



Farmworker Institute for Education & Leadership Development (FIELD)
POLICY

Policy Name:	Responding to Coronavirus (COVID-19) in the Workplace
Date Created/Reviewed:	04/28/2020
Department Responsible:	Human Resources Department

Purpose

This policy explains what COVID-19 (Coronavirus) is and how it spreads, the symptoms, how to prevent the exposure to COVID-19, and steps FIELD takes to reduce/eliminate when there is a case, exposure or the possibility of an outbreak at a site. The site is defined as any location an employee or student visits; i.e. office, school site, swap meet, stores, event locations, public places, etc. (this is not an exhaustive list, please consult Human Resources for any clarifications) This policy is susceptible to changes at any time due to additional FIELD, CDC, State and/or Federal guidelines. This policy applies to all FIELD employees and students. Employees working remotely must read this policy to ensure FIELD uniformly responds to COVID-19 outbreaks.

What is COVID-19?

COVID-19 is a type of virus that causes illness of varying severities, ranging from the common cold to more serious respiratory illness, and can spread from person to person.

How is COVID-19 Spread?

COVID-19 most commonly spread from an infected person to others through:

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19.
- COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.

Symptoms of COVID-19

Symptoms may appear 2-14 days after exposure to the virus. A person with these symptoms may experience:

- 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

Steps to Prevent COVID-19

The Centers for Disease Control and Prevention (CDC) recommends the same steps to prevent viruses that cause upper respiratory infections and flu-or cold-like symptoms. Below is a list of precautions FIELD will adhere to in order for employees/students to return work or in-class instruction:

- Wear a mask that covers your nose and mouth at all times while at the work/school site.



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- Wash your hands often with soap and water for at least twenty (20) seconds. If soap and water are not available, use an alcohol-based hand sanitizer (minimum sixty (60) percent alcohol)
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Avoid close contact with people who are sick
- Stay home when you are sick
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash
- Students and Employees are required to have temperature and oximeter readings performed and logged before being permitted to join in the work/school site activities
- Desk shields will be used on student desks or tables and must remain in place at all times
- High Efficiency Particulate Air (HEPA) portable filtration units will be on and functional at all times during class or when employees/teachers are present in the classroom
- HEPA filtration units do not apply to outside environments or large shop areas with adequate ventilation

All FIELD sites are equipped to provide an employer approved facemask, cloth face covering, face shield, hand sanitizer, sanitizer wipes and other disinfecting cleaning supplies. **FIELD requires employees and students to cover his/her face with a facemask, cloth face covering or face shield at all times while in the workplace or school site. All employees are required to clean and disinfect frequently touched objects and surfaces regularly.**

Continuing Operations after Possible Exposure to COVID-19

- Employees or students who have symptoms must notify their supervisor or teacher and stay home or go home. Employees or students who feel sick should stay home or go home if they develop symptoms during the work/school day.
- Employees/students should not return to work or school until they meet all the criteria as described under “**Determining Cases for Employees Returning to the Worksite**” to end home isolation, in consultation with healthcare providers.
- If any worksite is visited by an individual confirmed with COVID-19, the Supervisor of the site must submit a request to have the location cleaned. The supervisor will notify their chain of command and Human Resources immediately.

Contact Tracing

Human Resources will conduct contact tracing and request quarantining of close contacts of confirmed cases in the workplace.

- a) A close contact is someone who spends fifteen (15) minutes or more within six (6) feet of an individual with COVID-19 infection during their infectious period, which includes, at a minimum, the forty-eight (48) hours before the individual developed symptoms.
- b) Human Resources will conduct interviews to identify any close contacts.
- c) Close contacts will be instructed to quarantine at home for 14 days from their last known contact with the employee with COVID-19.
- d) Close contacts will be required to test for COVID-19.
- e) Human Resources will interview employees with laboratory-confirmed COVID-19 by phone or video to determine when their symptoms began, the shifts they worked during their infectious period, and to identify other employees with whom they had close contact during their infectious period.
- f) Employment records will be used to verify shifts worked during the infectious period and other employees who may have worked closely with them.
- g) While at home, close contacts should self-monitor daily for COVID-19 symptoms until their COVID-19 test results are submitted to Human Resources for review.
- h) Human Resources will provide information to local and/or state health departments as appropriate.



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Determining Cases for Employees Returning to the Worksite

	Minimum Criteria for Return to Work to the Worksite
<p>Symptomatic Positive Employees with symptoms who are laboratory confirmed to have COVID-19</p>	<p>At least fourteen (14) days have passed since symptoms first appeared; and at least forty-eight (48) hours have passed since last fever without the use of fever-reducing medications; and symptoms (e.g. cough, shortness of breath) have improved. FIELD requires two (2) negative test results that are one (1) week apart.</p>
	Minimum Criteria for Return to Work to the Worksite
<p>Asymptomatic Positive Employees who never had symptoms and are laboratory confirmed to have COVID-19</p>	<p>A minimum of 14 days have passed since the date of their first positive COVID-19 test. If they develop symptoms, then the criteria for laboratory confirmed cases with symptoms apply. FIELD requires two (2) negative test results that are one (1) week apart.</p>
	Minimum Criteria for Return to Work to the Worksite
<p>Symptomatic Negative Employees who had symptoms of COVID-19 but test result returned negative</p>	<p>Use the same criteria for return to the worksite as laboratory confirmed cases and may require additional test.</p>
	Minimum Criteria for Return to Work to the Worksite
<p>Asymptomatic Negative Employees who never had symptoms but were tested due to close contact with a laboratory-confirmed case patient and were negative</p>	<p>Employees are required to quarantine at home for fourteen (14) days after the last known close contact with the case patient. Symptoms can develop even after testing negative within fourteen (14) days after exposure.</p>
	Minimum Criteria for Return to Work to the Worksite
<p>Symptomatic Untested Employees who had symptoms of COVID-19 but were not tested</p>	<p>Testing is required. If the employee cannot be tested, use the same criteria for return to work as laboratory confirmed cases.</p>
	Minimum Criteria for Return to Work to the Worksite
<p>Asymptomatic Untested Employees who had close contact to a laboratory-confirmed case patient at work, home, or in the community and do not have symptoms.</p> <p>OR</p> <p>Employees who refuse or are unable to be tested after close contact with a laboratory-confirmed case, despite recommendation for testing from the local health department or healthcare provider, and do not have symptoms.</p>	<p>Employees are required to quarantine at home for fourteen (14) days after the last known close contact with the case patient. Testing is required.</p> <p>Employees who develop symptoms of COVID-19 while in quarantine should contact their healthcare provider. Even if they are not tested, the same criteria for return to work will be used as laboratory-confirmed cases.</p>

Please contact the HR department with any questions.