



| | |
|--|---------------------------------|
| PROCEDURES NAME | PANDEMIC PLAN PROCEDURES |
| Domain | Agency-wide |
| Related Policy | |
| Effective Date 8/4/2020 | CEO Signature: |

As an essential social service agency, HomeFront has been authorized to remain open, provided that it adopts certain policies to protect the health and safety of its employees and others. HomeFront has implemented numerous policies to this effect. These Pandemic Plan Guidelines outline the latest policies in effect as of the date noted above. HomeFront will continually review the latest guidance from public health authorities and will revise this plan accordingly. HomeFront’s Compliance Director will lead a monthly review of compliance with the Pandemic Plan and facilitate updates as needed.

The following guidelines are in effect immediately, for all staff and volunteers, until further notice, and at all HomeFront sites.

1) General Overview

- a) HomeFront will continue to follow guidelines and directives issued by local authorities, the State of New Jersey, CDC, and OSHA, as applicable, for maintaining a clean, safe, and healthy work environment.
- b) Any employee who willfully does not comply with this Plan is subject to being sent home without pay. An employee’s persistent non-compliance could lead to discipline, up to and including termination.

2) Employee and Volunteer Wellness

- a) Employees, volunteers and any other visitor to HomeFront property must stay home if they are not feeling well and should contact their manager and/or Human Resources immediately. Human Resources will advise employees about HomeFront’s protocols regarding leave and return to work policies as detailed in section 4(g) below.
- b) Asymptomatic employees, volunteers and contractors are required to take their temperature and answer screening questions before entering the workplace. Non-contact thermometers, hand sanitizers and the Staff Temperature Log will be available at the employee entrance of each building and must be used when entering for the day.
- c) Hand sanitizer pumps are placed throughout HomeFront properties. Employees and volunteers are expected to wash or sanitize hands frequently and routinely.
- d) HomeFront management will continue to monitor the number of employees and volunteers needed on-site to maintain operations and will enact staggered shifts and work from home arrangements to bring in the minimum number of employees to satisfy work requirements.
- e) Social Distancing
 - i) Employees and volunteers should maintain at least 6 feet from others whenever possible, even if wearing PPE.
 - ii) Employees and volunteers should eliminate close contact with others - handshakes, hugs, eating face-to-face.
 - iii) Employees and volunteers should not congregate unnecessarily
 - iv) Employees and volunteers should avoid touching commonly used surfaces whenever possible.
 - v) Employees and volunteers should consider use of physical barriers if 6-foot distancing is not feasible.



- vi) Employees and volunteers should minimize sharing of tools.
- vii) In consultation with supervisors, employees that are approved for a work from home arrangement will be encouraged to do so.
- viii) In-person meetings should be limited in number, attendance, and duration and seating should be spaced to maintain social distancing (including the removal of unnecessary furniture to promote social distancing.)
- ix) Whenever possible, meetings should be held in open-air environments (outdoors, windows open, etc.)
- f) Personal Protective Equipment (PPE)
 - i) Face Coverings
 - (1) Workers are required to wear face masks in accordance with CDC guidelines while on the premises, except where doing so would inhibit the individual's health. (Per NJ Exec Order 122, as of 4/13). They must be worn at all times when in common areas and when interacting with others.
 - (2) The only exception to mask-wearing will be for office employees that may choose not to wear masks when at their own workspace if that workspace is not shared with others. If a visitor comes by someone's office or desk, they must wait until all parties are wearing their masks before approaching.
 - (3) HomeFront shall provide, at its own expense, various disposable and reusable cloth masks to all employees. Employees are to safely store and care for the masks they are provided.
 - (4) Used reusable masks should be machine washed regularly by staff at home as soon as possible after use.
 - (5) When masks are removed but not yet washed or disposed, they should be stored outside-down on a paper towel. The paper towel should then be folded in and disposed in the trash immediately after picking up the mask again.
 - (6) Face coverings must cover both nose and mouth at all times.
 - (7) Employees will not touch the front of their face mask; masks should be handled by ear straps. If mask does not fit properly, please use a different mask.
 - ii) Gloves
 - (1) HomeFront shall provide, at its own expense, disposable gloves to all employees and volunteers who wish to use them. Individuals should dispose of disposable gloves at each break (including bathroom breaks) and obtain a new pair when returning to work.
 - (2) Hands must be washed immediately before and after glove use.
 - (3) Glove use does NOT replace handwashing.
 - (4) When wearing gloves, staff should think of their hands as "dirty" not 'clean.'" In thinking this way, staff will help reduce cross contamination or accidentally spreading the virus.
 - (5) Employees may wear non-disposable gloves as may be needed for work.
 - (6) Gloves should be changed frequently.
 - (7) Gloves were not meant to be washed, sanitized or used with skin lotion. These breakdown the material of the glove.
 - (8) Gloves should not be reused; you are more likely to contaminate your hand and your gloves trying to put used gloves back on.
 - (9) Staff should consider whether gloves are a necessary protection for their job duties. Regular and frequent hand washing is more effective in decreasing disease transmission.
- g) Wellness/PPE Training:



