



Saint John of God Community Services
A Service of The Hospitaller Order of Saint John of God
Serving Children and Adults with Disabilities Since 1965

1/28/2021

COVID-19 Pandemic Procedures

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COVID-19 Pandemic Procedures

St. John of God Community Services is committed to the safety of our coworkers, clients, and general public and seeks to minimize the negative impact related to the Coronavirus and COVID-19. For this reason, this policy addresses the following topics:

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- COVID-10 Symptoms and Hygiene Rules
- Testing Positive or showing symptoms of COVID-19
- Reporting possible exposure from external source
- Potential COVID-19 exposure notifications
- Go Evo Personal Protective and Self-Screening Application
- Reporting illness after gaining access to office
- Contacting Human Resources
- Families First Coronavirus Response Act (FFCRA)
- Telecommuting
- Traveling
- Return to Work after Quarantine
- COVID Vaccination Policy
- Falsifying documentation/failure to report

COVID-19 Symptoms:

Symptoms of COVID-19 may appear 2-14 days after exposure of the virus. Coworkers are to contact their direct manager/supervisor immediately if they have been exposed to COVID-19 or are experiencing any signs of symptoms including cough, shortness of breath or difficulty breathing, or *at least two of these symptoms*:

- Fever of 100.4 degree or higher
- Chills
- Repeated shaking with chills
- Fatigue
- Headache
- Muscle or body aches
- Sore Throat
- Congestion or Runny Nose
- Nausea or Vomiting
- Diarrhea
- New loss of taste or smell

****This list does not include all possible symptoms. The Centers of Disease Control and Prevention (CDDC) will continue to update the list as more is learned about COVID-19***

Coworker should seek immediate medical care if they show any of the following symptoms:

- Trouble Breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face
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****This list is not all possible symptoms. Coworkers should call their healthcare provider for any other symptoms that are severe or concerning.***

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General Hygiene Rules:

- Physical distancing is mandatory. Maintain a 6-foot distance from others at all times.
- Use of face mask while working on-site is required anytime a coworker is working near others or are outside their office area.
- Use of proper PPE (Personal Protective Equipment) is required when directly working face-to-face with client.
- Washing of hands after using the restroom, before and after eating, and if one coughs/sneezes into their hands. Please follow the 20-second hand-washing rule. There are also several sanitizer stations located throughout office for coworkers to use.
- Be sure to clean shared surfaces frequently, such as counters, desks, tables, chairs. Wipe down toilet seats and flushing handles after each use.
- Avoid sharing personal items such as pens, staplers, markers, etc.
- Items which must have shared utilization, such as copier/printers' touchpads, must be cleaned after each use.
- Closed-door meeting must be kept at a minimum, with strict attention physical distancing requirements. Video conferencing is preferred where possible.
- Cough/sneeze into a shirt sleeve, preferably into the elbow. If a tissue is used, discard it properly and clean/sanitize hands immediately.
- Avoid touching the face, particularly eyes, nose and mouth, to prevent infection.
- If a coworker finds themselves coughing/sneezing on a regular basis, avoid close physical contact with other coworkers and take extra precautionary measures.
- Avoid shaking hands and coming into physical contact with others.

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Testing Positive or showing symptoms of COVID-19:

If a coworker or any member of their immediate family tests positive for COVID-19 or shows COVID-19 symptoms, the employee is to do the following:

- Immediately notify their direct manager/supervisor
- Avoid coming to work or in contact with other coworkers and clients for the period of 14 days. A shorter time period may be approved with verification of a negative COVID-19 test (see Return to Work outlines).

Reporting possible exposure from external source:

Coworkers who are exposed to COVID-19 from external sources must do the following:

- Immediately notify their direct manager/supervisor
- Contact their healthcare provider for possible testing and diagnosis

In the event the coworker is informed about the possible exposure from an external source while physically in the building, they will be asked to go home and contact their healthcare provider. The direct manager/supervisor must create a list of coworkers who had contact with the exposed coworker and forward it to Human Resources for tracking and notification purposes.

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Potential COVID-19 Exposure Notifications:

Upon confirmation of a potential COVID-19 exposure in the workplace, Human Resources will reach out to those who may have been working in close proximity with the coworker who is under their healthcare provider's care. In compliance with privacy laws, the coworker's name will not be disclosed.

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Go Evo Personal Protective and Self-Screening Application:

The Centers for Diseases Control and Prevention (CDC) has created a series of questions for coworkers to answer to help assess their level of exposure as well as to help leadership determine when it is safe for a coworker to report to work in-person. St. John of God Community Services has partnered with Go Evo to track coworker's self-screening and temperature checks, as well as assist with tracking potential risks with COVID-19. The application can be downloaded to any Windows desktop or mobile device and the questions are modeled after the Centers for Disease Control and Prevention (CDC) COVID-19 Self-Checker.

