Guidelines for Operations During COVID-19

This document is intended to guide decision-making, behaviors, and workplace practices in response to the COVID-19 virus pandemic. The document is not intended to provide solutions to all challenges or questions, but rather act as a guide during uncertain times. Therefore, this document may be updated and shared as new challenges are determined, and when new guidance from the CDC, state and local health departments, and DHS is received.

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. It spreads between people who are in close contact with one another (within about 6 feet) and through respiratory droplets produced when an infected person coughs or sneezes. Symptoms can include fever, cough, or difficulty breathing, which may appear 2-14 days after exposure.

Values
We must put our mission, vision and values front and center in our approach to operating business during the COVID-19 pandemic.

CBSF Mission: To provide financial support and resources that benefit the children, families, and staff of the Council Bluffs Community School District.

CBSF Values:
- **Integrity**: We are accountable, transparent, and serve with humility.
- **Excellence**: We strive for the highest standard of performance in pursuit of our goals.
- **Collaboration**: We are committed to community, knowing that with partners we are able to achieve that which is not possible alone.

In keeping with our values, CBSF will approach decision-making with an eye for cultural competency, diversity, equity and inclusion. We will consider repercussions for the most vulnerable of populations and will not put them at undue risk. All staff will be asked to adhere to an Oath of Personal Responsibility, and we will follow directions from health officials, experts and departments of health.

Cleaning and Disinfecting
- Follow [CDC recommendations for cleaning and disinfecting](https://www.cdc.gov/coronavirus/2019-ncov/php/contact-prevention.html)
- Employees are expected to clean and disinfect personal workspaces daily, including:
  - Tables
  - Doorknobs and handles
  - Lightswitches
  - Keyboards
  - Phones
  - Desks
• Employees in the office are expected to coordinate and determine daily cleaning and sanitizing of common spaces. All areas that have been used in the prior 7 days need to be cleaned and sanitized:
  ○ Tables
  ○ Doorknobs and handles
  ○ Lightswitches
  ○ Desks
  ○ Counters, chairs, handles, pulls, etc.
• When possible, wear disposable gloves while cleaning and disinfecting areas.
• Areas that have not been used in 7 days only require routine cleaning.

Safe Behavioral Practices
• When you arrive at the office, check your temperature using the thermometer at the front desk, and sanitize the thermometer after use. If your temperature is above 100.4, go home and contact your supervisor.
• For contact tracing purposes, all staff and visitors to the office will need to sign in and out.
• Unless absolutely necessary, staff are prohibited from using other coworkers’ work spaces. When necessary, cleaning and disinfecting work spaces before and after use is required.
• Masks will be provided for optional use at the front desk for all staff and visitors.
• Social distancing (specifically, staying 6 feet away from others when you must go into a shared space).
• Wash your hands frequently, or use alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available.
• When possible, wear a cloth face covering when outside of your office space. Remember to wash your face mask daily.
• Avoiding touching eyes, nose, and mouth.

Food Handling
• Until further notice, communal meals and potluck style meals are prohibited. Staff are encouraged to bring their own meals. If meals must be served, staff preparing and serving meals should wash hands before prep and service, and wear gloves and face masks.
• Staff are encouraged to eat privately in their own work spaces or off site.

Human Resources
• Until further notice, all employees who are able to complete work responsibilities from home, are welcomed and encouraged to continue working remotely when possible in partnership with their supervisor.
• Contact your supervisor and do not come to work if:
  ○ You are sick, have a fever above 100.4, have developed a cough, or are experiencing any other influenza or COVID-like symptoms
  ○ You or anyone in your home comes in contact with someone who has tested positive for COVID-19 (follow CDC recommended precautions)
- Employees who are sick, have sick dependants, or who have been exposed to COVID-19 from another party should not come to work, and will have access to emergency sick leave, regardless of current PTO amounts.
- Before approving leave requests, supervisors should determine if the request is due to illness, illness of a dependent child, or self-quarantine due to COVID-19 exposure, and discuss the leave request with Chris.
- Employees who stay home due to illness will not be required to submit proof of COVID-19 testing, or a note from a medical professional.
- Employees are encouraged to access Employee Assistance Program (EAP) resources (if available) and community resources as needed. Employees may need additional social, behavioral, and other services, for example, to cope with their work with the field and/or with the death of a loved one.

**Anxiety, Depression, and other Mental Health Concerns**
- For most, the COVID-19 quarantine experience has been very concerning, and some individuals will report significant anxiety, fear and reticence about re-entering the workplace. CBSF will not be dismissive or judgmental about this anxiety.
- Staff members are encouraged to express concerns with co-workers, leadership, the Employee Assistance Program, or other outlet. Supervisors will be open and responsive to staff members expressing these concerns.

**Oath Of Personal Responsibility**

All Council Bluffs Schools Foundation employees are asked to read and sign the following oath.

I, ________, am aware of the potential spread of COVID-19 that could result in severe illness and potential death. Therefore, I will, to the best of my ability, practice proper social distancing at work and outside of the office as recommended by health department directives, as well as practice good hygiene (handwashing, use of hand sanitizer, wearing of a mask when required, etc.) and follow other health recommendations. Should I become ill, I promise to self-report the illness and contact my nonprofit to let them know of my condition. I will adhere to testing guidelines and work with my own primary care providers. Finally, if I am exposed or suspected to be exposed to COVID-19, I will self-quarantine and notify my nonprofit.

Signed,

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