

SAFE AT WORK PLAYBOOK

COVID-19 PREVENTION PROGRAM

Policies and Procedures for
COVID-19 Pandemic Preparedness and Response



(Revised 03/23/22)

Table of Contents

I.	Introduction	4
II.	Response Team and Safe at Work Committee	4
	Response Team:	4
	Safe at Work Committee:	5
III.	Employee Reporting Requirements.....	5
IV.	Workplace Hazard Identification & Correction.....	6
V.	Working Remotely	7
VI.	Vaccination Status.....	7
VII.	Office Configuration.....	7
	a) General:.....	7
	b) Conference Rooms:.....	7
	c) Dining Areas:	8
	d) Reception Areas:.....	8
VIII.	Access to Wayfinder Locations	8
IX.	Wellness Checks.....	8
X.	Identification of "Close Contact" or New Cases.....	9
XI.	Exclusion from Work and Return to Work Criteria	10
XII.	Physical (Social) Distancing and Universal Precautions.....	13
	Meetings	14
	Offices	14
	Meals.....	14
XIII.	Personal Protective Equipment (PPE).....	14
	Face Coverings:	14
	N95 and KN95 Respirators – Mandatory for Employees who are not Fully Vaccinated:	15
	Other PPE:	16
XIV.	Travel Restrictions.....	16
XV.	Cleaning and Disinfecting.....	16
	At each Location:	16
	Potentially Exposed Areas:.....	16
XVI.	Ventilation.....	16

XVII. Food and Food Preparation 17
 Sharing of Communal Food is Prohibited 17

XVIII. Transportation (Agency Vehicles)..... 17
 Staff who drive agency vehicles are responsible to ensure..... 17

XIX. Signage 18

XX. Working Outside of the Employee’s Home or Wayfinder’s Office (e.g., Client Homes or 3rd Party
 Offices) 18

XXI. Other 18

XXII. Record-keeping and Reporting 18

XXIII. Program Specific Protocols 19

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 and other applicable local health department 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 Chief Executive Officer, President & Chief Operating Officer, Executive Vice President & Chief Impact Officer, Chief 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 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 as well as all applicable state and local public health guidance and, in most cases, puts in place policies and procedures more stringent than those recommended by the CDC. The team includes:

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 Administrative Officer (CAO) – 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 Director of Human Resources – Work collaboratively to develop protocols to promote 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 COVID-19-related 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 may be made via email, organizational website, social media, and main phone line message, as appropriate to the specific circumstances and communication.

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 prioritize 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 and guidance on the client and staff quarantine and isolation requirements, and clearance from quarantine/isolation, as well as 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 whether in the workplace or outside of work.
 - All unsafe conditions or violations of Wayfinder’s COVID-19 Safety Protocols, in order 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, retaliate, 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 who are not fully vaccinated in residential programs must wear N95 or KN95 masks
- COVID Hazard #3: Clients AWOL and then return
 - Corrective Measure: All staff who are not fully vaccinated 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: Allow only fully vaccinated staff to eat together indoors provided 6-foot physical distancing is maintained, and outside air supply is maximized.
 - Corrective Measure: Non-essential meetings continue via remote/Zoom as feasible 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

Staff considered vulnerable, or, at high-risk due to COVID-19, may work from home or may be provided with other accommodations consistent with applicable law. This group includes, but is not limited to:

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

Please make any request for accommodation to your supervisor or Human Resources. 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; or any combination of two doses of a COVID-19 vaccine, so long as the second dose was not received earlier than 17 days after the first dose.
- Wayfinder will consider a staff to be “fully vaccinated” once they have provided Wayfinder with vaccination documentation of being fully vaccinated.

Staff will be treated as if they were unvaccinated to the extent relevant to our COVID-19 protocols, if they have not provided Wayfinder with documentation of being fully vaccinated.

VII. Office Configuration

a) General:

- i. All workspaces should be at a minimum, 6-feet apart. Tape or other markings should be used to indicate 6-feet from workstations.
- ii. Only single-use coffee makers will be allowed.
- iii. Water fountains will be unavailable for use.
- iv. Vending machines (if applicable) will be available.
- v. 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.

