.
- Anyone who experiences any of the symptoms listed earlier in the handbook outside of work, should contact their supervisor and should not report to work.
- Anyone who has symptoms when they arrive to work or for any other reason, or who becomes sick at ProJeCt will be immediately separated from others and will be sent home. Employees and others will not be allowed to return to work or ProJeCt until they have met the criteria to discontinue home isolation or quarantine and have consulted with a healthcare provider.
- Any area(s) used by an ill person for prolonged periods of time will be closed off, ventilated as much as possible and cleaned and disinfected professionally after a waiting period of 24 hours, if feasible.
- Supervisors or other employees who become aware of and/or involved in responding to a case of illness or suspected illness must maintain the confidentiality/privacy of the ill person while acting to protect others' health and well-being. Failure to do so is a violation of HIPPA Law.

Appendix

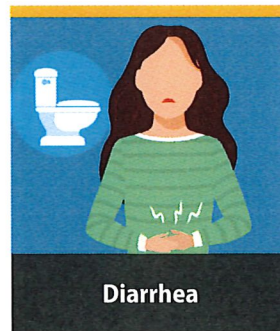
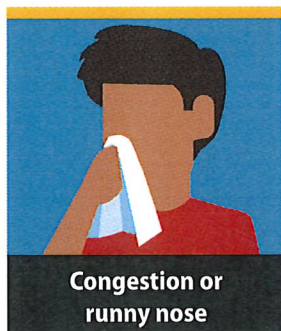
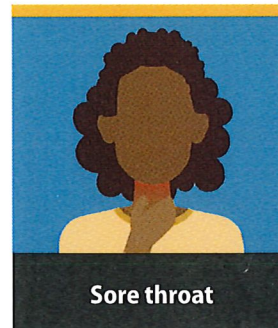
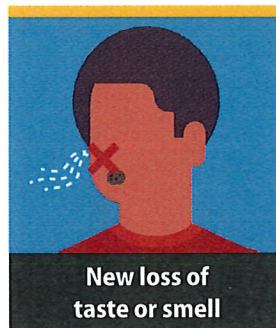
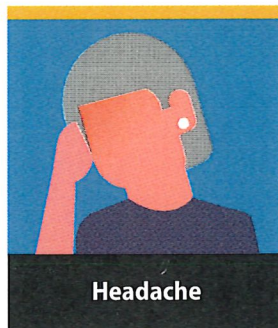
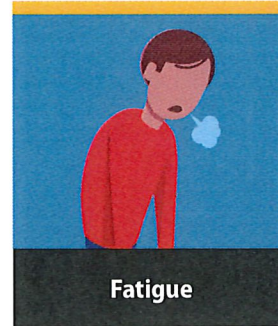
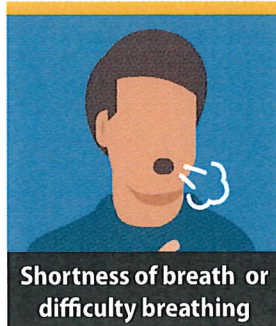
1. Before You Enter the Building, Please Read.
2. Employee Notice – Face Coverings
3. How to Safely Wear and Take Off a Cloth Face Covering
4. Stop the Spread of Germs
5. Hand-Washing
6. Preventing the Spread of COVID-19 if you are sick
7. Quarantine vs. Isolation (Guidelines)
8. Paid Sick Leave and Expanded Family and Medical Leave Under the Families First Coronavirus Response Act (FFCRA)
9. DOL Quick Tips to Paid Leave for Employees under FFCRA
10. Health Acknowledgement
11. Handbook Receipt

Source for material in this Handbook: www.cdc.gov/covid-19

www.Dol.gov/agencies/whd

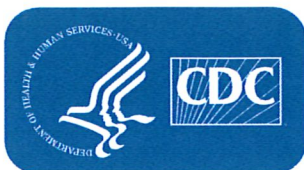
Please read before entering.

