



2020 COVID-19 Staff and Volunteer Protocols

ANYONE SHOWING SYMPTOMS OF COVID-19 OR WHO MAY HAVE BEEN EXPOSED TO COVID-19 SHOULD NOT BE AT WORK OR VOLUNTEERING

DO NOT ENTER THE OFFICE OR SHOW UP PHYSICALLY FOR WORK OR VOLUNTEERING IF:

- You or anyone in your household has had close contact (within 6 feet for at least 10 minutes) in the last 14 days with someone diagnosed with COVID-19, or if any health department been in contact with you and advised you OR household members to quarantine.
- You feel sick or have felt sick within the last week, including fever, chills, shortness of breath or difficulty breathing, new cough, new loss of taste or smell, congestion or runny nose, headache, muscle pain, sore throat, fatigue, nausea and/or vomiting, and diarrhea.
- You or someone you know have come into contact with someone who has shown signs of illness within the past two weeks.
- You have traveled out of the country within the past two weeks.
- You have traveled out of the state within the past week.
- You have had houseguests from out of state within the past week.

WORK/VOLUNTEERING REQUIREMENTS:

- Cloth or disposable face masks are **required prior to entry** into the office or place of work/volunteering, and **must be worn at all times** while “on duty”, unless in an office or work space by yourself with a closed door.
- Immediately upon entry into the work or volunteer space/location, wash hands vigorously and thoroughly, using soap and water, **for at least 20 seconds**.
- If handwashing is not available, use approved and provided hand sanitizer in the same manner.
- After using the restroom, after touching your face or face mask, and hourly throughout the work period, repeat hand washing or hand sanitizing steps.
- Wash hands and wear clean gloves when handling any food item(s) intended for others. After touching your face, hair or any other exposed part of your body, wash or sanitize hands immediately, then discard and replace with new gloves.
- Maintain 6 feet of separation between you and any people working around you at all times.
- Use sanitizing wipes to clean touch-surfaces on shared equipment after use (phone, printer, fridge, etc.)
- If you discover a handwashing station, restroom, or PPE kit low on supplies (soap, towels, sanitizer, gloves), please alert a PATH staff member.
- If you develop any of the above-listed symptoms during the work day, please depart your work location and notify your supervisor immediately.

Signature: _____

Date: _____