



OK COVID-19 WORK POLICY

EMPLOYEE HEALTH & SAFETY GUIDELINES

PURPOSE: This policy serves as a guide for all Opportunity Knocks employees. Our purpose is to collect the most reliable and sensible public health guidance and apply that to our organizational operations with an aim to ensure the health and safety of our staff, participants, and community.

REVIEW: These policies will be reviewed and updated frequently as things continue to unfold. We will continue to receive guidance from the CDC, Illinois Department of Public Health, the Cook County Department of Public Health, and any other local municipal agencies where we may operate.

GUIDANCE FOR EMPLOYEES

- GENERAL GUIDANCE
 - Employees shall not report to the workplace if sick with any illness.
 - If experiencing symptoms of Coronavirus Disease (COVID-19), including fever (100.4° or above), cough, shortness of breath, sore throat, chest tightness, extreme fatigue, loss of sense of taste or smell, diarrhea, muscle aches, or headaches, stay home and contact your doctor.
 - If you are displaying symptoms of COVID-19 (see above), you are encouraged to be tested.
 - Based on your healthcare provider's guidance and/or your COVID test results, you will be expected to then follow the 'Return to Work/Programs' protocol (see below)
- PRE-SHIFT, ON-SITE HEALTH SCREENING
 - Employees shall be subject to a pre-shift temperature check and symptom survey.
 - Method of recording screen & survey may vary between site, but contents will be consistent
 - Any employee found to have a temperature of above 100.4, symptoms of illness or exposure to COVID-19 will not be allowed to work.
 - Employees found to have symptoms or exposure will be required to follow the 'Return to Work' protocol detailed below.
- SICK AT WORK GUIDANCE
 - If you are experiencing any symptoms of COVID-19, which may include fever, cough, and difficulty breathing, while you are at work, please follow these steps:
 - Isolate yourself - isolation location will vary from site to site
 - Alert supervisor as soon as possible, but take care not to expose others
 - Exit the building while doing your best to remain a minimum of 6 feet away from each person.
 - Begin self-quarantine.
 - Contact your health provider and follow their recommendations.
 - Reference the 'Return to Work' section of this policy to determine when you are eligible to return to work.

OK COVID-19 WORK POLICY

EMPLOYEE HEALTH & SAFETY GUIDELINES



GUIDANCE FOR EMPLOYEES (cont)

- SICK FAMILY or HOUSEMATE GUIDANCE
 - Employees are expected to inform their supervisor if they have a sick family member or housemate, or a family member/housemate that is working in a facility that is caring for COVID patients; or if you have experienced what you believe to be an exposure to someone with known COVID-19
 - Opportunity Knocks will use these CDC guidelines to assess the nature of the exposure & the next-steps response plan
 - [Public Health Recommendations for community-related Exposure](#)
 - [Quarantine or Isolation Recommendations](#)
 - For your own knowledge, you may use the [CDC SELF CHECKER LOCATED HERE](#) to assess.
- TRAVEL & RETURN TO WORK/PROGRAMS
 - All are welcome to travel on planned trips or otherwise w/o restrictions
 - All travelers who return home and expect to return to onsite work/programs before a 14-day window after arrival, will be required to submit a return to work/program survey before they will be cleared to return
 - If the outcome of the survey reveals significant prospect of risk of exposure to COVID 19, the returning traveler may be subject to a quarantine period prior to being reassigned to onsite programs
 - Employees who travel to high-risk designated areas may be required to self quarantine upon return. Remote work may be available to sub-in for normal onsite work schedule, but OK can not guarantee an equivalent set of hours. Differentials will not be paid time.
 - Public Health Guidelines Used in Assessment:
 - [CCDPH Travel Guidance](#)
 - [CDC Travel Guidance](#)
 - CLICK HERE for quick link to '[Return to Work/Programs - After Travel Survey](#)'
- APPROVED OK ACTIVITIES GUIDANCE
 - GENERAL INFORMATION
 - OK will adhere to the guidelines provided by the Office of the State of Illinois Governor and the Illinois Department of Public Health
 - Our focus is on two key references:
 - The IDPH COVID-19 Resource Site & the approved activities allowed under the State's '[Restore Illinois](#)' Plan
 - PHASE I & PHASE II Operations - Essential Work Activity Guidance (mid-March - June 1st)

OK COVID-19 WORK POLICY

EMPLOYEE HEALTH & SAFETY GUIDELINES



GUIDANCE FOR EMPLOYEES (cont.)