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 and responding to questions about COVID-19 symptoms, interactions with persons that might be COVID positive, and travel 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. All individuals, regardless of vaccination status, must wear a face covering during wellness checks

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 providing Human Resources with the documentation for any staff, client, and/or visitor that does 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 that the sick individual's first positive COVID-19 test specimen was collected, 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 is considered a "close contact" with regard 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 all of the following have occurred: it has been 10 days since symptoms first appeared, it has been 24 hours since the resolution of any fever without the use of fever reducing medication, and symptoms have improved, or as otherwise provided by applicable public health guidance. For an asymptomatic person, the high-risk period extends from two days before the specimen was collected for their first positive COVID-19 test, until ten days later, or as otherwise provided by applicable public health guidance.
3. Promptly investigate and give notice of the potential COVID-19 exposure, 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; any independent contractors and other employees (and their authorized representatives, if any) present at the same workplace as the COVID-19 case during the high-risk exposure period; and the authorized representatives, if any, of the COVID-19 case.
4. Offer COVID-19 testing at no cost, during paid time, to all employees who had potential COVID-19 "close contact" in the workplace, as well as to all within the "exposed group" during an outbreak, regardless of vaccination status.
5. Provide all staff who had potential COVID-19 exposure in the workplace and their authorized representatives, if any, 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 or who test positive for COVID-19 are required to remain at home and may not return to work until/unless 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 or recommended by a public health authority.

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

If an employee exhibits COVID-19 symptoms not explained by a chronic condition (i.e., allergies), but tests negative for COVID-19 and is not a close contact of a COVID-19 case, the employee must remain at home until the employee is symptom free for 24 hours without the use of fever-reducing medication or other symptom-altering medicines (e.g., cough suppressants).

Wayfinder will similarly require an employee that reports to work with COVID-19 symptoms not explained by a chronic condition (i.e., allergies), and who tests negative for COVID-19 and is not a close contact of a COVID-19 case, to return home until they are symptom free for 24 hours.

The employee must complete, sign and submit a health declaration form to Human Resources prior to returning to work. Human Resources will notify the employee and their supervisor once they are clear to return to work.

To the extent permitted by applicable law, staff may be required to obtain a doctor’s note clearing them to return to work.

- Employee Tests Positive for COVID-19

Except as otherwise provided by applicable public health guidance, the following applies to employees who test positive for COVID-19:

- An employee who tests positive for COVID-19 will be directed to stay home from work for at least 5 days.
- Isolation can end after day 5 if symptoms are not present or are resolving and a diagnostic specimen collected on day 5 or later tests negative, preferably using an antigen test. As the antigen tests must be administered or supervised by a Wayfinder approved lab or staff, please contact your supervisor or Human Resources before testing.
- If the employee is unable to test or chooses not to test, and symptoms are not present or are resolving, isolation can end, and the employee may return to work after day 10.
- If fever is present, isolation should be continued until the employee's fever resolves.
- If symptoms, other than fever, are not resolving, the employee should continue to isolate until symptoms are resolving or until after day 10.
- The employee should follow all applicable masking requirements upon their return to work and must wear a mask around others at all times for 10 days following the positive test.

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 consistent with applicable law.

- **Close Contact – Scenario 1:** Employees Who Were “Close Contacts” of Someone Who Has Tested Positive For COVID-19 **And** Who Are Unvaccinated

Except as otherwise provided by applicable public health guidance, the following applies to employees who have had a close contact with a COVID-19 case and who are unvaccinated:

- The employee must stay home from work for at least 5 days, after their last close contact with a person who has COVID-19.
- Obtain a test (preferably antigen) on day 5 after the last exposure to the COVID-19 case. As the antigen tests must be administered or supervised by a Wayfinder approved lab or staff, please contact your supervisor or Human Resources before testing.
- Quarantine can end after the above test if symptoms are not present, and the test is negative.
- If the employee is unable to test or chooses not to test, and symptoms are not present, quarantine can end after day 10.
- The employee should follow all applicable masking requirements upon their return to work and wear a mask around others at all times for 10 days after exposure.

Please note: If an employee does test positive for COVID-19, the employee must follow the return-to-work criteria set forth above for COVID-19 cases. If the employee develops symptoms, they should be excluded from the workplace pending the results of the test.

- **Close Contact – Scenario 2:** Employees Who Were “Close Contacts” of Someone Who Has Tested Positive For COVID-19 **And** Who Are Vaccinated and Booster-Eligible But Not Yet Boosted

Except as otherwise provided by applicable public health guidance, the following applies to employees who have had a close contact with a COVID-19 case and who are vaccinated and booster-eligible but not yet boosted:

- If asymptomatic, the employee is not required to quarantine if a negative test is obtained 3-5 days after their last exposure to the COVID-19 case.
- The employee follows all applicable masking requirements upon their return to work and wears a mask around others at all times for 10 days after exposure: and
- The employee continues to have no symptoms.

Please note: If an employee does test positive for COVID-19, the employee must follow the return-to-work criteria set forth above for COVID-19 cases. If the employee develops symptoms, they should be excluded from the workplace pending the results of the test.