All coworkers will be required to fill out the self-screening through Go Evo every work day by 7:45am or 45 minutes prior to their first schedule assignment/appointment, whichever comes first. This includes coworkers reporting to the office, working remotely from home, or working face-to-face at external locations. Once the screening is complete, coworkers will be given one of the following results:

- Clear
- Not Clear
- Not Clear – within quarantine period

****In the event of possible exposure or positive test results, Go Evo will track the coworker's return date automatically. The date of exposure or positive test only needs to be entered once. Any issues with return date, please contact Br. Tom, Shannon Moscariello, or Jason Bintliff immediately (contact information is listed below).***

Temperature Checks:

Go Evo has the ability to record body temperatures daily. Coworkers working remotely from home or face-to-face at an external location can record their daily temperature in the application. Coworkers reporting to the office can still utilize the hands-free thermometer located at the entrances upon arrival.

Not Cleared to work in person:

In the event that a coworker is scheduled to work on-site, either in the office or at an external location, and do not receive a "Clear" result from their self-screening or temperature check, they must contact their direct manager/supervisor immediately prior to leaving their home.

Direct managers/supervisor must notify the front desk immediately of any team members who are not cleared to enter the building.

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Working Remotely:

Coworkers who are either scheduled to work from home or are in quarantine (and are able to work) must fill out the Go Evo self-screening and indicate they are not reporting in-person. Direct managers/supervisors will be responsible for communicating projects and job details to coworkers who are working remotely.

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Contacts for Go Evo:

Question, concerns and issues with Go Evo can be directed to:

Br. Tom Osorio – tossorio@sjogcs.org ext. 1142

Shannon Moscariello – smoscariello@sjogcs.org ext. 1128

Jason Bintliff – jbintliff@sjogcs.org ext. 1135

Reporting illness/symptoms after gaining access to physical building:

In the event that a coworker begins to feel symptoms relative to COVID-19 after they have already started their shift on-site, they must inform their direct manager/supervisor immediately and be removed from the area to minimize possible exposure. After it has been decided that the coworker is well enough to be released, they will be advised to consult with their healthcare provider for testing and diagnosis. A clean room will be provided for a symptomatic coworker should they need to wait for transportation.

The direct manager/supervisor must create a list of coworkers who had contact with the exposed coworker and forward it to Human Resources for tracking and notification purposes.

Contacting Human Resources:

Direct managers/supervisors who have received information from their team members regarding symptoms, possible exposure, or positive tests must contact the HR Department immediately. HR will contact the coworker directly to go over the details. HR will work directly with any coworkers who are experiencing symptoms and cannot work remotely. Direct managers/supervisor will work directly with those who are able to work, if work is available.

Families First Coronavirus Response Act (FFCRA)

Families First Coronavirus Response Act became effective on April 1, 2020 and expired on December 31, 2020. Under this law, coworkers were eligible for paid sick leave and expanded family and medical leave for specific reasons related to COVID-19. These provisions were extended to any coworker who has not taken leave under Families First, and will expire on March 31, 2021.

HR will contact a coworker who has been sent home by the agency or placed in quarantine by their healthcare provider to determine their eligibility for FFCRA payments.

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Telecommuting:

St. John of God Community Services may grant short term permission to eligible coworkers to telecommute due to the extenuating circumstances related to the COVID-19 pandemic. The telecommuting arrangement start and stop times will be defined by the Agency. This time frame may be extended or reduced if circumstances require such a change. It is understood that this is a short-term telecommuting arrangement, and the Agency reserves the right to terminate the telecommuting arrangements at any time. Coworkers can reach out to their direct manager/supervisor or Human Resources for eligibility purposes under the telecommuting policy.

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Expectations:

Work performance will be measured by output, results, and previously established performance measure which should be equivalent to the performance output generated when working on-site. Work should be prioritized by identifying those results that are most crucial and those that can be deferred and analyzing how objectives support work group goals. It is expected to maintain the same work schedule, days and work hours, making sure of availability and accessibility to management, other coworkers, and clients during normal business days and hours, regardless of work location.

Work Area and Safety:

The work area should be set up and located in an area that is free of distraction and interruptions from family members, guest, or friends. Work hours are considered paid time and are not to be used to watch children, perform household tasks, socialize, watch TV, rest, or engage in other personal pursuits.

Coworkers who elect to telecommute agree to use Vacation, Personal, or Sick Time for all personal activities. They are responsible to take any precautions necessary to secure privileged and confidential information in the home and to prevent unauthorized access to any Agency system from the home, as well as to abide by all applicable safety and health regulations to ensure the working environment is safe. The remote workspace is considered an extension of the company workplace, and the designated space should be maintained in a safe condition and free from hazards to people and equipment. Additionally, the coworker must follow all work-related injury or accident reporting and safety practices and policies. Failure on the coworker's part to practice safe workspace practice may result in denial of workers' compensation should the coworker sustain a work-related injury. The coworker remains liable for injuries to third persons and/or family members that occur on personal premises and properties.