- i) Signs will be placed throughout the building to instruct on how to properly put on, use/wear, remove, and maintain PPE.
- ii) Supervisors will be trained on the above and should verbally instruct their employees about proper wear/use/removal, as well.
- iii) Signage will be enhanced to remind employees of proper preventative measures
 - (1) Washing hands with Soap frequently and regularly
 - (2) Antivirus Practices (handwashing, social distancing, cover cough/sneeze, don't touch face)
 - (3) How to Remove Gloves properly
 - (4) Proper Way To Wear A Mask
 - (5) Wear Masks Before Entering Warehouse
 - (6) Handwashing (CDC Recommended Sign)
- h) Building Ventilation
 - i) HomeFront will work to ensure there is an adequate flow of fresh air to workspaces and optimize the ventilation system settings to maximize fresh air.
 - ii) HomeFront will work to ensure the HVAC system is properly maintained, including proper filtration and ventilation.

3) Cleaning and Disinfecting

- a) Cleaning of offices (trash removal, vacuuming, etc.) will continue as scheduled by building management, at least twice a week.
- b) Every building will establish a routine schedule of disinfection of workplace surfaces by staff and contractors. Detailed location-specific protocols for each HomeFront site (currently under development) for details. (See CDC guidelines <https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html>)
- c) Regular disinfection schedule will include
 - i) Daily Trash removal
 - ii) Daily disinfection of all commonly used hard non-porous surfaces- including door knobs, tables, shared work stations, shared phones, vending machines, copiers, and conference room surfaces.
 - iii) Daily disinfection of breakroom table, countertops, sinks, and microwave handles
 - iv) Daily disinfection of restrooms. Restroom doors should be propped open to improve ventilation and eliminate touching the handles.
- d) Employees are expected to participate in disinfection efforts at their workstation. Disinfectant wipes available for use by employees will be placed throughout the building near individual workstations.
 - i) Employees are expected to regularly wipe down their own workstation with disinfectant, at least once daily.
 - ii) Employees are expected to wipe down shared workstations and shared equipment (copiers, carts, light switches, etc.) after each use with disinfectant wipes.
- e) Any employee operating a HomeFront vehicle will wipe down all contact surfaces (door handles, steering wheel, shift column, etc.) both before and after vehicle use with the provided disinfectant wipes. Failure to do so may result in termination of vehicle privileges.
- f) If an on-site employee tests positive for COVID-19, any facility they have recently visited will be cleaned and disinfected in accordance with the following CDC guidance:
 - i) Close off areas visited by the ill persons. Open outside doors and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.

- ii) Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls) used by the ill persons, focusing especially on frequently touched surfaces.
- iii) If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.
- iv) If it has not been more than 7 days, clean and disinfect all areas of the facility beyond just the surfaces used by the ill persons.
- g) Cleaning Materials
 - i) All staff and contracts will seek to use EPA-approved disinfectants from List N against COVID-19.
 - ii) When EPA-approved disinfectants are not available, alternative disinfectants can be used (ex. 1/3 cup bleach added to 1 gallon of water, or 70% alcohol solutions). Alternative products must state an EPA registration number and list human coronavirus as a target pathogen.
 - iii) Hand sanitizer must be at least 60% alcohol
- h) Cleaning protection for cleaning staff
 - i) Gloves appropriate for the cleaning products should always be worn when cleaning and disinfecting.
 - ii) Cleaning staff should wear gowns for all tasks in the cleaning process. If gowns are not available, coveralls, aprons or work uniforms can be worn during cleaning and disinfecting. Reusable (washable) clothing should be laundered afterwards.
 - iii) All staff and contractors are expected to continue to practice social distancing while cleaning.
 - iv) Wear face masks while cleaning.
 - v) Gloves and gowns should be removed carefully to avoid contamination of the wearer and surrounding areas.
 - vi) Wash hands or use hand sanitizer after cleaning and removing PPE.

4) Personnel/Regulatory

- a) All employees and volunteers should be aware of signs of illness for themselves, their household members, and other employees/volunteers and report any signs immediately to their supervisor or HR.
- b) Workers should be aware of the following symptoms:
 - i) Cough
 - ii) Shortness of breath or difficulty breathing
 - iii) Fever
 - iv) Chills
 - v) Muscle Pain
 - vi) Sore Throat
 - vii) New Loss of Taste or Smell
- c) HomeFront shall immediately separate and send home workers who appear to have symptoms consistent with COVID-19 or who report a member of their household who appear to have symptoms consistent with COVID-19
- d) Upon report of symptoms, HR will contact employee and conduct a COVID-19 Employee Health Questionnaire
- e) HR shall promptly notify any workers who may have been exposed to COVID-19 at workplace, consistent with confidentiality requirements.
- f) Employees must stay home and follow CDC guidelines
- g) HR will follow a standard CDC-approved protocol with employees to determine return to work:
 - i) If employee tests positive, is exposed, or is suspected of having virus (per CDC guidelines):
 - (1) Symptoms- Not Tested



