

SAFE AT WORK PLAYBOOK

Policies and Procedures for
COVID-19 Pandemic Preparedness and Response



(Revised 08/10/21)

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I. Introduction

This Playbook is to be used as a recommended practice guideline and aligns with the Center for Disease Control (CDC), guidance from the State of California, Cal/OSHA, and Los Angeles County Protocols to the greatest extent possible. This is a working document and will be updated to reflect changes in directives and introduce new recommended practices as they become available.

The Safe at Work Playbook provides guidance for use in all facilities. Because there may be circumstances unique to a location, there may be some cases in which a facility must adapt the Playbook's guidance to address the facility(s) specific requirements. The President & Chief Executive Officer, Executive Vice President & Chief Operating Officer, Executive Vice President & Chief Impact Officer, Chief Financial and Administrative Officer, Chief People Officer, or their designee must authorize such exceptions.

II. Response Team and Safe at Work Committee

Response Team:

The COVID-19 Response Team (Response Team) is a cross-functional team lead by the Executive Vice President & Chief Operating Officer (EVP/COO). This team's purpose is to proactively assess and address all potential hazards and issues with COVID-19 to ensure client and staff safety. Additionally, this team keeps abreast of CDC recommendations and, in most cases, puts in place policies and procedures more stringent than those recommended by the CDC. The team includes:

Executive Vice President & Chief Operating Officer (EVP/COO) – Has overall responsibility for the agency's pandemic preparedness and response plan, coordinating and aligning with organizational leadership. Oversees and directs all internal communications with employees.

Chief Financial and Administrative Officer (CFAO) – Oversees daily and periodic disinfection logistics, including routine and deep cleaning. Works to secure all necessary supplies to implement and sustain the agency's pandemic preparedness and response plan. Works with organizational leadership to manage physical distancing, logistics regarding common areas, and visitors and contractors. Works with facilities to ensure best practices regarding ventilation systems. The CFAO will coordinate with the VP of Finance of Lilliput Families to ensure coverage of these items for Lilliput Families operations.

Chief People Officer and Associate Vice President of Human Resources – Work collaboratively to develop protocols to ensure the wellness of all employees, manage employee training on the protocols in this Playbook, and assist with internal

communication to employees. Manage and document reporting of suspected and known cases of employee illness and safe return to work.

Chief Development Officer and Associate Vice President of Communications – Oversees all internal communication to staff and works to manage external related communication to board, clients, volunteers, and other interested parties. Communications will be made via email, organizational website, social media, and main phone line message.

Program Leads – Works with direct staff on messaging and protocols for working with clients during the pandemic. Sets standards for when, where, and how these individuals will be served to ensure the health and safety of clients and staff. Staying up to date on regulatory mandates regarding COVID-19 and ensure timely implementation and compliance.

Director of Nursing Services – Provides team with information on guidance on the client and staff quarantine and clearance from quarantine/isolation, best practices on matters from PPE, quarantine, isolation, public health directives, and general COVID-19 preventative measures.

Safe at Work Committee

This committee is responsible for developing and updating this document and working with each location's COVID Officer to ensure the protocols are implemented and followed. COVID Officers will be assigned to each location and liaise with Safe at Work Committee leads. COVID officers will report back to the committee leads on issues of adherence to protocols.

Committee Leads:

- Wayfinder Family Services – Administration Services and Training Manager
- Lilliput Families – Program Director

III. Employee Reporting Requirements

All staff are required to notify their supervisor, manager, and/or Human Resources immediately if any of the following occur:

- If they are experiencing any COVID-19 symptoms or had a possible close contact.
- A complete list of COVID symptoms is available at the following link and listed below: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell

- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

- If they have been exposed to, or potentially exposed to COVID-19 outside of work.
- All unsafe conditions or violations of Wayfinder’s COVID-19 Safety Protocols to minimize the potential illness to others.
- All possible COVID-19 hazards in the workplace.

Wayfinder will not discharge, threaten to discharge, demote, suspend, reduce other employee benefits, or in any manner discriminate or take adverse action against any employee who makes a report pursuant to this requirement.