IF YOU HAVE



Please call our office before coming inside.
Phone # _____

Thank you for helping us keep our employees and others safe



cdc.gov/coronavirus

EMPLOYEE NOTICE — FACE COVERINGS

Dear ProJeCt Employees:

We continue to monitor our workplace and add safety measures based on guidance from the Centers for Disease Control and Prevention (CDC) and other government organizations. In line with those safety measures, we are providing this guidance regarding the use of face coverings to prevent the spread of COVID-19.

Unless otherwise notified by your direct supervisor, you are required to wear a face covering at work. A **face covering** is generally a cloth, bandana, or other type of material that covers an employee's mouth and nose. The CDC recommends that individuals wear cloth face coverings in public places or when it is impossible to practice social distancing.

Remember that wearing a face covering can help prevent the spread of the disease, but only in addition to other measures that you should be taking in the workplace and at home, such as frequent hand washing, cleaning and sanitizing frequently-touched surfaces, and practicing social distancing.

If you feel sick or if you are experiencing any symptoms of COVID-19 (fever, cough, difficulty breathing, chills, headache, muscle pain, sore throat, or new loss of taste or smell, nausea or vomiting), let your supervisor know, go home immediately, and contact your healthcare provider for additional guidance.

To get the most benefits from a face covering:

- Make sure it completely covers your nose and mouth.
- Read the directions for use (if provided).
- Wash your hands before and after removing it.
- Try not to touch your face when you adjust it throughout the day.
- Keep cloth coverings clean by washing daily, or more often if contamination occurs.
- Don't let others wear your face covering.
- Keep it away from machinery that it could get caught in.
- If using disposable face coverings, do not reuse them, and throw them away in appropriate trash receptacles.
- Don't lay your face covering on any surface that may contaminate either the covering or the surface.
- Don't use it if it's damaged or has holes, unless it is the only face covering you have access to.

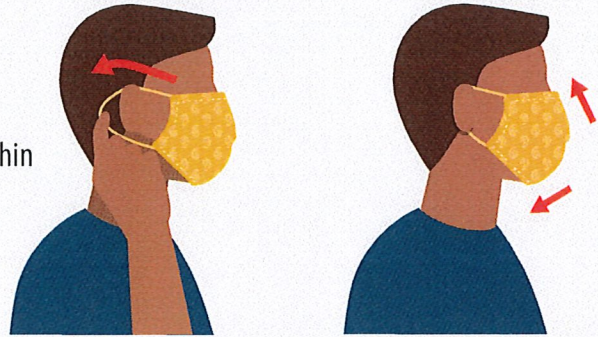
If you have any questions about the use of masks or face coverings in the workplace, please contact your Supervisor.

