



COVID-19 Personnel Policy

June 23, 2020

Overview

While there is still quite a bit more to know about COVID-19, in general, scientists believe the virus causing COVID-19 spreads from one person to another in the same way as other respiratory infections, including colds and the flu - through infected respiratory droplets. Others can get the disease via contact (direct or indirect) with these contaminated droplets. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, and possibly their eyes.

The virus that causes COVID-19 seems to spread easily and sustainably in the community ("community spread") in some affected geographic areas. Community spread means people have been infected with the virus in an area, including some who are not sure how or where they became infected.

The spread of coronavirus COVID-19 has resulted in a worldwide pandemic. Loaves & Fishes Community Services is an essential business, and as such, our goal is to continue to serve our clients, but in a way that provides a safe environment for clients, volunteers and staff. Below is a description of our policies regarding COVID-19.

Please note that, because the situation with COVID-19 is still evolving, our policies and procedures could change quickly and at any time.

Personal Health Practices

No person may enter our buildings, offsite locations or vehicle if **any** of the following are applicable:

- Close contact with someone diagnosed with or suspected to have COVID-19 within the past 14 days
- Cared for or live in the same household with someone diagnosed with, and who has not fully recovered from, COVID-19 within the past 14 days
- Waiting for COVID-19 test results (either yours or someone's that you have been in close contact with)
- Diagnosed with COVID-19 or have been asked to self-quarantine because of exposure to COVID-19



- Experiencing any symptom common to COVID-19 including general malaise, cough, fever, shortness of breath, headache, fatigue, chills, muscle or body aches, new loss of taste or smell, congestion, runny nose, nausea, vomiting or diarrhea
- Not practicing state and local requirements such as social distancing, mask wearing or gathering in limited groups – either at work or outside of work
- Traveled outside of Illinois and did not practice the most restrictive state and local requirements of Illinois and all the locations traveled to or through

Any person with any of the above characteristics entering any Loaves & Fishes on or off-site location, or vehicle, for any purpose, will be sent home immediately.

All people will be required to wear masks while in our buildings, offsite locations or vehicles, and outside during food registration and distribution. Staff or volunteers in the warehouses, market and offsite locations will also be required to wear gloves when handling food and in other activities where there is frequent touching of surfaces that are contacted by many other people (for example, loading boxes of food into grocery carts for distribution to clients). Both gloves and masks will be provided. Masks and parking vests (if applicable) are provided to volunteers to keep. We require that they be laundered by the staff member or volunteer after each use.

At any time, any person who feels uncomfortable at one of our facilities for any reason is welcome to leave.

In order to reduce the number of people in our facilities at the same time, work-from-home arrangements for employees who can fulfill their responsibilities remotely may be available to various extents, depending on the safety procedures which are then applicable.

Besides these comprehensive practices, we follow the CDC's recommendations for safe social distancing in all of our client, volunteer and staff settings - in our buildings, offsite locations or vehicles. According to the CDC:

Social distancing, also called "physical distancing," means keeping space between yourself and other people outside of your home. To practice social or physical distancing:

- *Stay at least 6 feet (about 2 arms' length) from other people*
- *Do not gather in groups*
- *Stay out of crowded places and avoid mass gatherings*



Sanitation and Hygiene

First and foremost, we require all volunteers and staff to follow the basic hygiene practices set forth by the Centers for Disease Control regarding handwashing.

All staff and volunteers will be required to follow these five steps every time they use the bathroom, before handling food (even gloved), after being in public, or touching a frequently touched surface (table, door handles, basket handles, etc.)

1. Wet your hands with clean, running water (warm or cold), and apply soap
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails
3. Scrub your hands for at least 20 seconds
4. Rinse your hands well under clean, running water
5. Dry your hands using a clean towel or air dry them
6. If soap is not available, use of hand sanitizer that contains at least 60% alcohol is acceptable

We are currently taking these steps for the benefit of the health and safety of our staff and volunteers during this time:

- Designated staff that cleans restrooms and surfaces every workday
- Professional cleaning service that cleans 1871 High Grove multiple times each week with extra surface cleaning
- The facility at 1707 Quincy is cleaned in the same manner multiple times each week
- Volunteers and staff practice daily sanitization of all common areas, vehicle dashboard, door handles and steering wheels, and equipment in addition to professional cleaning services. Disinfectant wipes are available to staff and volunteers in all areas of the building for frequent cleansing of surfaces
- Available cleaning products (e.g., wipes) near common areas, such as the lunchroom refrigerator, so that people can wipe down surfaces after their use.

Also, regarding handling food, we will follow these additional FDA guidelines:

- Ensure that any wrapping and packaging used for food transport is done so that contamination of food is prevented
- Routinely clean and sanitize coolers and insulated bags used to deliver foods.



Volunteer Sick Policy

If you are not feeling well **for any reason**, you are required to stay home

We want to emphasize that if you feel that your physical presence in our facilities presents a danger to you or your family's health, you may choose to stay home. We do not understand your or your family's health status or risk factors, so it is the responsibility of every one of us to make their own assessment.

If you have been exposed to someone suspected or known to have COVID-19, we require that you notify us as soon as possible and self-quarantine, from latest time of exposure, for 14 days. If you have been ill for whatever reason, you may return to volunteer when you are:

- 100% Symptom free for at least 72 hours or
- Have tested negative for the virus

If you do become ill, we ask that you inform the Director of Volunteer Engagement as soon as possible so that they may inform those that may have been in close contact with you during those days leading up to your illness.

Staff Sick policy

If you are not feeling well **for any reason**, you are required to stay home.

We want to emphasize that if you feel that your physical presence in our facilities presents a danger to you or your family's health, you may choose to stay home or work remotely if applicable. We do not understand your or your family's health status or risk factors, so it is the responsibility of every one of us to make their own assessment. If you choose to work remotely, we will work with you to set up remote work capabilities or other accommodations.

If you have been exposed to someone suspected or known to have COVID-19, we require that you notify us as soon as possible and self-quarantine, from latest time of exposure, for 14 days. If you have been ill for whatever reason, you may return to work when you are:

- 100% Symptom free for at least 72 hours or
- Have tested negative for the virus

Regarding our sick leave policy, please refer to our employee handbook for further information.



In all cases, follow the guidance of your healthcare provider and local health department. The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Local decisions depend on local circumstances.

Given the fluidity of information about this pandemic, recommendations may change. Please access these resources or contact Elizabeth Hoffman ehoffman@loaves-fishes.org with questions.

<https://www.dupagehealth.org/590/Coronavirus-Disease-2019-COVID-19-Inform>

<https://www.dupagehealth.org/610/DuPage-County-COVID-19-Dashboard>

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<https://www.cdc.gov/handwashing/when-how-handwashing.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

<https://www.fda.gov/emergency-preparedness-and-response/counterterrorism-and-emerging-threats/coronavirus-disease-2019-covid-19>