IV. Workplace Hazard Identification & Correction

In performing its facility COVID-19 risk assessment, Wayfinder identified the following COVID-19 hazards and has implemented the below-listed measures to correct the COVID-19 hazard:

- COVID 19 Hazard #1: Open Reception desk
 - Corrective Measure: Plexi glass installed around reception desk
 - Corrective Measure: Receptionist must always wear a face mask.
- COVID 19 Hazard #2: Clients unable or refuse to wear a face mask
 - Corrective Measure: All staff in residential programs must wear N95 or KN95 masks
- COVID Hazard #3: Clients AWOL and then return
 - Corrective Measure: All staff in residential programs must wear N95 or KN95 masks
 - Corrective Measure: All AWOLed clients must go to nursing upon entry back on campus.
- COVID 19 Hazard #4: Air flow in enclosed buildings - many buildings do not have windows that open.
 - Corrective Measure: Finer air filters were installed in HVAC units, as appropriate.
- COVID 19 Hazard #5: Staff congregate or may be closer than 6 feet from each other.
 - Corrective Measure: Installed floor stickers with directional arrows and 6-foot warnings.
 - Corrective Measure: Banned staff eating together.
 - Corrective Measure: Non-essential meetings moved to remote/Zoom and COVID 19 occupancy levels posted in meeting rooms.

- COVID 19 Hazard #6: Cafeteria – Food servers interact with staff while serving food within approximately 4-feet.
 - Corrective Measure: Plexiglass installed in cafeteria separating food servers and staff. Wayfinder will regularly evaluate the corrective measures it has taken to correct these hazards to determine whether these measures are effective. If Wayfinder determines that a corrective measure was not effective, Wayfinder will identify and implement additional corrective measure to correct the COVID-19 hazard.

In addition, Wayfinder will continue to perform COVID-19 risk assessments on a regular basis to identify any other COVID-19 hazards that might arise at each facility. If Wayfinder identifies other COVID-19 hazards, this section of the plan will be modified to identify those hazards and the measures Wayfinder has taken to correct the hazard.

V. Working Remotely

The staff that can carry out their duties from home must do so. Staff working remotely will be equipped, to the extent possible, to perform their duties.

Staff considered vulnerable, or, at high-risk due to COVID-19, may work from home, when feasible. This group includes, but is not limited to:

- People over 65-years old.
- People of any age with certain underlying medical conditions.

When staff must report to work, office configurations and social distancing protocol must be followed.

VI. Vaccination Status

- “Fully vaccinated” means a person received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine.
- Wayfinder will consider a staff to be “fully vaccinated” once they have provided Wayfinder with vaccination documentation of being fully vaccinated.

Staff will be considered to be unvaccinated if they have not provided Wayfinder with documentation of being fully vaccinated.

VII. Office Configuration

a. General

- i. Directional arrows in offices greater than 1500 square feet should be displayed on the floor, indicating the flow of pedestrian traffic, if appropriate.
- ii. All workspaces should be at a minimum, 6-feet apart. Tape or other markings should be used to indicate 6-feet from workstations.

- iii. Only single-use coffee makers will be allowed.
- iv. Water fountains will be unavailable for use.
- v. Vending machines (if applicable) will be available.
- vi. Employees are discouraged from using other employees' phones, desks, offices, or other work tools and equipment when possible. If necessary, clean and disinfect them before and after use.

b. Conference Rooms

- i. General signage (see Signage in Section XIV) should be posted in all conference rooms.
- ii. 6-foot physical distancing is not required where all individuals are fully vaccinated. 6-foot physical distancing is required if unvaccinated individuals are present.

c. Dining Areas

- i. The use of common dining area is currently suspended. No food shall be consumed in the dining hall at the Los Angeles main campus.
- ii. While in the dining hall for food pick-up, social distancing will always be maintained. The tape will indicate 6-foot intervals for the food line.

d. Reception Areas

- i. Reception area seating should be eliminated or diminished to ensure seating is 6-feet apart.
- ii. When possible, persons should wait outside.
- iii. Install a plastic partition at the reception area, if possible.

VIII. Access to Wayfinder Locations

- Only staff and visitors passing a Wellness Check will enter a Wayfinder facility.
- Staff should restrict their presence to their primary work area, restrooms in their assigned primary work area and use copy machines only in their assigned primary work area.
- Exceptions will be made when restrooms or copy machines are not operational in your primary work area.