- No employee should be leaving their home to work in any capacity for Opportunity Knocks during the Shelter at Home period unless for these reasons and under these conditions:
 - You are doing a task that is considered essential work
 - If you are not sure if your task is essential, ask your supervisor for clarification.
 - You may only be doing work deemed essential if experiencing no symptoms.
 - While doing essential work, you must follow the social distancing protocol.
 - Please pay close attention to sanitizing work stations and hand washing. Depending on your position, your supervisor may have more specific instructions.
 - You need to pick up something from the River Forest Community Center that is needed to perform your job while working at home. In this case, you must communicate these movements with your supervisor.
- Environmental Cleaning Procedures, as stated in our Sanitation Protocol
- PHASE III OK Work Ops Guidance
 - General Rules of Engagement
 - Groups or gatherings are restricted to 10 or less (includes staff)
 - Admin work for 'non-essential' activity is allowed, adhering to IDPH guidance
 - Administrative
 - Office & Admin workspaces at the RFCC will become accessible to the team for any variety of administrative work
 - On-site activity will require an employee health screening
 - On-site activity will be guided by the 'Preventing Infection Guidance'
 - Face masks must be worn in all public areas at the RFCC
 - Health screen station will be set up in OK's front office space at RFCC
 - a. All employees with a #4 key will be able to access the station
 - b. Any employee without a #4 key will need to contact the site supervisor to gain entry
 - c. Generally, there will be someone in the front office between 10am-4pm
 - d. If front office not occupied, staff must wait in the front foyer until a team member with a #4 key can assist with entry
 - Enterprise
 - Continue with catering & pickling activities at Urban Pioneer Group
 - Continue with farming activities at Knockout Farm
 - Programs - no onsite programs during this phase

OK COVID-19 WORK POLICY

EMPLOYEE HEALTH & SAFETY GUIDELINES



ON-SITE ACTIVITY WILL BE RESTRICTED TO PERSONNEL/ROOM OCCUPANCIES

- Designated workspaces will be marked with an OK sticker & a 6-ft. Marker will be provided for each station - no additional stations will be allowed w/o approval
- Employee Health & Safety Screen must be performed prior to entry into workspace

WORK AREA	OCCUPANCY for ADMIN WORK
Front Office	1 workstation
OK 1st Floor Office/Printer Area	2 workstations
KG Room	3 workstations
Cite Room	4 workstations
Life Shop	6 workstations

- PHASE IV OK Work Ops Guidance
 - General Rules of Engagement
 - Groups or gatherings are restricted to 50 or less
 - Admin work for 'non-essential' activity is allowed, adhering to IDPH guidance
 - Programs
 - Programs will resume, using Next Phase format - [CLICK HERE](#) for details
 - 4-week pilot to begin on July 20
 - Enterprise
 - Continue with catering & pickling activities at Urban Pioneer Group
 - Continue with farming activities at Knockout Farm
 - Administrative
 - Office & Admin workspaces at the RFCC will become accessible to the team for any variety of administrative work
 - On-site activity will require an employee health screening
 - On-site activity will be guided by the 'Preventing Infection Guidance'
 - Face masks must be worn in all public areas at the RFCC
 - Health screen station will be set up in OK's front office space at RFCC
 - All employees with a #4 key will be able to access the station
 - Any employee without a #4 key will need to contact the site supervisor to gain entry

OK COVID-19 WORK POLICY

EMPLOYEE HEALTH & SAFETY GUIDELINES



PHASE IV - ADMINISTRATIVE OPS (cont.)

- Generally, there will be someone in the front office between 10am-4pm
- If front office not occupied, staff must wait in the front foyer until a team member with a #4 key can assist with entry

PREVENTING INFECTION GUIDANCE

- PROTECT YOURSELF
 - Wash your hands as often as possible with soap and water for at least 20 seconds. If soap and water are not available, use a hand sanitizer that is at least 60 % alcohol.
 - Avoid touching your eyes, mouth, and nose with unwashed hands.
 - Cover your mouth and nose with a tissue when coughing or sneezing and immediately throw the tissue away. Wash hands immediately.
 - Clean and disinfect your workstation upon arrival and departure.
 - Do not use other employee's materials, including phones and workstations.
 - Familiarize yourself and follow the parameters of the [OK Cleaning & Disinfecting Plan](#)
- SOCIAL DISTANCING
 - Always practice good social distancing etiquette by keeping 6 feet between you and any other person on site. This can generally be gauged by 2 arm lengths.
 - OK will adhere to state and local guidance for gathering in groups
 - Phase III - no groups larger than 10 (maintain social distancing)
 - Phase IV - no groups larger than 50 (maintain social distancing)
 - CLOTH FACE COVERINGS | We will follow the [CDC recommendations](#) regarding the wearing cloth face coverings for indoor & outdoor public settings

GUIDANCE FOR ENTERPRISE DELIVERY DRIVERS/STAFF

- Opportunity Knocks' minivans are the only vehicles authorized for food deliveries.
- Drivers must clean and disinfect the high-touch surfaces before and after use (steering wheel, seat belts, any area that may have been touched).
- All staff must maintain a social distance of 6-feet during deliveries. The staff will sit in the very back seat.
- Drivers and staff must wear a facial covering and gloves during deliveries.
- Gloves must be changed and hands sanitized between each delivery. Place used gloves in a plastic bag to be thrown out at the end of the shift.
- Drivers and staff must practice social distancing with customers and use a No-Contact Delivery method
 - a. Call customers while en route to deliver to let them know the estimated time.
 - b. Leave food in an area by the door and ring the bell (or call or text based on customer preference)

OK COVID-19 WORK POLICY

EMPLOYEE HEALTH & SAFETY GUIDELINES



GUIDANCE FOR ENTERPRISE DELIVERY DRIVERS/STAFF (cont.)

- c. Walk at least six feet away from where the customer will be picking up their food.
- d. Thank customer with a wave

GUIDELINES & EXPECTATIONS IN CASE OF EXPOSURE TO CONFIRMED COVID-19 EMPLOYEE

GENERAL OVERVIEW | If an employee, participant, or other community member coming in contact with employees or participants is confirmed or suspected to have COVID-19, OK's Designated COVID-19 Response Director, Phil Carmody or designee will take measured steps to trace all contacts and execute communications with all potentially exposed people.

CONTACT TRACING | According to the CDC, based on our current knowledge, a close contact is someone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before illness onset until the time the patient is isolated. The CDC recommends that anyone who has close contact with someone with COVID-19 should stay home for 14 days after exposure based on the time it takes to develop illness.

- Symptoms Revealed On Duty
 - Site Supervisor or COVID Director will deploy the 'Sick at Work' protocol
 - Perform Contact Tracing for OK activities on day-of symptom presentation and 48 hours prior to the presentation of symptoms
 - If multiple contacts, proceed with caution to cancel activities and maintain as much social distancing as possible while coordinating cancellation
 - Depending on how quick test can be performed and results of test timeline, assess the sequence of follow up with potentially exposed individuals
 - Inform fellow employees, participants, volunteers and community members of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by all applicable federal, state and local laws
 - Review the 'Return to Work' & 'Return to Programs' protocol to determine next steps for any and all involved with illness and exposure
- Symptoms Revealed Off Duty or at Pre-Shift Health Screen
 - Perform Contact Tracing for OK activities on day-of symptom presentation and 48 hours prior to the presentation of symptoms

OK COVID-19 WORK POLICY

EMPLOYEE HEALTH & SAFETY GUIDELINES



GUIDELINES & EXPECTATIONS IN CASE OF EXPOSURE TO CONFIRMED COVID-19 EMPLOYEE (cont)