How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2

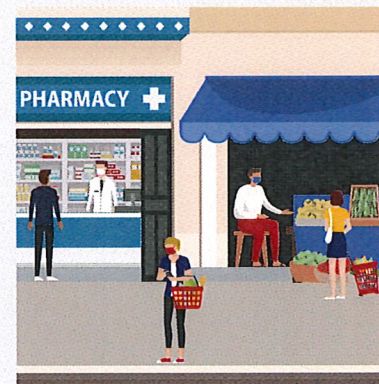


USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



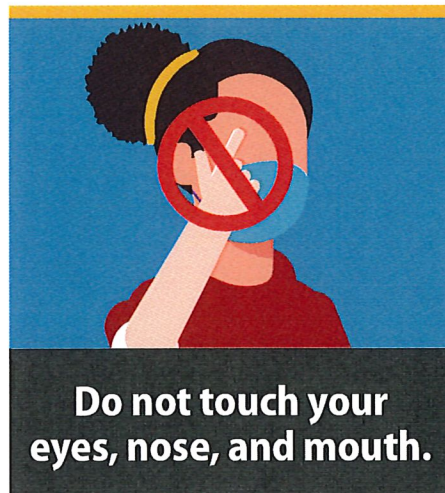
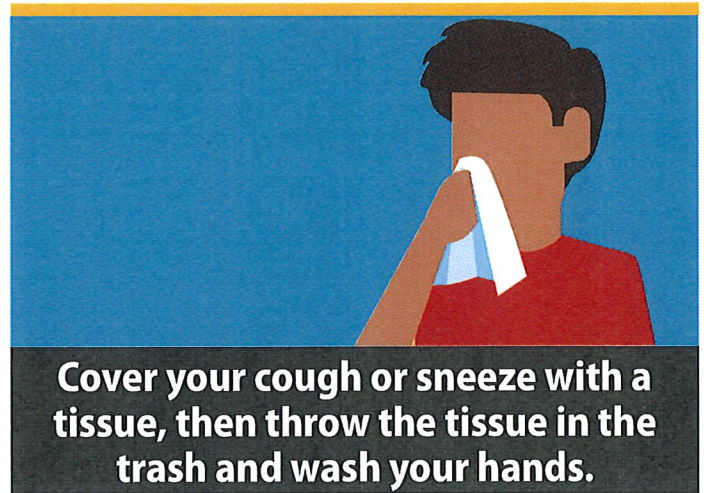
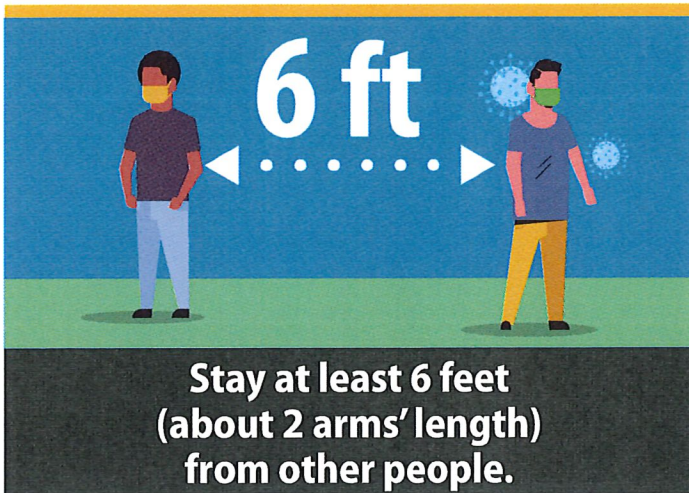
Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

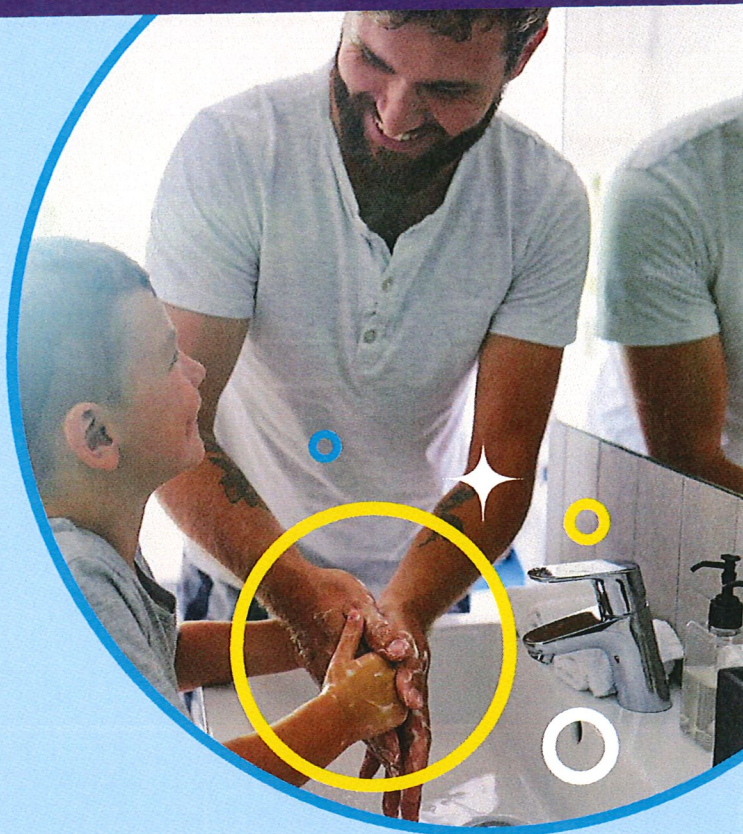


cdc.gov/coronavirus

Stop Germs! Wash Your Hands.

