SOP Title	**PANDEMIC SAFETY PROCEDURES**
Purpose	To implement safe practice and take proper precautions to prevent virus spread
References	GALLAGHER, OSHA, CDC, EEO, US DOL. Also see YVEDDI Teleworking Procedures
Scope	**These basic infection prevention measures apply to all YVEDDI Employees**. It is critical that all employees read, understand and follow these procedures. Some YVEDDI programs may have additional procedures that are required by their grantor for their specific type of service, which will supplement these procedures.
Definitions	PPE- Personal Protective Equipment ADA-Adult with Disabilities Act EEOC- Equal Employment Opportunity commission HIPAA-Health Information and Portability Accountability Act
Procedure	**ENTRY** Signs are posted at entry that says any person who has likely been exposed to COVID should NOT enter the building. Any person entering the building will be subject to a temperature check by a staff designee and will be required to wear a mask. Hands should be sanitized upon entering the building. All employees are taught to self-monitor for signs and symptoms **Employees should stay home when sick** Screening employees will not be required unless they have possible symptoms of COVID 19, at which time they will be referred to HR via telephone for screening. Thermometers are available at all offices. Employees who are feeling sick should have their temperature checked. "As with all medical information, the fact an employee had a fever or other symptoms would be subject to ADA & HIPAA confidentiality requirements." --EEOC **DISTANCING** **No Personal Contact** – handshaking, hugging, or any other physical contact **Workspaces and Meeting Rooms** – reconfigure to maximize 6-foot distances between workers, clients, volunteers and visitors. Limit capacity as appropriate and post signage. **Minimize contact** among workers, clients, and customers by replacing face-to-face meetings with virtual communications and implementing telework if feasible. **Get Rid of Common Gathering Areas** – reconfigure or close break rooms to minimize socializing and maximize safe working stations
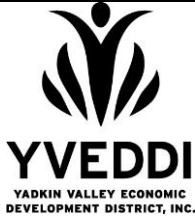
Adjust breakroom rules – limit capacity so social distancing can occur

Discourage workers from using other workers' phone, desk, offices, or other work tools and equipment, when possible. (pens/pencils, staplers, notebooks, dry erase markers, file folders, computers, etc.)

Discontinue nonessential travel to locations with ongoing Pandemic outbreaks.

CLEANING

Maintain regular housekeeping practices, including **daily** cleaning and disinfecting of surfaces, equipment, and other elements of the work environment (door handles, etc.)

Wash hands frequently and use gloves when cleaning. Use disinfectants or alternate cleaning solutions i.e. 1/3 cup of bleach to gallon of water, or 70% alcohol solutions. Always follow the directions on the label and keep away from children.

Post Communal Equipment Cleaning Rules – Copier, large stapler, hole punch, paper cutter, power tools, etc. Post clear cleaning directions between uses. Use disinfectants or alternate cleaning solutions i.e. 1/3 cup of bleach to gallon of water, or 70% alcohol solutions.

When choosing cleaning chemicals, employers should consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. Follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE).

PPE

Staff must use a facemask whenever social distancing is challenged around the office or when going to talk with someone in their office, in common areas, hallways, lobby, restrooms, and in meetings.

General Public/Clients will be required to wear masks before service is administered. Preferably, they will supply their own. If not YVEDDI will make them available. Signage up at all entries.

Handwashing - promote frequent and thorough handing washing

Hand Sanitizing Stations - create prominent "Hand Sanitizing Stations" with signage and make available in multiple locations

Use respiratory etiquette, including covering coughs and sneezes
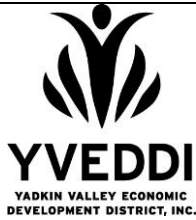
POSSIBLE EXPOSURE

Any employee who suspects they have had an exposure should report directly to Human Resources via telephone. (336) 367-3533

Employees who have been away from the workplace during a pandemic may be required to provide a doctor's note certifying their fitness to return to work.

FLEXIBLE WORKSITES:

Flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and others if state and local health authorities recommend the use of social distancing strategies.

Establish alternating days or extra shifts that reduce the total number of employees in a facility at a given time, allowing them to maintain distance from one another while maintaining a full onsite work week.

TRAINING

Directors and supervisors will be responsible to communicate these procedures and any related flexibilities and protections with all their staff.

Provide workers with up-to-date education and training on COVID-19 risk factors and protective behaviors (e.g., cough etiquette and care of PPE).

Train workers who need to use protecting clothing and equipment how to put it on, use/wear it, and take it off correctly, including in the context of their current and potential duties. Training material should be easy to understand and available for all staff.

Other Guidelines will be implemented as directed by the Center of Decease Control (CDC), Occupational Safety and Health Administration (OSHA) and North Carolina Department of Health and Human Services (NCDHHS), as feasible.