IX. Wellness Checks

Upon arrival at all Wayfinder locations, designated staff will perform wellness checks on all staff, clients, and visitors. Designated staff conducting temperature checks shall be equipped with appropriate PPE, including face masks, gowns, and gloves. These checks will include taking temperatures with touchless thermometers, asking questions about symptoms, interacting with persons that might be COVID positive, and traveling within or outside of the United States. Persons who pass the wellness check will be provided a colored wristband unless the worksite has another designated practice. The employee's supervisor will communicate the applicable

practice for their worksite. Any person not passing the wellness check will be denied entry, and information pertaining to that person will be confidentially maintained. If a person who did not pass the wellness check is a staff member, it is the staff member's responsibility to notify their supervisor. The supervisor will then contact Human Resources, who will provide guidance regarding staff needing to consult with a medical provider, potential isolation, working remotely, if feasible, etc.

Committee Leads will maintain an up-to-date list of location personnel conducting wellness checks. Persons conducting wellness checks will be trained and provided the tools to perform the wellness checks. The wellness checker will be responsible for completing and confidentially maintaining documentation for any staff, client, and/or visitor that do not pass the wellness check.

X. Identification of "Close Contact" or New Cases

Upon learning that there has been a COVID-19 case at a Wayfinder facility, management will take all of the following actions in order to determine if other staff may have been exposed to COVID-19 in the workplace by the sick individual.

1. Determine the day and time the sick individual was last present at any Wayfinder facility and, to the extent possible:
 - the date of the sick individual's positive COVID-19 test(s) and/or diagnosis, and
 - the date the sick individual first had one or more COVID-19 symptoms, if any were experienced.
2. Determine which staff at the facility may have had "Close Contact" with a COVID-19 case. This determination will be made by evaluating (1) the activities of the sick individual while at the workplace and (2) all locations at the workplace which may have been visited by the sick individual during the high-risk exposure period. A person was exposed to COVID-19 if they spent 15 cumulative minutes over a 24-hour period within six feet of an infected person during the infected person's high-risk period. For symptomatic persons, the high-risk period extends from two days before the onset of symptoms until 24 hours after the resolution of any fever without the use of fever reducing medication. However, in all cases, the high-risk period extends for at least ten days from the onset of symptoms. For an asymptomatic person, the high-risk period extends from two days before the positive test until ten days after the date of the positive test.
3. Give notice of the potential COVID-19 "Close Contact", within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following individuals: All staff who may have had close contact and their authorized representatives, if any; and any independent contractors and other employers present at the workplace during the high-risk exposure period.

4. Offer COVID-19 testing at no cost to "employees during their working hours to all employees who had potential COVID-19 "close contact" in the workplace.
5. Provide all staff who had potential COVID-19 "close contact" in the workplace with the information on any COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws (e.g. any benefits available under workers' compensation law, statutory paid sick leave benefits, state and/or local COVID supplemental paid sick leave benefits, and Wayfinder's leave policies).
6. Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and determine what could be done to reduce exposure to COVID-19 hazards in the future.

XI. Exclusion from Work and Return to Work Criteria

- Sick Employees and Employees Who Test Positive For COVID-19

Wayfinder stresses the importance of employees staying home if either they or anyone they live with is sick and/or has tested positive for COVID-19. Staff who develop COVID-19 or other flu-like symptoms are required to remain at home and may not return to work until the following return to work requirements are met.

Please note: A negative COVID-19 test shall not be required for an employee to return to work unless mandated by a regulatory agency.

- Employee Exhibiting COVID-19 Symptoms, But Tests Negative For COVID-19

If an employee exhibits COVID-19 symptoms, but tests negative for COVID-19, the employee must remain at home until the employee is symptom free for **24 hours** without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants).

Wayfinder will similarly require an employee that reports to work with symptoms (but tests negative for COVID-19) to return home until they are symptom free for **24 hours**.

To the extent practical, staff are required to obtain a doctor's note clearing them to return to work.

- Employee Tests Positive for COVID-19

An employee who tests positive for COVID-19 will be directed to self-quarantine away from work.

- **Employee Remains Symptom-Free:** An employee who tests positive for COVID-19 but remains symptom free may return to work when at least ten (10) days have passed since the date of specimen collection of the employees first positive COVID-19 test.
- **Employee Experiences COVID-19 Symptoms**

An employee who tests positive for COVID-19 and experiences COVID-19 symptoms may return to work when the following occur:

- At least twenty-four (24) hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
- The employee's COVID-19 symptoms have improved; and
- At least ten (10) days have passed since COVID-19 symptoms first appeared.

Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care provider. Wayfinder may require an employee to provide documentation clearing their return to work.