Agency Equipment:

Any equipment that the Agency provides to a coworker as part of a telecommuting arrangement shall remain the property of the Agency, and the Agency will maintain that equipment. This equipment must be used for business purposes only. Personal information and data should not be stored on Agency equipment, and the Agency information should not be stored on personal equipment, computers, mobile devices, or storage devices. Depending on the circumstances, the coworker may be responsible for any theft, damage, or loss of property belonging to the Agency. Coworkers should continue to follow all Agency policies regarding computer use and not installing unauthorized software.

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At Will Employment:

This telecommuting arrangement does not change the basic terms and conditions of employment with the Agency. Any telecommuting arrangements, unless specifically stating otherwise in writing, does not alter or modify the at-will employment relationship between the telecommuter and the Agency. The Agency reserves the right to change or revoke this telecommuting agreement at any time with or without notice at the Agency's discretion.

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Traveling:

All work trips and events – both domestic and international – may be cancelled/postponed until further notice or allowed only with the approval from the Executive Director.

In-person meetings should be done virtually where possible, especially with non-agency parties (candidate interviews, vendors, etc.).

Coworkers who normally commute to the office by public transportation and do not have other alternatives are asked to take precaution, wear a mask, sanitize, and socially distance from other commuters.

Coworkers who planned to travel voluntarily both in country and out of country, especially to a high-risk region with increased COVID-19 cases, may be asked to work from home (if remote work is available), to self-quarantine for up to 14 calendar days after return, and not to come into physical contact with any coworkers or clients during this time.

Return to Work after Quarantine:

In order to return to work safely, the follow instructions must be followed for each scenario in accordance with the Centers of Disease Control and Prevention (CDC) guidelines:

Case of a positive COVID-19 test with symptoms:

Coworkers who has tested positive for COVID-19 and had symptoms may return to work:

- 10 days after the onset of their symptoms **and**
- fever free for 24 hours without the use of fever-reducing medication **and**
- other symptoms of COVID-19 are improving*

***Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.**

Case of positive COVID-19 test without symptoms:

Coworkers who have tested positive and have no symptoms can return to work after 10 days since the positive test for COVID-19. Most people do not require testing to decide when they can be around others. However, if a healthcare provider requires more testing, they will inform the coworker when they can resume being around others based off the test results.

If a coworker develops symptoms after testing positive, follow the guidance above for “Case of positive COVID-19 test with symptoms”.

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Case of symptoms, but negative COVID-19 test:

A coworker will be directed to follow the advice and return to work date set by their healthcare provider should they develop symptoms and test negative for COVID-19.

Case of Direct Exposure:

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Per the CDC guidelines, a coworker who had direct exposure of someone diagnosed with COVID- 19, is to quarantine for 14 days from the day they last had contact with that individual. Direct exposure is defined by the CDC as:

- coworker was within 6 feet of the infected person for a total of 15 minutes or more in a 24-hour period of time.
- provide care at home to someone sick with COVID-19
- had direct contact with someone sick with COVID-19 (hugged or kissed them)
- shared eating or drinking utensils with someone sick with COVID-19
- were sneezed, coughed or somehow got respiratory droplets on them from someone sick with COVID-19.

Case of Indirect Exposure:

Working with the Department of Health, HR will be able to determine if a coworker was subject to indirect exposure and what the threat level is to that individual. Dependent on the guidance from the Department of Health, a coworker may be advised to quarantine for 14 days from exposure or they may be able to return with a negative test. Each case will be determined upon the factors supplied to HR.

COVID-19 Vaccination Policy:

St. John of God Community Services' first responsibility is to the safety of the coworkers, clients, and community. As such, it is strongly encouraged that all coworkers to follow certain prevention practices, as recommended by the federal Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA), including getting vaccinated against the Coronavirus Disease 2019 (COVID-19).

While it is not mandatory, St. John of God Community Services strongly encourages, recommends, and supports coworkers obtaining vaccination for COVID-19. Please contact the Human Resource Department with any questions, concerns, or additional informational resources regarding vaccination.

Falsifying documentation/failure to report:

St. John of God Community Services is dedicated to providing exceptional care to those we serve in a safe environment. Failing to report symptoms, external exposure, and falsifying information on the COVID-19 Screening Questionnaire can put fellow coworkers, our consumers, and their families at risk of contracting COVID-19. Any breach from the guidelines in this policy will result in disciplinary actions, up to and including termination.

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