When?

- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage



How?



Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.



Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.



Rinse hands well under clean, running water.



Dry hands using a clean towel or air dry them.

Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.

LIFE IS BETTER WITH

CLEAN HANDS



www.cdc.gov/handwashing

This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.



CS310027-A

Prevent the spread of COVID-19 if you are sick

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to care for yourself and to help protect other people in your home and community.

Stay home except to get medical care.

- **Stay home.** Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
- **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.
- **Avoid public transportation, ride-sharing, or taxis.**



Separate yourself from other people and pets in your home.

- **As much as possible, stay in a specific room** and away from other people and pets in your home. Also, you should use a separate bathroom, if available. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.
- See **COVID-19 and Animals if you have questions about pets:** <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID19animals>
- Additional guidance is available for those **living in close quarters.** (<https://www.cdc.gov/coronavirus/2019-hj-ncov/daily-life-coping/living-in-close-quarters.html>) and **shared housing** (<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/shared-housing/index.html>).



Monitor your symptoms.

- **Symptoms of COVID-19 include fever, cough, and shortness of breath but other symptoms may be present as well.**
- **Follow care instructions from your healthcare provider and local health department.** Your local health authorities will give instructions on checking your symptoms and reporting information.



When to Seek Emergency Medical Attention

Look for **emergency warning signs*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately:**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Bluish lips or face
- Inability to wake or stay awake

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility:

Notify the operator that you are seeking care for someone who has or may have COVID-19.

Call ahead before visiting your doctor.

- **Call ahead.** Many medical visits for routine care are being postponed or done by phone or telemedicine.
- **If you have a medical appointment that cannot be postponed, call your doctor's office,** and tell them you have or may have COVID-19.



If you are sick, wear a cloth covering over your nose and mouth.

- **You should wear a cloth face covering over your nose and mouth** if you must be around other people or animals, including pets (even at home).
- You don't need to wear the cloth face covering if you are alone. If you can't put on a cloth face covering (because of trouble breathing for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.
- Cloth face coverings should not be placed on young children under age 2 years, anyone who has trouble breathing, or anyone who is not able to remove the covering without help.



Note: During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.



Cover your coughs and sneezes.

- **Cover your mouth and nose** with a tissue when you cough or sneeze.
- **Throw used tissues** in a lined trash can.
- **Immediately wash your hands** with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



Clean your hands often.

- **Wash your hands often** with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- **Use hand sanitizer** if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Soap and water are the best option**, especially if your hands are visibly dirty.
- **Avoid touching** your eyes, nose, and mouth with unwashed hands.



Avoid sharing personal household items.

- **Do not share** dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
- **Wash these items thoroughly after using them** with soap and water or put them in the dishwasher.



Clean all "high-touch" surfaces everyday.

- **Clean and disinfect** high-touch surfaces in your "sick room" and bathroom. Let someone else clean and disinfect surfaces in common areas, but not your bedroom and bathroom.
- **If a caregiver or other person needs to clean and disinfect** a sick person's bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a cloth face covering and wait as long as possible after the sick person has used the bathroom.



High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.

- **Clean and disinfect areas that may have blood, stool, or body fluids on them.**
- **Use household cleaners and disinfectants.** Clean the area or item with soap and water or another detergent if it is dirty. Then use a household disinfectant.
 - Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.
 - Most EPA-registered household disinfectants should be effective.

When you can be around others after you had or likely had COVID-19

When you can be around others (end home isolation) depends on different factors for different situations.



• I think or know I had COVID-19, and I had symptoms

- You can be with others after
 - 3 days with no fever**AND**
 - symptoms improved**AND**
 - 10 days since symptoms first appeared
- Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others when you have no fever, symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

• I tested positive for COVID-19 but had no symptoms

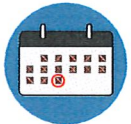
- If you continue to have no symptoms, you can be with others after:
 - 10 days have passed since test
- Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others after you receive two negative test results in a row, at least 24 hours apart.
- If you develop symptoms after testing positive, follow the guidance above for "I think or know I had COVID, and I had symptoms."