- **Employees Who Were Exposed to Someone Who Has Tested Positive For COVID-19.**

Employees who were exposed to someone who has tested positive for COVID-19 are required to be excluded from the workplace and must remain at home and may not return to work for 10 days after the last known COVID-19 exposure to a COVID-19 case. **If exclusion would lead to extreme staff shortages, healthcare personnel may return to work if they follow Public Health guidance, which is consistent with CDC guidance.**

Exceptions:

1. **If the employee is fully vaccinated and has not developed symptoms, they do not need to be excluded from the workplace.**
2. **Staff who had COVID-19 prior to this recent exposure who returned to work and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, for 90 days after the first positive test.**

Please note: If an employee who is excluded from the facility due to exposure to COVID-19 at work tests positive for COVID-19 during the period of quarantine, the employee must follow the return to work criteria set forth above.

- **Employees Excluded from Work Due To COVID-19, But Otherwise Able to Work**

To the extent that their job duties can be performed remotely, employees who are excluded from work, but are otherwise able and available to work, will be required to perform their work duties from home, on a remote basis, until they are able to return to work in accordance with the above return to work criteria.

For employees who are otherwise able and available to work, but their job duties cannot be performed remotely, Wayfinder will continue and maintain the excluded employee's earnings, seniority and benefits while the employee is off work unless one or both of the following occur:

The employee is unable to work for reasons other than protecting persons at the workplace from COVID-19 transmission, and/or Wayfinder can demonstrate the exposure was not work-related.

Your supervisor and/or Human Resources will advise you if your job duties can be performed remotely and, if applicable, will provide you with relevant information concerning your remote work.

- Order to Isolate or Quarantine Issued by A Local or State Health Official

If an employee is ordered to isolate or quarantine by a local or state health official, the employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be 10 days from the time the order to isolate was effective, or 10 days from the time the order to quarantine was effective.

- Information Regarding COVID-19-Related Benefits

At the time an employee is excluded from the facility for reasons related to COVID-19, Wayfinder will provide the affected employee with information regarding any COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws (e.g. any benefits available under workers' compensation law, statutory paid sick leave benefits, state and/or local COVID supplemental paid sick leave benefits, Wayfinder's leave policies).

XII. Physical (Social) Distancing and Universal Precautions

Physical distancing is always required in the following situations:

- Residential Buildings and Group Homes
- Non-Public Special Education School
- Dining areas
- Conference rooms where unvaccinated staff are present

Staff must practice physical distancing at all times when an unvaccinated staff is present.

Physical distancing is a simple yet very effective mechanism to prevent potential infection, that relies on the simple distance to avoid infection. This physical distancing practice includes but is not limited to program areas, common areas, entrance/exit areas of work locations, offices, and dining hall at Los Angeles main campus.

In practice, this means:

- Staying 6 feet away from others as a normal practice.
- Where a minimum distance cannot be maintained due to work duties, one or more mitigation strategies need to be implemented, including the use of PPE and/or other controls as appropriate.
- Eliminating contact with others, such as handshakes or embracing coworkers, visitors, or clients. Employees should use other non-contact methods of greeting.
- Avoiding touching surfaces touched by others, to the extent feasible.
- Avoiding anyone who appears to be sick or who is coughing or sneezing.
- Employees are strongly encouraged to disinfect their workspace multiple times during the shift, giving special attention to common surfaces. Employees should be reminded to avoid touching their face and must wash hands thoroughly with soap and water upon arrival at work and several times during the workday to reduce risk and prevent person to person potential infections.
- Hand sanitizers and tissues are available throughout each location. Employees should contact their supervisors if these supplies are not available or have run out.
- Encourage respiratory etiquette, including covering coughs and sneezes with a tissue or elbow.

Meetings

- All meetings should be conducted by video or teleconference when possible. If in-person meetings are essential, they are limited to 10 or fewer participants and must be held in rooms large enough to maintain physical distancing. All participants must wear face coverings. **No eating or drinking in meetings, unless all participants have been fully vaccinated.**

Offices

- Office work should be organized to ensure physical distancing to keep separation of employees to a 6-foot minimum.
- Avoid face-to-face desk layouts.
- Interaction to exchange information or quick meetings in office space or work areas should respect the physical distancing of 6-feet, and masks must always be worn.

Meals

- If eating indoors, staff must eat alone.
- If eating outdoors with others, you must maintain a 6-foot distance between each person.

