

**Northern Area Local Workforce Development Board**  
**ADMINISTRATIVE OFFICE**

525 Camino De Los Marquez, Suite 250 (Physical)  
1000 Cordova Place, PMB 810  
Santa Fe, NM 87505  
(505) 986-0363  
www.northernboard.org

**NALWDB COVID-19 Procedures and Best Practices-Amended**

NALWDB COVID-19 Procedures amended on December 2nd, 2022 by NALWDB One Stop Operations (*per direction of the NALWDB COVID-19 procedures guidelines, adopted on June 30, 2021 and amended on January 21, 2022*)

**NALWDB Covid-19 and Other Contagious Illness Procedures and Best Practices?**

**Updates:**

The Northern Area Local Workforce Development Board (NALWDB) and the One Stop Operator has implemented various workplace protocols designed to preserve the health and safety of our employees and customers. This document explains these protocols. For additional information, please reach out to your manager or contact the One Stop Operator at [ericka.vaneckhoutte@helpnm.com](mailto:ericka.vaneckhoutte@helpnm.com).

**Staff Health and Safety Protocols**

The success of service implementation relies on staff and partners following Covid-19 and other contagious illness protocols, including but not limited to Influenza, RSV, and the common cold. As such, the following protocols have been implemented to ensure your health and safety. Please bring any concerns regarding the following protocols to a manager or supervisor immediately.

**Contagious Illness Protocol**

All staff in NALWDB administered sites will be asked to only report to the office if feeling well and do not exhibit any symptoms of Covid-19 or other contagious illnesses. If you are experiencing any of the contagious illness symptoms following symptoms, please follow the protocols below

- Fever (100.4 degrees Fahrenheit or more)
  - Chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Loss of taste or smell
  - Congestion or runny nose
  - Headache
  - Sore Throat
  - Nausea or vomiting
  - Diarrhea
1. Do not enter New Mexico Workforce Connection Centers or have direct contact with New Mexico Workforce Connection Center staff or clients
  2. Complete Covid-19 test (Antigen Rapid Tests are available for staff).
    - a. If Covid-19 test is negative, move on to step 3.
    - b. If you test positive, please see Covid-19 protocols below
  3. Stay at home for at least 24 hours and test again

- a. If Covid-19 test is negative, move on to step 4.
  - b. If you test positive, please see Covid-19 protocols below
4. Once you are no longer exhibiting any Contagious Illness symptoms for at least 24 hours and have a negative test or Physician's Release, you may return to work

### **Covid-19 Protocol**

1. Report diagnosis and any direct contact in the office immediately to your supervisor. Supervisors should relay this information immediately, directly, and only to the One-Stop Operator and other applicable parties within their own agency to protect the privacy of individuals.
2. Isolate for at least 5 days and test again if not exhibiting symptoms
  - a. For a negative test results after 5 days
    - i. If test is negative and you are not exhibiting any Covid-19 or other Contagious Illness symptoms, you may return to work
    - ii. If test is negative but you are still exhibiting Covid-19 or other Contagious Illness symptoms, please follow steps 3 and 4 of the Contagious Illness Protocol above
  - b. For positive test results after 5 days
    - i. If test is positive but you are not exhibiting any Covid-19 or other Contagious Illness symptoms, you may return to work with a Physician's Release or a negative test 24 hours later
    - ii. If you are still exhibiting Covid-19 or other Contagious Illness symptoms after 5 days, continue to isolate until all symptoms have subsided and then test.
  - c.

### **Other Best Practices and Protocols**

1. **If you have been exposed to Covid-19 or other Contagious Illnesses but are not exhibiting any symptoms**
  - a. You may report to work as prescribed but must wear a mask for 5 days when in contact with staff, partners, or clients
  - b. If symptoms occur, return home immediately and follow the Contagious Illness and Covid-19 protocols
2. Daily sanitization
  - a. Assure that you sanitize your personal workspace and common areas between clients and at the end of the day. Area managers may work with partners to develop a rotating system for common area sanitization as needed.
3. Telework
  - a. Telework is permitted by the NALWDB as allowed by your manager or supervisor.
4. Stay Healthy
  - a. Continue practicing social distancing
  - b. Wash your hand thoroughly and frequently
  - c. Use hand sanitizer and sanitization wipes and disinfectant sprays
  - d. Avoid contact with others whenever possible (e.g. handshakes)
  - e. Avoid touching "high-traffic" surfaces
  - f. Be mindful of actions and health in small or large group gatherings (such as in-person meetings or events)



**PLEASE READ EACH QUESTION CAREFULLY.**

If employee answers YES<sub>1</sub> they *must* follow the instructions in red.

**1.HAVE YOU RECEIVED A NEW DIAGNOSIS OF COVID-19 IN THE LAST 5 DAYS?**

**If you answered YES to Question #1:**

- **IF NEW DIAGNOSIS OF COVID-19 AND NO COVID-19 SYMPTOMS, ISOLATE** 5 days from test date.
- **IF NEW DIAGNOSIS OF COVID-19 AND EXPERIENCING COVID-19 SYMPTOMS OR DEVELOP COVID-19 SYMPTOMS AFTER TESTING POSITIVE, ISOLATE** at least 5 days from test date or symptom onset, whichever is longer, and until at least one day has passed without a fever and without fever-reducing medications and your symptoms have improved. After the five days of isolation, take a rapid COVID-19 test and present negative results prior to returning to the office. A rapid COVID-19 test may be provided by the NALWDB if needed.

**2.HAVE YOU EXPERIENCED ANY OF THE FOLLOWING COVID-19 SYMPTOMS IN THE PAST 24 HOURS THAT ARE INCONSISTENT WITH AN EXISTING DIAGNOSIS?**

Fever (100.4 degrees Fahrenheit or more)  
Chills  
Cough  
Shortness of breath or difficulty breathing  
Fatigue  
New loss of taste or smell  
Congestion or runny nose  
Muscle or body aches  
Headache  
Sore Throat  
Nausea or vomiting  
Diarrhea

**If you answered YES to Question #2:**

- **GET TESTED AS SOON AS POSSIBLE.**
- **QUARANTINE** while awaiting test results.
  - c **IF POSITIVE TEST**, follow instructions for Question #1 above.
  - c. If **NEGATIVE TEST AND SYMPTOMS HAVE RESOLVED**, continue working as normal.
  - o **IF NEGATIVE TEST BUT STILL HAVE SYMPTOMS, CONTINUE TO QUARANTINE AND TEST AGAIN IN 1-2 DAYS IF POSSIBLE.**
    - **IF POSITIVE TEST**, follow instructions for Question #1 above.
    - **IF NEGATIVE TEST**, continue working as normal or take personal leave if too sick to work.
    - **IF YOU DO NOT TEST AND STILL HAVE SYMPTOMS**, assume you are COVID-positive and follow instructions for Question #1 above.
- **IF EXPOSED** to someone with COVID-19 in the last 10 days, follow instructions for Question #3 below.

**3.HAVE YOU BEEN EXPOSED TO COVID-19 IN THE LAST 10 DAYS?**

**If you answered YES to Question #3:**

- **QUARANTINE FOR AT LEAST 5 DAYS AFTER EXPOSURE**
- **GET TESTED** (Ideally on Day 5 after the Exposure, but no earlier, unless symptoms develop.)
- **QUARANTINE** while awaiting test results.
  - o **IF POSITIVE TEST**, follow instructions for Question #1 above.
  - o **IF NEGATIVE TEST AND NO COVID-19 SYMPTOMS**, you may return to the workplace.
- **IF YOU DEVELOP COVID-19 SYMPTOMS**, follow instructions for Question #2 above.