

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

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NALWDB COVID-19 Procedures and Best Practices-Amended

NALWDB COVID-19 Procedures amended on February 25, 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*)

1. COVID-19 Safe Practices.

All NALWDB employees and partner agencies located in NALWDB administered One Stop locations shall take the following steps to reduce the transmission of COVID-19 in NALWDB administered facilities:

- A. *New Diagnosis of COVID-19 or COVID-19 Symptoms.* **DO NOT** report to any NALWDB administered building or facility if you received a New Diagnosis of COVID-19 5 in the last 5 days, if you are experiencing COVID-19 Symptoms, or if you have experienced COVID-19 Symptoms in the last 24 hours, regardless of vaccination status, until you have completed the *Isolation, Quarantine, and Testing Instructions* required by Section 3 below.
- B. *COVID-19 Exposure.* **DO NOT** report to any NALWDB administered building or facility if you have been Exposed to COVID-19 within the last 10 days and are not Up to Date on COVID-19 Vaccinations. Call your supervisor and follow the *Isolation, Quarantine, and Testing Instructions* required by Section 3 below.
- C. *Mask Protocol.* In accordance with New Mexico Public Health Order issued February 17, 2022, employees and partner staff, as well as visitors and clients are advised to wear a mask or multilayer cloth face covering but are not required to do so unless health and safety concerns mandate NALWDB One Stop operations to require them on a temporary basis. The NALWDB will provide disposable masks to employees as necessary. Nothing in this policy shall be construed as prohibiting partner organizations from imposing more stringent requirements on their staff and clients.
- D. *Social Distancing.* NALWDB employees and partner staff, as well as visitors and clients, regardless of vaccination status, must maintain 6 feet distance from other employees, clients, and customers at all times in Common Areas and when performing field work in indoor settings, except when less distance is required for an employee to perform documented job duties. Any employee who fails to maintain Social Distancing as

PLEASE READ EACH QUESTION CAREFULLY.

If employee answers YES, 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.
 - **IF POSITIVE TEST**, follow instructions for Question #1 above.
 - **IF NEGATIVE TEST AND SYMPTOMS HAVE RESOLVED**, continue working as normal.
 - **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.
 - **IF POSITIVE TEST**, follow instructions for Question #1 above.
 - **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.

3.2 For Employees Up to Date on COVID-19 Vaccinations: