



# OK COVID-19 WORK POLICY

## EMPLOYEE HEALTH & SAFETY GUIDELINES

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**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.

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### GENERAL GUIDANCE FOR EMPLOYEES

- **SYMPTOMS & RESPONSE**

- Employees shall not report to the workplace if sick with any illness.
- If experiencing symptoms of Coronavirus Disease (COVID-19), please stay home and contact your doctor.
- People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
- ***If you are displaying symptoms of COVID-19 (see above), we ask that you immediately inform your supervisor if you have been in contact with anyone from OK in the past 48 hours.***
- Consistent with CDC & IDPH guidelines, we strongly encourage testing with any illness suspected to be COVID-19.
- 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 guidance below.
- Guidance Update Resources:
  - [CDC Symptoms](#)
  - [IDPH Symptoms](#)

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### GENERAL GUIDANCE FOR EMPLOYEES (cont.)

- **HEALTH SCREENS & SICKNESS RESPONSE PROCEDURE**

- **PRE-SHIFT/PRE-PROGRAM, 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.
- **SPECIFIC PRE-SCREEN STATION LOCATIONS & PROCEDURE:**

- **STAFF SCREEN - RFCC:**

- Health screen station will be set up in OK's front office space at RFCC
- All employees with #4 bldg key will be able to access the station
- Any employee without key access will need to contact the site supervisor to gain entry
- 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 key can assist with entry
- **If front office not occupied and no other team member on site to access front office, OK Staff and OK visitors must complete a temp check and symptom survey via the RFCC front desk staff**

- **STAFF SCREEN - OFFSITE:**

- **Situations may occur where programs or enterprise ops are hosted offsite. In these instances, similar screening procedures will be implemented.**
- **Site Supervisor or Enterprise Coordinator will be responsible for administering the screen/survey.**
- **Results of these screens will be kept and kept confidential, to be used only in the case of illness that leads to contact tracing and exposure guidelines**

- **WARRIOR PRE-PROGRAM SCREEN**

- **Health screen stations will be implemented by program directors and managed by site supervisors**
- **All Warriors attending onsite programs must provide a Self/Family Health Certification Form before entering building**
- **All Warriors must be screened prior to gaining entry into the program site**

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- Screen/Survey results will be kept and used consistent to staff guidelines detailed above

- SICK AT WORK GUIDANCE

- If you are experiencing any symptoms of COVID-19 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 isolation period
  - Monitor Your Symptoms:
    - Contact your health provider and follow their recommendations. If unable to contact a healthcare provider, please follow care instructions from local health department
    - Look for emergency warning signs\* for COVID-19. If showing any of these signs, seek emergency medical care immediately:
      - Trouble breathing
      - Persistent pain or pressure in the chest
      - New confusion
      - Inability to wake or stay awake
      - Bluish lips or face
    - This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.
    - Call 911 or call ahead to your local emergency facility & Notify the operator that you are seeking care for someone who has or may have COVID-19.
  - Reference the 'Return to Work' section of this policy to determine when you are eligible to return to work.

- SICK HOUSEMATE or CONFIRMED/SUSPECTED EXPOSURE - EXPECTATIONS

- Employees are expected to inform their supervisor if they have a family member or housemate who is ill and showing signs of possible COVID, or if you have experienced what you believe to be an exposure to someone with known COVID-19
- Please reference the section below titled: 'GUIDELINES & EXPECTATIONS IN CASE OF EXPOSURE TO SUSPECTED OR CONFIRMED COVID-19 INDIVIDUAL' for guidance on determining the occurrence of an exposure
  - OK will use CDC guidelines to assess exposure & determine the next-step response plan in regards to 'Return to Work/Programs'

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- [Community-related Exposure](#)
- [Quarantine or Isolation Recommendations](#)
  - For your own knowledge, feel free to use the [CDC SELF CHECKER](#)
  
- **TRAVEL & RETURN TO WORK/PROGRAMS**
  - All are welcome to travel on planned trips or otherwise w/o restrictions
  - All who travel must complete a Return to Work/Programs -After Travel Survey upon return. [CLICK HERE](#) for a quick link to the survey.
  - The results of your survey will be used to determine the timeline of your return to work, with or without a required quarantine
  - Employees who travel may be required to self-quarantine for up to 14 days 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.
  - OK will continue to follow guidance from our local health department ([CCDPH](#)) as it relates to travel and recommendations for quarantine upon return from travel
  - Currently, the CCDPH recommends avoiding all non-essential travel. However, if you must travel, they recommend all visitors and returning residents avoid non-essential activities, including work and school if possible, for 14 days after entering suburban Cook County.
  - Public Health Guidelines used in determining path to return to work/programs after travel:
    - [CCDPH Travel Guidance](#)
    - [CDC Travel Guidance](#)
  
- **GROUP SIZES & SPACE CAPACITY**
  - OK will adhere to the mitigation guidelines provided by the Office of the State of Illinois Governor and the Illinois Department of Public Health - [RESTORE ILLINOIS PLAN](#)
  - General Rules of Engagement
    - Group Size: Program and enterprise groups are restricted to 10 or less (includes staff) for indoor activity. Outdoor activities are flexible up to the point of the group size restriction detailed in the current mitigation phase
    - Gathering Space: groups should only gather in spaces that have enough square footage to allow for 6 feet of space between activity/work stations
  
- **PREVENTING INFECTION GUIDANCE**
  - TRANSMISSION
    - Human coronaviruses most commonly spread from an infected person to others through:

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- the air by coughing and sneezing
  - close personal contact, such as touching or shaking hands
  - touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before washing your hands
  - rarely, fecal contamination
- 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.
    - Designated work and program spaces will be marked off with a 6-ft. Distance maintained between each station. One individual per station will be the rule of thumb.
  - CLOTH FACE COVERINGS | We will follow the [CDC recommendations](#) regarding the wearing cloth face coverings for indoor & outdoor public settings
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### **GUIDELINES & EXPECTATIONS IN CASE OF EXPOSURE TO SUSPECTED OR CONFIRMED COVID-19 INDIVIDUAL**

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 | 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.