- (a) No fever for at least 72 hours without the use of fever-reducing medication; AND
- (b) Other symptoms have improved; AND
- (c) At least 14 calendar days have passed since symptoms first appeared.
- (2) Symptoms- Tested Positive
 - (a) No fever for at least 72 hours without the use of fever-reducing medication; AND
 - (b) Other symptoms have improved; AND
 - (c) Received 2 negative tests in a row, at least 24 hours apart.
- (3) No Symptoms- Tested Positive
 - (a) At least 14 calendar days have passed since the positive test; AND
 - (i) No symptoms have occurred in those 14 days; OR
 - (ii) Received 2 negative tests in a row, at least 24 hours apart.
- (4) No Symptoms- Exposed but Not Tested
 - (a) Exposed is defined as known contact with a person who has tested positive or is suspected of having the virus.
 - (b) At least 14 calendar days have passed since began taking precautionary measures as a result of exposure;
 - (c) HomeFront may, in its sole discretion based on the circumstances, require that employee tests negative after the 14-day period.
- (5) A doctor's note may be required before returning to work in any of these circumstances.
- h) Employee Absence and Leave
 - i) Employees are being paid for hours as scheduled and worked. However, if an employee is scheduled to work and chooses not to, he or she will be paid using available PTO other or PTO Sick time. Once that accrued time is depleted, or if no accrued time is available, the employee will not be paid. Exceptions shall be made for employees with underlying health conditions on a case-by-case basis.
 - ii) Employees shall be entitled to the same leave policies as usual (FMLA, NJFLA, Personal, Sick, Vacation, Disability, etc.)
 - iii) In addition to the standard leave policies, Congress has enacted additional legislation specific to COVID-19, *effective April 2, 2020 through December 31, 2020*.
 - (1) Emergency Paid FMLA Expansion:
 - (a) An Employee employed for at least 30 days may take up to 12 weeks of job-protected leave if they are unable to work/telework due to need to care for child and whose school or place of care has been closed/unavailable due to COVID-19. Notice may be required as practical.
 - (b) Initial 10 days of the leave can be unpaid (can use accrued paid leave to cover), but these can be paid days per Emergency Paid Sick Leave Act below. Thereafter, employers must pay at least 2/3 of regular rate for up to the remaining 10 weeks (max \$200/day or \$10,000 aggregate per employee).
 - (c) Employee is entitled to reinstatement to same or equivalent position upon return.
 - (2) Emergency Paid Sick Leave Act
 - (a) An Employee can take up to two weeks of paid sick leave if:
 - (i) Subject to federal, state or local quarantine or isolation order
 - (ii) Advised by health care provider to self-quarantine
 - (iii) Experiencing COVID-19 symptoms and seeking medical diagnosis
 - (iv) Caring for individual subject to quarantine or isolation order (not just family members)
 - (v) Caring for child if school or place of care is closed
 - (vi) Experiencing any other substantially similar condition specified by Dept. of Health and Human Services.



- (b) For reasons i, ii, and iii, employee is entitled to full pay, at a maximum of \$511/day to care for self.
- (c) For reasons iv, v, and vi, employee is entitled to no more than 2/3 of full pay, at a maximum of \$200/day to care for others.
- (d) Not subject to 30 days of employment requirement
- (3) Under both Acts, an employer may not require the employee to find a replacement worker and may not require employee to use other paid leave before using paid sick time under this Act.
- (4) Company will post formal Dept. of Labor notice of the obligations under this Act on Personnel Bulletin Board, consistent with the requirements of the Act.
- i) All Human Resources policies are subject to change given the shifting landscape of federal, state, and local requirements and health authority guidance. Any employees with questions about their eligibility for employee benefits should contact Human Resources directly.

5) Visitors

- a) Non-essential visitors are prohibited from entering HomeFront properties.
- b) Essential visitors will be determined by the CEO or COO as appropriate.
- c) All essential visitors must wear a face mask, use hand sanitizer, take and log their temperature when entering the building.
- d) Vendors or outside contractors must be accompanied by an employee at all times and are subject to all the guidelines above pertaining to employees and volunteers. The escorting employee will be responsible to educate the guest on our protocols and ensure compliance.

Oath of Personal Responsibility for Staff and Constituents

Below is a simple “Oath of Personal Responsibility” that all HomeFront staff, board members, frequent visitors and clientele should adhere to. While not legally binding, it does remind all of us of our responsibilities both inside and outside of the office to practice social distancing, good hygiene and disease detection and management.

Oath of Personal Responsibility: I, [NAME], am aware of the potential spread of COVID-19 that could result in severe illness and potential death, and that my actions may affect the health of those around me. Therefore, I will, to the best of my ability, practice proper social distancing at work and outside of the office as recommended by health department directives, as well as practice good hygiene (handwashing, use of hand sanitizer, wearing of a mask when required, etc.) and follow other health recommendations. Should I become ill, I promise to self-report the illness and contact my non-profit to let them know of my condition. I will adhere to testing guidelines and work with my own primary care providers. Finally, if I am exposed or suspected to be exposed to COVID-19, I will self-quarantine and notify my non-profit.