XIII. Personal Protective Equipment (PPE)

Face Coverings

“Face covering” means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers. A face covering has no visible holes or openings and must cover the nose and mouth. A face covering does not include a scarf, ski mask, balaclava, turtleneck, collar or single layer of fabric.

- Staff must continue to wear face coverings at all times. This includes both indoors and outdoors.
 - Employees that are isolated in their personal office or other space that has a door, when unshared with any other colleagues, do not need to wear a mask and should have the door shut or only slightly cracked open. However, when the employee leaves their space, or a colleague is in their area, masks must be worn.
 - Employees must wear a mask at all times when in a cubicle even if the cubicle has a door that is closed.
 - One cannot wear a face covering while eating or drinking. If you are unvaccinated and not eating alone, please eat outside and follow physical distancing protocols by maintaining a distance of at least 6 feet apart.
- N95 and KN95 masks are available for both vaccinated and unvaccinated staff at their place of work.
- Reusable (cloth) masks should be washed daily.
- Face shields are available for both vaccinated and unvaccinated staff and can be used but only in addition to a mask worn underneath the face shield.
- N95 or KN95 masks can be used more than one time.
- Mask wearing and care instructions are available at all locations.
- Employees may always choose to wear face coverings provided that wearing the face coverings will not create a safety hazard considering the specific task at hand.
- Employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability must wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.

N95 and KN95 Respirators – Mandatory for Employees Who are not Fully Vaccinated

Wayfinder will take the following steps for employees who are not fully vaccinated and are required to wear N95 or KN95 face masks in the workplace.

- Ensure employees complete fit testing to ensure the mask fit properly. Wayfinder will ensure that an appropriate N95 or KN95 mask is selected for each employee.
- Conduct training for employees regarding the proper use of N95 and KN95 masks, including putting them on and taking them off, limitations on their use, and their maintenance.

- Provide N95 and KN95 masks at no cost to employees.
- Ensure that all used N95 and KN95 masks are disposed of properly, and that new, unused N95 or KN95 masks are supplied to employees on a daily basis.

Other PPE

- Wayfinder will maintain appropriate levels of all PPE (face shields, gloves, hair guards, gowns, shoe covers, etc.) and distribute as needed and appropriate with direction from the Director of Nursing.

XIV. Travel Restrictions

(Subject to change as COVID guidelines change)

Fully Vaccinated Persons:

- “Fully vaccinated” means a person received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine.
- Wayfinder will consider a staff to be “fully vaccinated” once they have provided Wayfinder with vaccination documentation of being fully vaccinated.

Staff will be considered to be unvaccinated if they have not provided Wayfinder with documentation of being fully vaccinated

Travel within the U.S.

Fully vaccinated staff:

- Will not be required to self-quarantine after travel if they do not have symptoms of COVID-19 after domestic travel.

Unvaccinated Staff:

- **Mandatory Self-Quarantine for 10 full days after travel.** Staff cannot report to work onsite or in the field. Staff must work remotely, if position allows, take accrued Paid Time Off (PTO) or sick leave, as necessary. No exceptions to the quarantine requirement will be made for staff, even those who get a negative COVID-19 viral test from a specimen after travel.
- For 14 days after arrival, staff must continue to self-monitor for symptoms of COVID-19 and avoid being around people who are at increased risk for severe illness.

International Travel:

Fully vaccinated staff:

- Will not be required to self-quarantine after travel if they do not have symptoms of COVID-19 after international travel.

Unvaccinated Staff:

- Mandatory Self-Quarantine for 10 full days after travel. Staff cannot report to work onsite or in the field. Staff must work remotely, if position allows, take accrued Paid Time Off (PTO) or sick leave, as necessary. No exceptions to the quarantine requirement will be made for staff, even those who get a negative COVID-19 viral test from a specimen after travel.
- For 14 days after arrival, staff must continue to self-monitor for symptoms of COVID-19, and avoid being around people who are at increased risk for severe illness.

Persons who do not meet these requirements must follow the travel restrictions for persons who are not fully vaccinated.

XV. Cleaning and Disinfecting

Cleaning of the workspace is encouraged to be done multiple times during the day with special attention to frequently touched surfaces, such as keyboards, monitors, armrests, desks, cubicle dividers, among others.