- **Close Contact – Scenario 3:** Employees Who Were “Close Contacts” of Someone Who Has Tested Positive For COVID-19 **And** Who Are Boosted or Fully-Vaccinated and Not Yet Booster-Eligible

Except as otherwise provided by applicable public health guidance, the following applies to employees who have had a close contact with a COVID-19 case and who are either boosted or fully vaccinated and not yet booster-eligible:

- The employee does not need to quarantine if they (1) test on day 5 and receive a negative result and (2) wear face coverings around others consistent with Wayfinder policy and at all times around others for 10 days after exposure.
- If the employee cannot or chooses not to test on day 5, they should wear a mask at all times around others and maintain 6 feet of distance for 14 days following the close contact.

Please note: If the employee tests positive for COVID-19, they must follow the return-to-work criteria set forth above for COVID-19 cases. Further, if the employee develops symptoms of COVID-19, they must be excluded from the workplace pending the results of the test.

- **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 COVID-19 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 specific order of 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.
- 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

Staff must practice physical distancing at all times when an unvaccinated individual 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. Your supervisor will inform you of any additional mitigation strategies applicable to your work duties.
- 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 6 feet physical distancing. All participants must wear face coverings, **unless all in attendance are vaccinated and can practice physical distancing**. No eating or drinking in indoor meetings is allowed unless all participants have been fully vaccinated, 6-foot physical distancing is maintained, and outside air supply can be maximized.

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, **unless all in attendance are vaccinated and can practice social distancing**.

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 an N95, KN95 or a surgical mask. It is mandated that:

- All unvaccinated staff must wear an N95 or KN95 mask at all times.
- All vaccinated staff must wear an N95, KN95 or surgical mask at all times.

Please note the following exceptions and specific scenarios:

- **If you are in a private office or conference room unshared with other colleagues, you do not need to wear a mask and the door can remain open. If more than one individual is present, all-in attendance are fully vaccinated, and can practice**

physical distancing, masks are not required, however, the door must be closed. Clients may not be present. If clients are present, all must wear masks.

- If you are the only person in a cubicle (with or without a door), you do not need to wear a mask. However, should another person come to the cubicle, masks must be worn.
 - In all common areas and when staff leave their private office, conference room, or cubicles, masks must be worn.
 - Masks must be worn at all times in all areas including offices and conference rooms in all group homes and in the Temporary Shelter Care program.
- One cannot wear a face covering while eating or drinking.
 - If you are not eating alone, please eat outside and follow physical distancing protocols by maintaining a distance of at least 6 feet apart.
 - If you are not eating alone and eating indoors, all staff must be fully vaccinated, you must maintain 6 feet physical distancing and outside air supply is maximized.
 - N95 and KN95 masks are available for staff at their place of work at no cost.
 - Reusable (cloth) masks, if worn in addition to N95, KN95 or surgical mask, should be washed daily. Cloth masks must be worn over the N95, KN95 or surgical mask.
 - Face shields are available for 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.
 - Please speak with your supervisor if you feel wearing a face covering would 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. If their condition or disability does not permit a non-restrictive alternative, the employee shall be at least 6 feet apart from all other persons and either fully vaccinated or tested at least weekly for COVID-19 during paid time and at no cost to the employee.

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

Wayfinder will take the following steps for employees who 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 or more frequently if necessary.

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

Employees should follow all applicable guidance following travel within the United States or internationally regarding testing or quarantine periods. Employees may be required to test or quarantine upon completion of travel based on applicable law or regulations.

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, except where an employee is required to maintain at least 6 feet of distance, in which case the employee may not ride in a vehicle with others.
- 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.
- The driver and all passengers must pass a wellness check on the day prior to entering a vehicle with others on Wayfinder business. Staff must not enter a vehicle with other passengers if experiencing COVID-19 symptoms.
- 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. Working Outside of the Employee's Home or Wayfinder's Office (e.g., Client Homes or 3rd Party Offices)

Staff working in non-Wayfinder locations, other than their home office, 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.
- Wayfinder shall provide training and instruction to staff regarding policies and protocols to protect from COVID-19 hazards, COVID-19-related benefits, how COVID-19 is transmitted, and other COVID-19 topics as required by applicable law.

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 consistent with applicable law.

Wayfinder shall maintain records of the steps taken to implement its written COVID-19 Prevention Program as described in this Playbook. Wayfinder's Playbook 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, close contacts, test results, and the date the first positive COVID-19 test specimen was collected (for asymptomatic cases) or the date on which symptoms were first

experienced (for symptomatic cases). Medical information shall be kept confidential. Appropriate notification of COVID-19 cases in the workplace shall be made as described above, 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.