



FOOD FOR LANE COUNTY COVID-19 SAFETY MEASURES & REQUIREMENTS

FOOD For Lane County (FFLC) takes the health of our staff, volunteers, and community members seriously, and has implemented many COVID-related changes to our practices and policies. To continue ensuring the safety and well-being of our employees, volunteers, and community members, FFLC will reinforce the following policies when accessing our facilities:

FFLC Facility Access:

Employees, volunteers, and community members may only access FOOD For Lane County facilities if **all** of the following criteria are met:

- 1. Individuals may not be experiencing any of the following COVID-19 related symptoms, within the last 24-hours:**
 - a. Cough
 - b. Shortness of Breath or Difficulty Breathing
 - c. Fever
 - d. Chills
 - e. Muscle Pain
 - f. Sore Throat
 - g. Loss of Taste of Smell
 - h. Congestion or runny nose
 - i. Nausea or vomiting
 - j. Gastroenteritis
 - This includes symptoms that may be due to COVID-19 vaccinations or booster shots.
 - This list does not include all possible symptoms. FFLC will continue to update this list based on CDC recommendations.

- 2. Individuals must be fever free without the use of medication for at least 24 hours**

- 3. Individuals cannot have been in close contact with anyone with COVID-19 related symptoms or anyone who was diagnosed with COVID-19 in the past 5 days**

If individuals cannot meet the criteria highlighted above, they may not access FFLC facilities.

In the event individuals start to experience any COVID-19 related symptoms after accessing a FFLC facility, they must adhere to the following protocol:

- **Employees who are at work and start to experience any COVID-19 related symptoms** including coughing, fever, shortness of breath, must notify their direct supervisor immediately and go home. The employee must then contact the Director of Human Resources once home to discuss next steps.
 - **Volunteers** may contact their FFLC staff contact to discuss next steps.
 - **Board Members** may contact FFLC's Executive Director to discuss next steps.

In the event an employee or volunteer is sent home due to illness, the employee's supervisor or the volunteer's FFLC staff contact must contact the Director of Human Resources to ensure proper communication.

Please note, individuals that disregard the required criteria for accessing FFLC facilities may face disciplinary action.

Trace Contacting:

At this time, we will no longer be tracking employees that access FFLC sites through daily sign-in sheets for trace contacting purposes.

RETURN TO WORK POLICY:

FOOD For Lane County employees or volunteers with any illness or requirements to quarantine may return to work under the following conditions:

If an individual has COVID-19 symptoms but did not have COVID-19 test:

- The individual certifies that they have not had a fever for at least 24 hours without the use of medicine that reduces fevers; **AND**
- The individual certifies that they have been symptom free for at least 24 hours; **AND**
- At least 5 days have passed since individual's symptoms first appeared.

If an individual has COVID-19 symptoms and will get a COVID-19 test:

- The individual certifies that they have not had a fever for at least 24 hours without the use of medicine that reduces fevers; **AND**
- The individual certifies that they have been symptom free for at least 24 hours; **AND**
- The individual has received a negative COVID-19 test (Medical documentation required).
 - Required medical documentation includes negative test results. A statement that the individual is clear to return to work by a medical care provider may be required.

If an individual has COVID-19 symptoms and they receive a positive COVID-19 test:

- The individual certifies that they have not had a fever for at least 24 hours without the use of medicine that reduces fevers; **AND**
- The individual certifies that they have been symptom free for at least 24 hours; **AND**
- At least 5 days have passed since individual's symptoms first appeared.

If an individual does not have COVID-19 symptoms but they did have a positive COVID-19 test:

- The individual certifies that they have been symptom free for at least 24 hours; **AND**
- At least 5 days have passed since they had a positive COVID-19 test.

If an individual was potentially exposed to COVID-19:

- **If an individual is up to date on their vaccinations** (individuals have received a booster **or** received their second dose of Pfizer or Moderna within the past six months **or** received the initial dose of Johnson & Johnson within the past two months):
 - The individual must wear a well fitted mask for 10 days
 - The individual should test for COVID on day five
 - If the individual tests positive, follow appropriate COVID-19 protocol
 - If individual begins to experience COVID-19 related symptoms at any time during the 10-day period, the individual should stay home and test for COVID-19
- **If an individual is not up to date on vaccinations** (it has been more than six months since the individual completed their initial Pfizer or Moderna vaccine series **or** more than two months since they received the initial dose of Johnson & Johnson **or** they are not vaccinated).
 - The individual must quarantine from FFLC for at least 5 days
 - If the individual begins to experience COVID-19 related symptoms, follow appropriate COVID-19 protocol
 - Continue to wear a well-fitted mask for an additional 5 days

Potential exposure / Direct Contact includes:

- Individual was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.
- Individual provided care at home to someone who is sick with COVID-19.
- Individual had direct physical contact with the person (hugged or kissed them).
- Individual shared eating or drinking utensils.
- Infected person sneezed, coughed, or somehow got respiratory droplets on individual.

- **If an individual is caring for another individual that is ill within their household, they must:**
 - **Employees:** contact the Director of Human Resources to discuss their return to work plan.
 - **Volunteers:** contact their FFLC staff contact for volunteering who will communicate with the Director of Human Resources to determine the volunteers return to work plan.

All decisions regarding testing and return to work after an individual participates in COVID-19 quarantine or isolation activities will be made in accordance with applicable public health guidance and must be otherwise consistent with guidance from the employee's medical care provider.

