COVID-19 Sanitation and Safety Procedures

For the safety of Youth in Focus, Staff, Students, and Visitors, we have established the following procedures.

Staff Liaison for COVID-19 procedures, protocols, and compliance:
Benji Anderson, Community Engagement Coordinator
benjia@youthinfocus.org
206-407-2123

General COVID-19 Sanitation and Safety Procedures
● We will follow the procedures and protocols set forth in the 2100 Building COVID-19 Contingency Plan (see below)
● Youth in Focus staff, campers, and visitors will maintain social distance and wear masks at all times
● All staff and visitors will have their temperature taken prior to entry
● Prior to entry, all visitors will sign a statement affirming the following*
  o I have not been confirmed positive for COVID-19
  o I am not currently experiencing and have not recently experienced any acute respiratory illness symptoms such as fever, cough or shortness of breath
  o I have not been in close contact with anyone who has been confirmed positive for COVID-19
  o I have not been in close contact with anyone who has traveled and is also exhibiting acute respiratory illness symptoms
● If any staff or visitor registers a temperature at or above 100.4 OR has symptoms of a non-allergy related illness they will not be admitted. Staff will be required to begin the self-quarantine process, and visitors will be encouraged to.
● Youth in Focus will keep a log of all staff, campers, and visitors in the office to comply with contact-tracing protocols
● At no time will there be more than 10 persons in the Youth in Focus office
● Regular sanitation breaks will be given for staff and campers/visitors (wash hands, wipe down work area)
● Common spaces and high-touch areas will be cleaned at the beginning, middle and end of each day, and during the day as needed. (cleaning procedure listed below)
● Workstations will be cleaned and disinfected by Youth in Focus staff at the end of each day
COVID-19 Sanitation and Safety Procedures

Additional COVID-19 Sanitation and Safety Procedures for In-Person Camps

- Camps have been limited to no more than 6 students with one Teaching Artists and up to 3 Youth in Focus staff
- Daily log of attendance will be kept for each camp session
- Youth in Focus staff and Teaching Artists will maintain daily temperature log for 14 days leading up to camp
- If Teaching Artists is ill, Education Specialist will provide coverage of the camp
- If both Teaching Artists and Education Specialist are ill, camp coverage will be provided by next available Youth in Focus staff
- Dark room access for film developing will be limited to students with previous experience. Students without will have their film developed by Teaching Artists or Staff.
- Regular sanitation breaks will be given for staff and campers (wash hands, wipe down area)
- Lunch and snacks will be eaten outside while maintaining proper social distancing at either Seattle Children’s PlayGarden or Sam Smith Park. In case of inclement weather lunch will happen in the covered, open-air upper parking area of the 2100 Building.
- Youth in Focus will provide each camper with pre-packaged snacks and a bottle of water. Campers must bring their own lunch and will not have access to a refrigerator or heating source.
- Campers will keep all their belongings with them (including snacks and lunch) and will take all belongings home with them each day.
- Workstations will be cleaned and disinfected by Youth in Focus staff at the end of each day, and in between camps for half-day programs

Pre-Camp Procedures

Staff & Teaching Artist’s

- Staff and Teaching Artists will take daily temperature checks and record the results for 14 days leading up to the beginning of camp
- Staff and Teaching Artists will self-monitor for symptoms of non-allergy related illness for 14 days and notify appropriate staff person if symptoms are present
- If Staff or Teaching Artists register a temperature at or above 100.4 OR have symptoms of a non-allergy related illness they will not be admitted and will begin the self-quarantine process
COVID-19 Sanitation and Safety Procedures

Campers
- Campers will be required to take daily temperature checks for 3 days leading up to the beginning of camp
- Campers will be required to monitor for symptoms of non-allergy related illness for 3 days leading up to the beginning of camp
- If camper registers a temperature at or above 100.4 OR has symptoms of a non-allergy related illness they will not be admitted and are encouraged to begin the self-quarantine process

Camp Check-in

Curbside
The 2100 Building is currently closed to the public. Camp drop-off and pick-up will happen on the sidewalk in front of the building.
1. Apply mask
2. Sanitize hands
3. Campers will have their temperature taken
4. All campers will sign a statement affirming the following*
   a. I have not been confirmed positive for COVID-19
   b. I am not currently experiencing and have not recently experienced any acute respiratory illness symptoms such as fever, cough or shortness of breath
   c. I have not been in close contact with anyone who has been confirmed positive for COVID-19
   d. I have not been in close contact with anyone who has traveled and is also exhibiting acute respiratory illness symptoms
5. Verify drop-off person

*Any person registering a temperature of 100.4 or higher, OR who answers “yes” to any of the questions above will be directed to return home and begin a 14 day self-quarantine process.

Upon entry to building
1. Walk to elevator (Youth in Focus person to access elevator)
2. Go up in groups of 2 max to maintain 6-foot social distancing in the elevator
3. Follow signage to Youth in Focus office

Upon entry to office
1. Wash hands in sink
2. Place belongings at designated workstation in provided sanitized bins
COVID-19 Sanitation and Safety Procedures

3. Campers will not have access to a shared refrigerator to store food or snacks and should plan meals accordingly
4. Campers will be assigned a workstation and will use that station throughout the duration of camp.

Camper or Staff has Fever

Camper fever detected at check-in
1. Camper will be instructed to return home if immediate medical care is not needed
2. Camper will be encouraged to get tested for COVID-19
3. Camper must break fever without aid of medication, and self-quarantine for 14 days after fever is broken (must remain symptom free during said period) before returning to camp

Staff fever detected
1. Staff person will stay home and seek medical attention if necessary
2. Staff person will be encouraged to get tested for COVID-19
3. Staff person must break fever without the aid of medication, and self-quarantine for 14 days after fever is broken (must remain symptom free during said period) before returning to office

Camper fever detected during camp
1. Camper will be isolated from group in a designated area and sent home or to hospital if medical attention is needed
2. Camper will be encouraged to get tested for COVID-19
3. All workstations, classrooms and common use items will be cleaned and disinfected by staff and Teaching Artists immediately
4. All campers and staff will have temperature checked and if fever presents and/or other symptoms of non-allergy related illness those persons will be sent home, with parents/guardians notified
   i. If no fever or symptoms are present camp may continue with heightened observance of health/wellness, social distancing and other disinfecting measures
5. Persons with fever must break fever without the aid of medicine and self-quarantine for 14 days after fever is broken (must remain symptom free during said period) before returning to camp
**COVID-19 Sanitation and Safety Procedures**

**Staff or Teaching Artists** fever detected during camp

1. Staff person will be isolated from group in a designated area and sent home or to hospital if medical attention is needed
2. Staff person will be encouraged to get tested for COVID
3. All workstations, classrooms and common use items will be cleaned and disinfected by staff and Teaching Artists immediately
4. All campers and staff will have temperature checked and if fever presents and/or other symptoms of non-allergy related illness those persons will be sent home, with parents/guardians notified
5. Persons with fever must break fever without the aid of medicine and self-quarantine for 14 days after fever is broken (must remain symptom free during said period) before returning to office

**Camper or Staff shows signs/symptoms of COVID during camp**

1. Person showing symptoms will be isolated and sent home
2. Area used by symptomatic person will be closed off
3. Exterior door will be opened to increase air circulation
4. Staff will wait up to 24hrs before area is cleaned and disinfected (per CDC guidelines)
5. 2100 Building Director will be notified
6. All areas used by symptomatic person will be cleaned and disinfected

**Camper or Staff tests positive before arriving to camp**

If a camper or staff person tests positive for COVID before camp they must wait 14 days after breaking their fever (without the aid of fever reducing medicine) and remain symptom free during said period before attending camp. If a camper or staff person has come into contact with someone who has tested positive, they must self-quarantine for 14 days and exhibit no symptoms or fever during said period before they can attend camp.

**Camper or Staff tests positive after beginning camp**

Anyone who tests positive for COVID once camp has begun will need to self-quarantine for 14 days after breaking their fever (without the aid of medicine). If no fever is present the individual will still need to quarantine for 14 days and remain symptom and fever free during said period. 2100 Building Director will be confidentially notified of positive test results.
COVID-19 Sanitation and Safety Procedures

Cleaning Procedures

Cleaning Logs
Staff will fill out each cleaning log in the morning, mid-day, and end of day. Procedure includes:

1. Staff will initial each area cleaned
2. When log is finished, staff will photograph the log and email to Benji Anderson at benjia@youthinfocus.org
3. Benji Anderson will maintain daily logs

General Office

- Regular sanitation breaks will be given for staff and campers/visitors (wash hands, wipe down work area)
- Common spaces and high-touch areas will be cleaned at the beginning, middle and end of each day, and during the day as needed.
- Workstations will be cleaned and disinfected by Youth in Focus staff at the end of each day

