



Return-to-Work Playbook

Covid-19

Vocational Independence Program

May 12, 2020

GENERAL GUIDANCE

V.I.P. leadership will be transparent and accessible to employees.

We will offer open and frequent communications with employees about safety and compliance actions being taken in the work environment. We will actively listen to their fears, anxieties, and concerns about being back at work and take action to address the issues. These efforts will be documented as part of an overall safety protocol.

Talking with employees.

We will actively encourage sick employees to stay home until they are free of fever or symptoms (without the use of medication) for at least 72 hours (three full days) AND symptoms have improved for at least 72 hours AND at least seven days have passed since symptoms first began. We will require a healthcare provider's note to validate the illness, as well as provide a negative COVID 19 test to return to work of employees sick with acute respiratory illness.

Pay attention to employees.

V.I.P. will separate employees who appear to have acute respiratory illness symptoms from other employees and send them home immediately. Restrict their access to the business until they have recovered.

Review of our employee handbook and employee policies.

We will ensure that our sick leave policies are up to date, flexible, and non-punitive to allow sick employees to stay home to care for themselves, children, or other family members. Consider encouraging employees to do a self-assessment each day to check if they have any COVID-19 symptoms.

Reinforce key messages:

Encouraging our employees to stay home if they are feeling sick.

Using cough and sneeze etiquette.

Practicing good hand washing hygiene.

Placing posters of safe distancing, hand washing and other relevant guidance in areas where they are most likely to be seen.

PERSONAL PROTECTIVE EQUIPMENT

Each work location, job, etc., will have a risk assessment to determine appropriateness for PPE type.

Hand sanitizer – putting this in various areas of our office or facility.

Sanitizer for surfaces such as door handles, elevator buttons, computer keyboards, tools and other surfaces that are commonly touched by multiple people.

Provide soap and water, tissues, and no-touch disposal receptacles for use by employees.

Provide cloth face coverings or surgical style masks and face shields where appropriate.

Provide gloves and gowns where appropriate.

Procure thermometers to aid in temperature checks.

Consider installing protective barriers in areas of high transactions.

WITHIN YOUR FACILITY

Facility Cleaning (Documented and Signed)

Frequently perform enhanced cleaning of commonly touched surfaces, such as workstations, countertops, railings, door handles, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label. Provide disposable wipes so that commonly used surfaces can be wiped down by employees before each use.

Other Considerations Within Our Facility

We will look around for ways to limit the number of employees using your break room, restroom, common areas and other places within our environment where employees gather.

Be flexible - Be prepared to change business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize customers, or temporarily suspend some of our operations).

VIP will routinely review practices for employee work areas, with consideration to those activities that can be performed remotely and those that necessitate on-site completion (mail, AP functions, production work, etc.).

We consider our customers, deliveries, and others from outside of your facility – we will require them to wear a cloth face covering upon entering our facility and will provide hand sanitizer at the door of our facility.

Cashless and touch-free transactions will be considered to help customers and employees limit contact. If shared touch devices are used, disinfect between each use.

CULTURE & EMPLOYEES

Create a Back to Work Steering Committee

V.I.P. has a cross-section of representation from our organization. The Steering Committee makes plans for the return of workers, prepare the environment, and then validate the decisions made and revisit them to make sure they are working once people return. This is not a one-time effort but an ongoing one with weekly meetings that will be tweaked and adjusted, as the playbook and situation dictates.

General guidance on reopening

Reinforce key messages

V.I.P. will display federal Labor Law posters

Protect workers' safety and health according to the U.S. Department of Labor's Occupational Safety and Health Administration (OSHA)

Provide Personal Protective Equipment where deemed necessary and appropriate

Hand sanitizer

Cleaning sanitizer

Soap and water, tissues, and no-touch disposal receptacles for employee use

Cloth face coverings or surgical style masks and face shields where appropriate

Gloves and gowns where appropriate

Health Screening Guidance (See next section for sample checklist)

Check in with our County Health Department on guidance

V.I.P. will pay attention to our employees

Workplace Cleaning

Frequently perform, enhanced cleaning of commonly touched surfaces, documents and uses signage to notify

Provide disposable wipes so that commonly used surfaces can be wiped down by employees before each use

V.I.P. will follow and consider distancing/queuing our workplace

Mark off six feet of space

Use rope and stanchions to set up a queue, or other forms of notification

Create a system for one-way pedestrian traffic patterns

Using plexiglass barriers where applicable

HEALTH SCREENING GUIDE

We will check with our local health department or the CDC for further guidance.

V.I.P. implemented a screening process with touchless temperature checks, self-check, questionnaire, and distancing

General Screening Questions for Employees Working Onsite

1. Do you have any of these symptoms:

Fever

Cough (without known/chronic cause)

Shortness of breath

Sore throat

Gastrointestinal distress

Muscle pain

Chills and/or repeated shaking with chills

Headache

New loss of taste or smell

2. Have you had close contact in the last 14 days with an individual diagnosed with COVID-19?

3. Have you traveled internationally or domestically in the last 14 days?

If an employee answers YES to questions 1 or 2:

Send the employee home or exclude from work immediately. The employee should self-isolate/self-quarantine at home:

- Should self-monitor symptoms and follow up with employer. If employee is off for 3 days or more, a doctor's note will be required in order to return to work.
- If symptoms are present, a minimum of 7 days since symptoms first appear. Must also have 3 days without fevers and improvement in respiratory symptoms.
- For 14 days following international or domestic travel.

If an employee answers YES to question 3, they may be allowed to work at the employer's discretion so long as they are asymptomatic, and the employer complies with the following:

- Employers should measure the employee's temperature and assess symptoms prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility. A touchless thermometer, or a dedicated thermometer for the employee if not touchless, should be used. Sharing of any thermometer other than a touchless thermometer is strictly prohibited.
- As long as the employee doesn't have a temperature or symptoms, they should self-monitor under the supervision of their employer's occupational health program or other programs in place to protect employee health and safety.
- If the employee becomes sick during the workday, they should be sent home immediately.
- The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Employers can issue face masks or can approve employees' supplied cloth face coverings in the event of shortages.
- The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.

Daily Screening:

- 1) Temperature Checks, Self-Assessment prior to transport
- 2) Temperature at production facility
- 3) Questionnaire at facility