Please note that although an individual may be eligible to return to work based on FFLC policy, they must contact the following FFLC contacts to confirm their eligibility prior to returning to work:

- Employees: The Director of Human Resources
- Volunteers: Their FFLC staff contact for volunteering

Physical Distancing:

All employees must maintain a distance of six feet between each other at all times in the workplace. In situations where six feet of distance cannot be maintained, FFLC has implemented the following additional safety measures:

1. Require all employees, volunteers and guests to wear the appropriate face mask or coverings while at any FFLC site.
2. Installed physical barriers (i.e. plexiglass) in areas where individuals may be less than six (6) feet apart.
3. Changed the orientation of office equipment and furniture to increase the amount of space between employees, volunteers and guests.
4. Created additional work spaces and break areas to accommodate employees and volunteers who generally work in shared spaces.

ADDITIONAL SAFETY MEASURES BEING TAKEN:

1. Require employees who can work remotely to do so to limit the number of people at FFLC facilities.
2. Limiting onsite visitors to only those critical to business operations (including volunteers).
3. Secure appropriate Personal Protective Equipment (PPE) for all employees and volunteers (i.e. face masks or coverings, gloves, face shields).
4. Posted signs and other visual markers throughout the workplace to remind individuals of safe distancing and flow of movement.

5. Staggered rest and meal periods to limit the number of people in the same area at one time.
6. Improved access to online/virtual technology to limit the number of in-person meetings.
7. Completed OSHA's Exposure Risk Assessment and Infection Control Plan.
8. Established Safety Compliance Officers at each FFLC location to ensure proper social distancing and adhering to COVID-19 safety policies and procedures.

Face Masks and Coverings:

Employees and volunteers are required to wear face masks at all times when on site, even if working alone in a cubicle or designated workspace. FFLC asks partners and community members to do the same.

- Face masks will be provided to any employee, volunteer or guest as needed. Extra masks are kept at each site to ensure anyone who needs one has access to them.
- Employees that are working with outdoor vendors should ensure they communicate our face mask / covering policy prior to inviting vendors on site and ensure adherence.

Please note that individuals should always wear their well-fitted mask anytime they are indoors at a FFLC site unless eating or drinking. Individuals should speak with their supervisors or direct contact for volunteering to clarify:

- The requirement to wear face masks outdoors as some FFLC programs and services may require the strict use of face masks outdoors while providing services **and**
- Where individuals are allowed to remove their mask to eat or drink (i.e. designated meal and break areas).

Individuals that are experiencing concerns regarding wearing a mask, may contact the Director of Human Resources. Individuals that have a qualifying medical condition, may be eligible for reasonable accommodation.

Meal and Break Periods

Individuals are allowed to remove their masks to eat or drink; however, individuals may only remove their mask to eat in designated areas. Designated areas include, meal or break areas as identified by FFLC; inside personal cubicles, outdoors where 6 feet of social distance can be maintained, personal vehicles or off-site.

- Individuals should only remove their mask to eat during a break. When folks are not eating, even if still on break, their masks must be worn.
- Only one person should be eating in a designated meal/break area at a time unless they are outdoors and 6+ feet of social distancing can be maintained.
- Individuals should be mindful of others that need to take their breaks as there are limited designated meal/break areas and only one individual should be in a space at a time.

Sanitization, Hygiene and Food Safety

We will continue to follow all required sanitization, hygiene and food safety measures as required by OSHA and state and federal laws.

Additional Steps FFLC is taking for Cleaning and Sanitation:

1. FFLC has hand sanitization stations throughout the workplace, including at the entrance of each FFLC location and within each common area.
2. FFLC has installed hand washing stations at a couple sites to ensure proper hand washing that include: W Broadway, the Dining Room, Youth Farm and GrassRoots Garden.
3. We have provided certain high traffic areas with Clorox Wipes.

It is important to note that all FFLC employees are responsible for helping FFLC maintain a safe and healthy environment. Everyone is responsible for cleaning and sanitizing common spaces after use if needed. Employees and volunteers are also responsible for cleaning and sanitizing their own personal workspaces and FFLC vehicles.

General Safe & Healthy Practices:

- Practice good hand and respiratory hygiene. Be sure to cough or sneeze into your elbow, not your hands. Wearing a face mask can help.
- Wash your hands regularly for at least 20 seconds.
- Use the hand sanitizing stations frequently. However, this should not replace handwashing.
- Face masks will be provided to any employee, volunteer or FFLC guest as needed. Extra masks are kept at each site to ensure anyone who needs one has access to them.
- Notify the Director of Human Resources if you would like a face shield to wear in addition to your face mask or covering for extra protection.
- Maintain a distance of at least 6 feet as your normal practice in the workplace.
- Avoid close contact with others such as handshaking, hugs, etc.
- Disinfect your work area regularly throughout your shift, including common surfaces.
- To minimize in person meetings, use phone, email, instant messaging and virtual meetings as much as possible.
- Work remotely from home if your position can accommodate. Employees must receive approval from their supervisor to work remotely.
- Individuals cannot travel with another employee or volunteer in a vehicle for work related purposes or for breaks/lunches.

Thank you all for your diligence in adhering to our safety measures due to COVID-19. Our safety measures are what has kept our organization relatively healthy and safe, and has allowed us to continue to serve our community to make a real difference.