



# Comstock Community Center Protocol for Covid-19

## Summary

This protocol is to outline the guidance the Center will follow related to the 2020 National Pandemic Covid-19.

## Client and Contractor Requirements

- a. All clients who enter the Comstock Community Center must wear a mask. If they do not have one, one will be provided.
- b. Hand sanitizer will be available at all entrances and encouraged to be used.
- c. Social distancing will always be required to be practiced.
- d. Individuals who exhibit symptoms of Covid-19 will be required to leave and seek medical assistance and provide clearance prior to or at the time of returning.

## Staff Screening Requirements

Required for businesses or operations whose employees are required to leave home to work. The Center will conduct a daily entry self-screening protocol for all employees or clients entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible Covid-19.

- a. Upon arrival, all employee's will be required to have their temperature taken with a touchless thermometer.
- b. All employees will be required to complete a questionnaire identifying symptoms and suspected or confirmed exposure to people with Covid-19.
- c. All employees will be required to wear a mask when in contact with any client.
- d. Social distancing practice will always be required.
- e. Employees exhibiting signs of Covid-19 will be asked to leave. Disinfecting of the area that they were in will occur after they leave.

## Workplace Conditions and Personal Protection Equipment

The following will be the minimum the Center will do to prevent the spread of Covid-19:

- a. The Receptionist and Volunteers at the front desk will be provided with full face shields.
- b. Food Pantry volunteers will be provided gloves and disposable face masks.
- c. Staff will limit physical contact with clients by using gloves.
- d. Hand sanitizer will be available throughout the building at the desks to be used after each interaction.
- e. Housekeeping will utilize disinfectant to clean all public areas, as needed.

## Medical Symptoms

- a. All employees who have a temperature over 100.2 will be required to return home until 72 hours after the fever has ceased.
- b. Employees who exhibit any potential signs of Covid-19 will be required to return home and seek testing as soon as possible.
- c. Employees may contact their own physician, or a referral will be made to Hometown Urgent Care or Family Services
- d. A negative test result will be required before the employee can return to work.

### **Staff and Clients**

If an employee tests positive for Covid-19, the Center will notify Staff and Clients in accordance with the CDC guidelines. Anyone who had close contact with the ill employee during the time the ill employee showed symptoms and within the two days before symptoms appeared the Center will inform all “exposed” employees and clients about their possible exposure to Covid-19. The Center may not disclose the identity of the ill employee but must keep it confidential as required under the American Disabilities Act.

### **Positive Covid-19 Results**

- a. Employee(s) who test positive will be required to self-quarantine for a minimum of 14 days and return only after a medical professional authorizes the return to work.
- b. Employee(s) will need to identify how they believe they contracted the illness.
- c. The Center will discuss with the employee(s), while respecting privacy concerns, the activities both inside and outside of work that may have led to the illness
- d. The Center will review the employee’s work environment for potential Covid-19 exposure.

If, after the reasonable and good faith inquiry described above, the employer cannot determine whether it is more likely than not that exposure in the workplace played a causal role with respect to a particular case of Covid-19, the employer does not need to record that Covid-19 illness. In all events, it is important as a matter of worker health and safety, as well as public health, for an employer to examine Covid-19 cases among workers and respond appropriately to protect workers.

### **Covid-19 Reporting**

Under OSHA's recordkeeping requirements, Covid-19 may be a recordable illness, and thus employers are responsible for recording cases of Covid-19, if:

- a. The case is a confirmed case of Covid-19, as defined by the Centers for Disease Control and Prevention (CDC); and
- b. The case is work-related as defined by 29 CFR § 1904.5; and
- c. The case involves one or more of the general recording criteria set forth in 29 CFR § 1904.7.

**NOTE: This protocol is subject to change as conditions change within the State of Michigan, Centers for Disease Control (CDC), Michigan Occupational Safety and Health Administration (MIOSHA), and Equal Employment Opportunity Commission (EEOC).**