- If multiple contacts, proceed with caution to cancel activities and maintain as much social distancing as possible while coordinating cancellation
- Depending on how quick test can be performed and results of test timeline, assess the sequence of follow up with potentially exposed individuals
- Inform fellow employees, participants, volunteers and community members of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by all applicable federal, state and local laws
- Review the 'Return to Work' & 'Return to Programs' protocol to determine next steps for any and all involved with illness and exposure

- Secondary Site Representatives
 - Take care to minimize any contact with site or site occupants while isolating OK's ill person -- All program sites should have a designated zone to isolate
 - Make contact with the designated secondary site representative and relay the nature of the situation and tracing of movements that may expose the site, staff, etc.
 - Follow up with this rep when test results are revealed

Opportunity Knocks will work to keep informed on the evolving science and guidelines that inform our protocol. The IDPH and the CDC will continue to be our key resource

- [CLICK HERE](#) for the link to IDPH guidance for Contact Tracing & Quarantine Guidance
- [CLICK HERE](#) for the link to CDC guidance on Quarantining if you Might be Sick
- [CLICK HERE](#) for the link to CDC guidance on Isolating if you are sick
- [CLICK HERE](#) for CDC guidance for how to conduct a risk assessment for potential exposure
- [CLICK HERE](#) for CDC guidance on how to manage Community-Related Exposure

OTHER CONTACT TRACING REFERENCES

- [CDC GUIDANCE](#)
- [WHO GUIDANCE](#)
- [HARVARD MED](#)
- [A CONTACT TRACER'S GUIDE to COVID 19](#) -- CDC guidance for following up with contacts

IDPH TESTING SITES - [CLICK HERE](#) FOR LINK TO SITE LISTING PAGE



OK COVID-19 WORK POLICY

EMPLOYEE HEALTH & SAFETY GUIDELINES

INTERIM RETURN TO WORK/PROGRAMS GUIDANCE - CDC GUIDELINES

FOR PERSONS WITH SUSPECTED OR CONFIRMED COVID-19 UNDER HOME ISOLATION

The decision to discontinue home isolation for persons with confirmed or suspected COVID-19 and return to work/programs should be made in the context of local circumstances. CDC Recommendations no longer include a test-based strategy, so we will be adhering to the symptom-based strategy (i.e., time-since-illness-onset and time-since-recovery strategy).

Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you are tested, you can be around others when your symptoms have improved and 10 days have passed since symptoms first appeared.

All instances of confirmed COVID-19 shall be communicated to the site supervisor. When you can be around others (end home isolation) depends on different factors for different situations. We will use the CDC's recommendations for the varying situations, located below and kept updated at [THIS LINK](#)

CONFIRMED COVID-19 with SYMPTOMS

You can return to work/programs i.e. be around others:

- 24 hours with no fever - without the use of fever-reducing medications **AND**
- Symptoms have improved **AND**
- 10 days since symptoms first appeared **AND**

CONFIRMED COVID-19 WITHOUT SYMPTOMS

If you continue to have no symptoms, you can return to work/programs i.e. be around others:

- After 10 days have passed since the positive test **AND**

If you develop symptoms after testing positive, follow the guidance above for COVID-19 with symptoms.

NEGATIVE TEST RESULTS or COVID-19 RULED OUT BY CLINICIAN

For a person who was suspected of having COVID-19 and had it ruled out, either with at least one negative test or a clinical decision that COVID-19 is not suspected and testing is not indicated, then return to work decisions should be based on their other suspected or confirmed diagnoses.

ADDED CONSIDERATIONS

[People with conditions that weaken their immune system](#) might need to stay home for longer than 10 days. OK will ask you to speak with your healthcare provider to assess the risk of interactions at onsite OK activities. Other than the healthcare provider consult, the same 'Return to Work/Programs' protocol will apply.

Last updated on 8.31.20, based on CDC Guidance located [HERE](#) and [HERE](#)