**COVID-19 Procedures**

**Foundations will implement the following CDC recommendations and will update these when updates/changes become available.**

**If acute symptoms are present, please stay home.**

* CDC recommends that employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F 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). Foundations staff should notify their supervisor and stay home if they are sick.
* Clients who have above symptoms are also encouraged to cancel their appointments until they are free of all symptoms.
* If it is necessary to stay home with a sick family member who tested positive for COVID-19, employees should contact their supervisor to make acceptable arrangements to support the care of family members including PTO, unpaid leave, etc.
* CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
* If the office closes due to illness, it would be treated as a weather day and employees would be paid their regular hours.

**Respiratory etiquette and proper hand hygiene by all employees is an expectation.**

* Posters that encourage staying home when sick, cough and sneeze etiquette and hand hygiene will be placed throughout the buildings.
* Tissues and no-touch disposal receptacles for use by employees and clients will be available throughout the buildings.
* Employees will be instructed to clean 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 should be used preferentially if hands are visibly dirty.
* Soap and water and alcohol-based hand rubs and wipes will be available in offices as well as shared spaces.

**Routine environmental cleaning continues**

* Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
* No additional disinfection beyond routine cleaning is recommended at this time by the CDC.
* Disposable wipes will be provided so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.

**Additional Measures in Response to Currently Occurring Sporadic Importations of the COVID-19:**

* Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor. A risk assessment will be made to address potential of exposure to others.
* If an employee/client is confirmed to have COVID-19, Foundations will inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for conducting a risk assessment of their potential exposure.