

# 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.

**Updated on 3.8.23**

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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 isolate yourself from OK interactions and communicate your situation according to these guidelines
- 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.***

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### TESTING

For all scenarios of individuals showing symptoms suspected of COVID-19, it is expected that individuals will be tested to confirm the presence of infection. Guidelines continue to evolve as time goes by. OK will utilize the links and resources below to provide a framework for testing expectations.

- **WHEN TO GET TESTED**

- If you have [symptoms](#), test immediately.
- If you were exposed to COVID-19 and do not have symptoms, wait at least 5 full days after your exposure before testing. If you test too early, you may be more likely to get an inaccurate result.

- **TYPES OF TESTS**

- All tests will be acceptable, as long as the CDC guidelines for each are utilized
- [CLICK HERE](#) for details on different types of tests and which to use in each scenario
- Based on 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](#)
- [CLICK HERE](#) For a link to order free at-home tests
- Contact your manager at OK if you need support in accessing adequate test resources

### SICK AT WORK GUIDANCE

- This guidance applies to all staff, vaccinated and unvaccinated alike.
- 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 your 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 the local health dept.
    - 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

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- 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.

### TRAVEL & RETURN TO WORK/PROGRAMS

- All travelers should be aware of ongoing recommendations
  - [CDC Travel Guidance](#)
  - [CCDPH 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
- As able, we will do our best to maintain social distance and utilize partnerships that will allow us to be outdoors when in programs where it makes sense to do so

### TRANSPORTATION

- All OK transportation is operational and occurring in accordance with these guidelines
- Use general guidelines to inform masking and distancing requirements

### PREVENTING INFECTION GUIDANCE

#### TRANSMISSION

- Human coronaviruses most commonly spread from an infected person to others through:
  - 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.

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- 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 employees' materials, including phones and workstations.
- Familiarize yourself and follow the parameters of the [OK Cleaning & Disinfecting Plan](#)

### FACE COVERINGS

- As of February 2022, Opportunity Knocks transitioned to a **mask-optional approach** for all staff, volunteers, and participants. Mask expectations may change based on public health guidelines.
- The masking option **DOES NOT APPLY** to anyone who is in isolation after infection and/or exposure guidelines. Masking is still necessary and expected in those instances.
- OK Employees, Participants & Volunteers will acknowledge and adhere to guidelines of any secondary site where we operate and employ greater measures if required, but no less than our guidelines.

### VACCINE & INFECTION STATUS

- OK will acknowledge vaccine status for participants, employees, and volunteers.
- OK will also maintain records of confirmed COVID infection.
- Records will be kept confidential and used consistently with HIPPA guidelines
- Vaccine and infection status will be utilized in efforts of contact tracing & quarantine measures, return to work guidance, misc. health and safety measures.

# EXPOSURE TO SUSPECTED OR CONFIRMED COVID-19 INDIVIDUAL

## GENERAL OVERVIEW

If you were exposed to the virus that causes COVID-19 or have been told by a healthcare provider or public health authority that you were exposed, follow the below steps, **regardless of your vaccination status or if you have had a previous infection.**

- Start Precautions - Begin wearing a high-quality (N95) mask around others.
- Continued Precautions - continue wearing mask until day 10.
- Get Tested - regardless of symptom status, we ask that exposed individuals test after day 5, if expected to be around others prior to day 10. If individuals can avoid others until day 10 after exposure, no test is required.

## CONTACT TRACING

If an employee, participant, or other community member coming in contact with employees or participants is confirmed or suspected to have COVID-19 OK will take measured steps to trace all contacts and execute communications with all potentially exposed people.

## QUALIFICATIONS FOR CLOSE CONTACT

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.

## ONGOING GUIDELINES UPDATES

Opportunity Knocks will continue to follow the CDC guidance related to quarantine, isolation, contact tracing and testing.

- [CLICK HERE](#) for a link to the CDC reference by which these guidelines were updated.
- [CLICK HERE](#) for a link to the IDPH COVID homepage

## **SCENARIOS & EXAMPLES**

- **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
  - 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 the 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

## **OPPORTUNITY KNOCKS’ EXPECTATIONS OF OPPORTUNITY KNOCKS**

- Depending on how quick tests 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

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- 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
- [CLICK HERE](#) for CDC guidance

## RETURN TO WORK/PROGRAMS GUIDANCE

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

Following the guidance released by the CDC and adopted by IDPH on December 30, 2021:

***People with a confirmed COVID-19 infection shall:***

- Isolate for **5 days**
- If they are asymptomatic or their symptoms are resolving (without fever for 24 hours), follow that by **5 days** of wearing a mask when around others to minimize the risk of infecting people they encounter.

***To calculate your 10-day period***

- Day 0 is your first day of symptoms
- Day 1 is the first full day after your symptoms develop.

**If you test positive for COVID-19 and never develop symptoms**, day 0 is the day of your positive viral test (based on the date you were tested) and day 1 is the first full day after your positive test. If you develop symptoms after testing positive, your 10-day period must start over. Day 0 is your first day of symptoms. Day 1 is the first full day after your symptoms develop. In either case, these individuals should also follow the Isolation and masking guidance above.

Isolation is used to separate people infected with COVID-19 from those who are not infected. People who are in isolation should stay home until it's safe for them to be around others. At home, anyone sick or infected should separate from others (IF POSSIBLE) stay in a specific "sick room" or area, and use a separate bathroom (if available).

\*\*IDPH has adopted the Centers for Disease Control and Prevention (CDC) guidance on shortening isolation and quarantine periods for COVID-19 for the general public as of December 30, 2021. [CDC announced on December 27, 2021](#), a reduction in the isolation periods for individuals with COVID-19 and a reduction in the quarantine period for those who are in close contact with someone with COVID-19. The change is motivated by science demonstrating that the majority of SARS-CoV-2 transmission occurs early in the course of illness, generally in the 1-2 days prior to the onset of symptoms and the 2-3 days after.



## 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 transitioning to remote work until safe to be around others.

## ADDED CONSIDERATIONS

### SEVERELY ILL or IMMUNOCOMPROMISED

People who are severely ill with COVID-19 might need to stay home longer 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, 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.