At each Location

- Staff is encouraged to clean their specific workspace throughout the day. Staff should use provided disinfectant materials and clean personal workspace, including but not limited to keyboards, mouse, phone, desktops, chair arms, and doorknobs.
- Disinfectant wipes are available to use at copiers, refrigerators, and microwaves.
- Professional cleaning should be performed on a regular schedule, as is appropriate per location.
- Extra cleaning personnel to wipe down high-touch surfaces should be considered in large offices, if appropriate.
- All vacuums should have a HEPA filter.

Potentially Exposed Areas

If an area may have been exposed to the virus, the extent of exposure will be evaluated on a case-by-case basis, and appropriate steps will be taken. These steps may include one or a combination of the following:

- Deep Sanitation by professional cleaners
- Use of UV lights
- Lock down of area for 72 hours

- Regular cleaning

XVI. Ventilation

HVAC specialist should be consulted to ensure all feasible measures are being taken to have adequate flow of fresh air to workspaces and optimize ventilation system. Some methods to consider:

- Opening windows
- Replace filters with fine air filters
- UV lights installed at returns
- Adding filtration system
- Clean and disinfect HVAC intakes and returns on a schedule
- Ensure restrooms are under negative pressure

Landlords or property management consultants should be engaged to help ensure proper ventilation.

Documentation of what has been done at each location regarding ventilation will be submitted by each location's COVID Officer to the Safe at Work Committee leads.

XVII. Food and Food Preparation

Sharing of Communal Food is Prohibited

- All food preparation done on site must be done by certified food handlers following strict food safety guidelines.
- All food items prepared by the cafeteria will be presented on single-use disposable plates or take-out boxes; single-use cups, napkins, and utensils will be provided along with the meal.
- All food prep staff will receive daily wellness checks and wear a facemask and gloves while in production or around food production areas.

XVIII. Transportation (Agency Vehicles)

Staff who drive agency vehicles are responsible to ensure:

- Vehicles are disinfected before and after each and every use.
- All surfaces, seats, dashboards, door handles, seatbelts, etc., must be cleaned with a disinfectant.
- The COVID Health & Safety Kit (in the glove box) is fully stocked (masks, gloves, wipes, hand sanitizer)

- 3 feet of physical distancing must be maintained between all vehicle occupants, including the driver and passengers
- Vehicle windows shall remain open unless doing so would result in excessive heat or cold. Vehicle windows shall remain closed on high pollution advisory days.
- It is the driver's responsibility to ask each passenger before entering the vehicle if they are in good health. Specifically, they must ask if the passenger suspects they are sick or have symptoms such as fever, or difficulty breathing or have been in contact in the past 7-days with other people confirmed sick of any respiratory disease.
- Driver and all staff in the vehicle must wear a face covering while providing the service.
- The use of face coverings is required for passengers.

XIX. Signage

At a minimum, signage at each public entrance of the facility must inform all employees, vendors, or clients that they must:

- Wear a mask
- Have their temperature taken and complete a wellness check.
- Maintain a minimum six-foot distance from one another

In addition, a copy of the work site's county required Protocol must be posted.

XX. Work Outside Home or Office (Client Homes or 3rd Party Offices)

Staff working in non-Wayfinder locations should adhere as closely as possible to protocols outlined in this Playbook. If staff feel they are in an unsafe environment or do not feel comfortable with the circumstances, they should remove themselves immediately and contact their supervisor.

XXI. Other

- There will be no volunteers permitted at Wayfinder Family Services locations during the COVID-19 pandemic unless approved by a member of the Executive Team.
- Staff is encouraged to read all agency emails related to the COVID-19 pandemic.

XXII. Record-keeping and Reporting

Wayfinder shall report information about COVID-19 cases at the workplace to the local health department whenever required by law and shall provide any related information requested by the local health department.

Wayfinder shall report immediately to Cal/OSHA any COVID-19-related serious illnesses or death of an employee occurring at the facility.

Wayfinder shall maintain records of the steps taken to implement the written COVID-19 Prevention Program. Wayfinder's written COVID-19 Prevention Program has been distributed

to all employees and shall be made available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.

Wayfinder shall keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test. Medical information shall be kept confidential. The information shall be made available to employees, authorized employee representatives, or as otherwise required by law, with any and all personal identifying information removed.

XXIII. Program Specific Protocols

In addition to this general Wayfinder Safe at Work Playbook, program-specific guidelines have been created and are housed within each respective department.