Full-day Camps

1. Office workstations, classrooms, thermometers and all other supplies/tools and common touch surfaces, including camper bin, will be cleaned and disinfected with appropriate solutions by staff and Teaching Artists at the beginning of each day and marked complete in the daily cleaning log
2. Before lunch, campers will disinfect their personal workstation
3. Any items that are not specifically assigned to a camper (ie. stapler, scissors, etc.) will be disinfected after each use by individual who used the item
4. Workstations and common use items will have a disinfected/non-disinfected designation and will be marked appropriately
5. Office workstations, classrooms, thermometers and all other supplies/tools and common touch surfaces, including camper bin, will be cleaned and disinfected with appropriate solutions at the end of each day by staff and marked complete in the daily cleaning log

Half-day Camps

1. Office workstations, classrooms, thermometers and all other supplies/tools and common touch surfaces, including camper bins, will be cleaned and disinfected with appropriate solutions by staff and Teaching Artists at the beginning of each day and marked complete in the daily cleaning log
2. Any items that are not specifically assigned to a camper will be disinfected after each use by individual who used the item
COVID-19 Sanitation and Safety Procedures

3. Workstations and common use items will have a disinfected/non-disinfected designation and will be marked accordingly

4. When campers depart, Youth in Focus staff and Teaching Artists will clean and sanitize all workstations, classrooms, thermometers and all other supplies/tools and common touch surfaces, including camper bins, that have been and/or will be used before the next session begins

5. End of day cleaning and sanitizing to be completed at the end of the second session by staff and marked complete in the daily cleaning log

Cleaning Logs Attached for Reference
# Daily Cleaning Log: General Office

<table>
<thead>
<tr>
<th>Cleaned with Soap and Water</th>
<th>Disinfected</th>
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</thead>
<tbody>
<tr>
<td>Staff Initials</td>
<td>Time</td>
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<tr>
<th>Task</th>
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<th>Disinfected</th>
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<tbody>
<tr>
<td>Doorknobs/Handles</td>
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<td>Light Switches</td>
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<td>Faucets/Handles</td>
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<td>Paper Cutter</td>
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<td>Heat Press</td>
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<td>Light Table</td>
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<tr>
<td>Bathroom Keycards</td>
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<tr>
<td>Items In Your Nasty Bin</td>
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# Daily Cleaning Log: Staff Office

<table>
<thead>
<tr>
<th></th>
<th>Cleaned with Soap and Water</th>
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<tbody>
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<td>Staff Initials</td>
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<tr>
<td>Doorknobs/Handles</td>
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<td>Lightswitches</td>
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<td>Cabinet Handles</td>
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DATE: _______________
### Daily Cleaning Log: Student Workstations

**DATE:** ______________

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<tr>
<th>Item</th>
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<tr>
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## Daily Cleaning Log: Dark Room

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<td>Trays</td>
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<td>Enlarger Station</td>
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<td>Countertops</td>
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<td>Tongs</td>
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<td>Faucets</td>
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<td>Lightswitches</td>
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<td>Doorknobs/Handles</td>
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**DATE:** ________________
Daily Cleaning Log: Symptom City
(Conference Room to be used for sick individuals)

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<td>Tabletops</td>
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<td>Chairs</td>
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<td>Lightswitches</td>
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DATE: __________________
**Visitor Log: Youth in Focus**

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<tr>
<th>Name</th>
<th>Date</th>
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<th>Time out</th>
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<th>Email</th>
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**Question 1:** I have not been confirmed positive for COVID-19

**Question 2:** I am not currently experiencing and have not experienced any acute respiratory illness symptoms such as fever, cough or shortness of breath

**Question 3:** I have not been in close contact with anyone who has been confirmed positive for COVID-19

**Question 4:** I have not been in close contact with anyone who has traveled and is also exhibiting acute respiratory illness symptoms

*By signing this document you are answering in the affirmative to each of the listed questions*
<table>
<thead>
<tr>
<th>Camper Name</th>
<th>Temperature</th>
<th>Dropped off by</th>
<th>Signature</th>
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<tbody>
<tr>
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<td>*By signing this document you are answering in the affirmative to each of the four questions listed below</td>
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<td>Date</td>
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</table>

**Question 1:** I have not been confirmed positive for COVID-19

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**Question 4:** I have not been in close contact with anyone who has traveled and is also exhibiting acute respiratory illness symptoms

*By signing this document you are answering in the affirmative to each of the listed questions*
Covid-19 Contingency Plan

Management takes the health and safety of our Building Employees, tenants, volunteers, and guest very seriously. With the spread of the coronavirus or “COVID-19,” Management must remain vigilant in mitigating the outbreak. To be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented.

