

The following outlines measures HS4KC is putting into place to ensure the safety of their staff, contractors and essential visitors. A separate plan will be developed related to beginning services for children and families when we are able to resume services. These guidelines will be updated as further guidance is shared with the agency from Federal, State and local authorities.

- a. HS4KC's COVID-19 preparedness and response plan is consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration. This plan is available to all employees, labor unions, and customers, via the website, our internal network, or by hard copy.
- b. One or more worksite supervisors (or designee) will be assigned to implement, monitor, and report on the COVID-19 control strategies. The supervisor/designee must remain on-site at all times when employees are present on site. These designated persons will submit a weekly google questionnaire to report on the implementation of the plan.
- c. HS4KC will provide COVID-19 training to employees that covers, at a minimum:
  1. Workplace infection-control practices.
  2. The proper use of personal protective equipment.
  3. Steps the employee must take to notify the agency of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
  4. How to report unsafe working conditions. Contact HR with any concerns either by phone or email.
- d. All employees or contractors are required to conduct a daily self-screening protocol and temperature check before entering any HS4KC buildings. Employees will receive a daily email to complete the survey before arriving at the office and will be required to show proof of "passing". Contractors and/or essential visitors will complete the screener upon arrival but before entering the building. All essential visitors must be by appointment only and will need to call the office from the parking lot when arriving. The staff for whom the visitor has an appointment with must meet them in the parking lot and follow the process for screening visitors if they need to enter the building.
- e. While on worksite premises, everyone must remain at least six feet from one another to the maximum extent possible. Signs and other barriers will be in place, as appropriate, to help aid in social distancing.
- f. HS4KC will provide non-medical grade face coverings to all employees. Contractors will need to have their own with them as part of the entry self-screener. Staff will be issued one fabric mask or they may wear their own. They must have it when they arrive at the building. We will have disposable masks for contractors or essential visitors that don't have their own at the screening table.
- g. Face coverings are required to be worn when employees or contractors are in common areas (hallways, bathrooms), interacting with others in the building, or any other time when they cannot consistently maintain six feet of separation from other individuals in the workplace. Employees may choose to remove their face covering when at their personal workspace **and not interacting with others.**

- h. HS4KC has increased its facility cleaning and disinfection in response to COVID-19 and in accordance with the current CDC and local health department guidelines. See *Cleaning and Disinfecting* plan. Cleaning & disinfecting posters are also posted throughout the building.
- i. In the event of a positive COVID-19 case of an employee, contractor or essential visitor who was in a HS4KC building, the building will be closed for cleaning and disinfecting and will follow the local health department guidelines.
- j. All employees must ensure they wash their hands frequently, including when you enter the building or use hand sanitizer to help control the spread. Cleaning supplies are available throughout the building. All employees are required to wipe down their work surface at least twice per day, with at least one of the times being at the start of their workday. Any shared work surface should be wiped down prior to use and after use.
- k. When an employee is identified with a confirmed case of COVID-19, within 24 hours, HS4KC will notify both the local health department and any staff, contractors or essential visitors who may have come into contact with the person with a confirmed case of COVID-19. The following outlines the HR process for suspected or confirmed cases:
  1. Any staff who tests positive for COVID-19 will not be permitted to come into any HS4KC buildings. Depending on the severity of their symptoms, they could be permitted to work remotely. They will be permitted to return to on-site work after the minimum 14 day isolation and they are symptom free for at least 72 hours.
  2. If a staff member has been exposed to someone who has a confirmed case of COVID-19, they will be required to work remotely for the 14 day quarantine. In the event the staff member tests positive as a result of the exposure, see #1.
  3. If a staff member has been exposed to someone who is suspected of having COVID-19, they will be required to work remotely pending the outcome of the test. If the test is negative, the employee may resume a normal on-site work schedule. If the test is positive, see #2.
  4. If a staff member “fails” the daily screener, has a temperature of 100.4 or higher, or develops COVID-19 symptoms while on-site, they will be asked to leave the premises, contact a health care provider to be tested. They will not be permitted to return to on-site work until the results are back, but can continue to work remotely.
  5. All of the above situations need to be reported to HR immediately. Staff should follow any other specific guidance issued by HR related to suspected or confirmed COVID-19 cases.
- l. In the event someone in the building develops symptoms once they have arrived at HS4KC, all employees at that location or locations where the individual has been that day will be sent home to allow for deep cleaning.
- m. Business-related travel is restricted to essential travel only.
- n. Remote work plans are in place to allow employees to work from home to the fullest extent possible.

- o. All deliveries to the Central Office must be dropped in the garage in the designated area to limit the number of non-employees from entering the building and therefore requiring the self-screener and temperature check. If deliveries are occurring at sites, a similar designated outside place must be noted. This includes lunch/food deliveries. They must be left outside or the person ordering must arrange to meet the driver in the parking lot.
  - p. Agency vehicles will only be available to maintenance staff unless otherwise approved by the Executive Director. Only one person is permitted in a vehicle at a time. The vehicle cleaning protocol must be followed for all vehicles (see *cleaning and disinfecting plan*).
  - q. The Springhill entry doors will be closed until further notice. All employees, contractors, or visitors must enter through the Central Office main entrance.
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- a. A tent and visual indicators of appropriate spacing outside will be in place at the entrance to the Central Office for employees while they are waiting for the temperature screening.
  - b. In order to reduce congestion and to adhere to capacity limits in the building, staff will be scheduled to report to work at various start times and have a rotating schedule to incorporate remote working to the fullest extent possible. Staff will not be scanning in via the time clock, instead, supervisors will continue to enter employee time directly into UltraTime.
    - a. CO start times are as follows: 6:00am (limited staff), 7:30am, 8:00am, and 12pm (noon).
    - b. Summer Sites (ALG, RGL, SPH, SLY) in-person work hours are 8:00am - 5:00pm.
    - c. If you are not regularly scheduled to report to an HS4KC building, but are coming in for project based work, it will need to be scheduled with your supervisor and it is the supervisor/managers responsibility to email the building screeners at least one day prior to add to the check in schedule.
    - d. Work week will be Monday through Thursday until at least August 14<sup>th</sup>.
    - e. All employees, even those working remotely, will work 9-hour vs 10-hour days to allow time for completing the daily self-screener at home and personal wellness activities. Staff will still be paid for 40 hours.
    - f. As in past years, employees with approval from their supervisor can request a reduced summer schedule of either 36 or 38 hours per week. Staff requesting and approved to work a reduced schedule will be paid for 36 or 38 hours respectively (with actual work time totaling 32 or 34 hours to account for self-screener and personal wellness).
    - g. Staff working in person at an HS4KC office will receive a paid 30-minute lunch break each day they report to the office.
  - c. In order to promote social distancing, HS4KC will plan for staggered workspace usage, restricted non-essential common space, and provide visual cues to guide movement and activity (e.g., conference room layouts).
  - d. All water fountains will be turned off and/or marked as not available.

- e. HS4KC will prohibit social gatherings in the buildings and meetings that do not allow for social distancing or that create unnecessary movement through the office.
- f. Posted signs about the importance of personal hygiene are located throughout the building.
- g. If an employee leaves the office for any reason throughout the workday, they will not need to have their temperature re-screened. They need to immediately wash their hands upon return and wipe down their work surface.
- h. Employees should minimize shared items when possible and disinfect those items prior and after use (e.g., pens, remotes, whiteboards).
- i. All nonessential visitors are temporarily suspended.