COVID-19: Quarantine vs. Isolation

QUARANTINE keeps someone who was in close contact with someone who has COVID-19 away from others.



If you had close contact with a person who has COVID-19



- Stay home until 14 days after your last contact.



- Check your temperature twice a day and watch for symptoms of COVID-19.



- If possible, stay away from people who are at higher-risk for getting very sick from COVID-19.

ISOLATION keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home.



If you are sick and think or know you have COVID-19



- Stay home until after
 - 3 days with no fever and
 - Symptoms improved and
 - 10 days since symptoms first appeared



If you tested positive for COVID-19 but do not have symptoms



- Stay home until after
 - 10 days have passed since your positive test.



If you live with others, stay in a specific “sick room” or area and away from other people or animals, including pets. Use a separate bathroom, if available.



FEDERAL EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires the Federal government to provide all of its employees with paid sick leave and, for employees who are covered under Title I of the Family and Medical Leave Act (FMLA), with expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▶ PAID LEAVE ENTITLEMENTS

Generally, the Federal government must provide Federal employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total; and
- $\frac{2}{3}$ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total.

Federal employees including those not covered under Title I of the FMLA can receive either $\frac{2}{3}$ of the higher of their regular rate of pay, or the applicable state or Federal minimum wage for the two-week period for qualifying reason #5 below. However, for leave under qualifying reason #5, Federal employees covered under Title I of the FMLA can receive 10 additional weeks of expanded family and medical leave for reason #5 below, up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▶ ELIGIBLE EMPLOYEES

All Federal employees are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). Federal employees who are covered under Title I of the FMLA and have been employed for at least 30 days prior to their leave request are eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

Most federal employees are not covered under Title I of the FMLA and so would not be eligible for partially paid expanded family and medical leave. Please consult with your agency to determine whether you are covered under Title I of the FMLA. The Office of Personnel and Management will issue guidance on this question.

▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

A Federal employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|---|---|

▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA for Federal employers covered under Title I of the FMLA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Federal employers covered under Title I of the FMLA in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd





How much paid leave can employees take?



In general, applies to you if you are an employee of either a private employer with fewer than 500 employees or a covered public sector employer



You are following a federal, state, or local quarantine or stay-at-home order or are quarantined by a health care provider

OR

You have COVID-19 symptoms and are seeking a diagnosis

TIME OFF

Up to two weeks or 80 hours of paid sick leave at higher of regular rate or minimum wage*



You must care for someone under a federal, state, or local quarantine or stay-at-home order or are quarantined by a health care provider

OR

You must care for your child whose school, child care provider, or place of care is unavailable due to COVID-19

TIME OFF

Up to two weeks or 80 hours of paid sick leave at higher of 2/3 regular rate or minimum wage*



You must care for your child whose school, child care provider, or place of care is unavailable due to COVID-19

AND

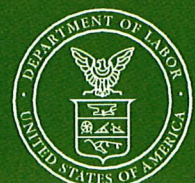
You've been employed at least 30 calendar days

TIME OFF

Up to 10 additional weeks of family leave paid at 2/3 regular rate*

*Paid leave is capped at specific maximum amounts per worker

Learn more at dol.gov/FFCRA





Health Acknowledgement

This is to attest that I **do not** have any of the following symptoms:

- Fever (without the use of fever-reducing medication)
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

In addition, I have not knowingly had close contact with anyone suspected of having or who has been diagnosed with COVID-19 in the last 72 hours.

Signature: _____

Name (Print): _____

Date: _____



COVID-19 Safety Procedures

Employee, Student/Participant Handbook Receipt

This is to acknowledge that I have received the Agency's Covid-19 Safety Procedures Handbook, have read it and understand it. I also affirm my commitment to following the practices required in it and to report any deficiencies I observe in these practices to my supervisor immediately.

Signature: _____

Name (Print): _____

Date _____