- QUALIFICATIONS FOR CLOSE CONTACT
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- You were within **6 feet** of someone who has COVID-19 for a **CUMULATIVE** total of **15 minutes** or more over the course of 24 hours. [SEE HERE](#) for more information.
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you
- **QUARANTINE GUIDELINES**
  - Stay home for 14 days after your last contact with a person who has COVID-19
  - Monitor frequently for presentation of any of the [COVID-19 Symptoms](#)
  - If possible, stay away from others, especially people who are at [higher risk](#) for getting very sick from COVID-19
  - In certain circumstances, OK may deploy a test-based [option](#) to reduce quarantine length, under approved guidance from the CDC and IDPH endorsement. This option will be weighed by the reduced burden on OK & prospect of risk.
  - People who have tested positive for COVID-19 within the past 3 months and recovered do not have to quarantine or get tested again as long as they do not develop new symptoms. People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.
  - People who have been in close contact with someone who has COVID-19 are not required to quarantine if they have been fully vaccinated against the disease within the last three months and show no symptoms.
  - [CLICK HERE](#) for updated guidance from the CDC on 'When to Quarantine'
  - [CLICK HERE](#) for updated guidance from IDPH on 'Quarantine'
- **SCENARIO 1: 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; for asymptomatic patients, 2 days prior to test specimen collection
  - 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

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- Review the 'Return to Work' & 'Return to Programs' protocol to determine next steps for any and all involved with illness and exposure
- **SCENARIO 2: Symptoms Revealed Off Duty or at Pre-Shift Health Screen**
  - Person experiencing symptoms is expected to contact the site supervisor or designee as soon as possible after presentation of symptoms suspected as COVID. Please do not wait for test results to reveal suspected symptoms.
  - Perform Contact Tracing for OK activities on day-of symptom presentation and 48 hours prior to the presentation of symptoms; for asymptomatic patients, 2 days prior to test specimen collection
  - 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 resources for guidance.

- [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**

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### 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).

All instances of suspected or confirmed COVID-19 shall be communicated to the manager and/or 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. Detail outlined below and kept updated via info at [THIS LINK](#)

#### **CONFIRMED or SUSPECTED COVID-19 with SYMPTOMS**

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

- 10 days since symptoms first appeared and
- 24 hours with no fever without the use of fever-reducing medications 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.

Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.

#### **CONFIRMED COVID-19 WITHOUT SYMPTOMS**

If you continue to have no symptoms, you may return to work/programs with others after 10 days have passed since you had a positive viral test for COVID-19.

Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.

If you develop symptoms after testing positive, follow the guidance above for "I think or know I had COVID-19, and I had 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.



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### OTHER DIAGNOSES & CHRONIC MEDICAL CONDITIONS GUIDANCE

- Considerations for individuals with **Seasonal Allergies** - Because some of the symptoms of COVID-19 and seasonal allergies are similar, it may be difficult to tell the difference between them, and you may need to get a test to confirm your diagnosis. [CLICK HERE](#) for more from CDC.
- Considerations for individuals with other **Chronic Medical Conditions** - if you have other chronic medical conditions that present with symptoms that are common to those reported with COVID, you are expected to apply this policy to those diagnoses and use guidance from your healthcare provider.
- Any concern of symptoms being suspected of COVID-19 should lean toward a cautious approach that will rule out the probability by way of testing.
- Any chronic condition that has a communicable component should result in employees using sick leave or transition to remote work until safe to be around others.

### TESTING GUIDANCE

- For all scenarios of individuals showing symptoms suspected of COVID-19 it is expected that individuals will be tested to confirm a positive or negative case
- Preferred mode of testing will be molecular diagnostic tests (e.g. RT-PCR) vs. the antigen tests, which are much faster, but still proven to be less reliable than molecular tests in cases of negative result
- If you receive a negative result from a rapid antigen test, we will require you to also produce a negative test result from a molecular test to have COVID-19 ruled out and proceed with return to work considerations -- if negative results, you would then move to the 'Other Diagnoses Guidance'
- We will continue to update this policy based on guidance from the FDA located [HERE](#)

### ADDED CONSIDERATIONS | SEVERELY ILL or IMMUNOCOMPROMISED

People who are severely ill with COVID-19 might need to stay home longer than 10 days and up to 20 days after symptoms first appeared. [Persons who are severely immunocompromised](#) may require testing to determine when they can be around others. Talk to your healthcare provider for more information. If testing is available in your community, it may be recommended by your healthcare provider. Your healthcare provider will let you know if you can resume being around other people based on the results of your testing. Your doctor may work with [an infectious disease expert or your local health department](#) to determine whether testing will be necessary before you can be around others.

Last updated on 1.20.21, based on CDC Guidance located [HERE](#) and [HERE](#)