This Plan is based on information available from the CDC and OSHA at the time of its development and is subject to change based on further information provided by the CDC, OSHA, and other public officials. Management may also amend this Plan based on operational needs.

I. Responsibilities of The Director of the Building
The Director of the Building (“Building Director”) must be familiar with this Plan and be ready to answer questions as necessary. Building Director must always set a good example by following this Plan. This involves practicing good personal hygiene and building safety practices to prevent the spread of the virus. Building Director must encourage this same behavior from all tenants, employees, and their guest.

II. Responsibilities of building Employees
Management is asking every one of our employees to help with our prevention efforts while at work. To minimize the spread of COVID-19, everyone must play their part. The Building Director has instituted various housekeeping, social distancing, and other best practices for the building. All employees must follow these. In addition, employees are expected to report to the building director if they are experiencing signs or symptoms of COVID-19, which include the following:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.

In addition, employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- Coughing
- Fever
- Shortness of breath, difficulty breathing and
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, **DO NOT REPORT TO WORK** and call the Building Director and healthcare provider right away. Likewise, if you
come into close contact with someone showing these symptoms, the Building Director and healthcare provider right away.

III. Protective Measures
Building Management has instituted the following protective measures at all facilities:

A. General Safety Policies and Rules
- Any employee/tenant/vendor/guest showing symptoms of COVID-19 will be asked to leave the building and return home.
- Safety meetings will be by telephone, if possible. If safety meetings are conducted in-person, attendance will be collected verbally, and the Building Director will sign-in each attendee. During any in-person safety meetings, avoid gathering in groups of more than 10 people and participants must remain at least six (6) feet apart.
- Employees must avoid physical contact with others and shall direct others (co-Employees/tenants/vendors/guests) to increase personal space to at least six (6) feet, where possible.
- All in-person meetings will be limited. To the extent possible, meetings will be conducted by telephone or zoom.
- Tenants will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than ten (10) people.
- Maintenance should limit the use of co-Employees’ tools and equipment. To the extent tools must be shared, management will provide alcohol-based wipes to clean tools before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- Employees are encouraged to minimize carpooling. If necessary, employees must ensure adequate ventilation.

B. Employees
- During shift, employees must sanitize the work areas upon arrival, throughout the workday, and immediately before departure. Management will provide disinfectant cleaning for this purpose.
- Employees should tenants and guest to keep a personal distance of six (6) feet at a minimum.
- Regular PPE and gloves will be provided for building employees. Tenants shall supply their own PPE equipment.

C. Guests
- The number of guests in the building, will be limited to only those accessing services.
- All guests shall be screened in advance by the tenant they are visiting before entering building. If the guest answers “yes” to any of the following questions, they should not be permitted to access the building.
  - Have you been confirmed positive for COVID-19?
  - Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?
  - Have you been in close contact with any persons who has been confirmed positive for COVID-19?
  - Have you been in close contact with any persons who have traveled and are also exhibiting acute respiratory illness symptoms?
- Deliveries will be permitted, and packages retrieved by tenants in lobby. Minimal contact and cleaning protocols should be maintained. Delivery employees should remain in their vehicles if possible.

IV. Building Cleaning and Disinfecting
Management has instituted regular housekeeping practices, which include cleaning and disinfecting frequently used surfaces and equipment where possible. Please view sanitation policy for more details.

OSHA has indicated that a reliable report that an employee has tested positive for COVID-19 does not typically require an employer to perform special cleaning or decontamination of work environments, unless those environments are visibly contaminated with blood or other bodily fluids. Notwithstanding this, Management will clean those areas of the building that a confirmed-positive individual may have contacted and it will do so before Building Employees can access that work space again.

https://www.osha.gov/SLTC/covid-19/controlprevention.html

Management will ensure that any disinfection shall be conducted using one of the following:
- Common EPA-registered household disinfectant.
- Alcohol solution with at least 60% alcohol; or
- Diluted household bleach solutions (if appropriate for the surface).
- Management will maintain Safety Data Sheets of all disinfectants used on site.

V. Building Exposure Situations

*Individual exhibits COVID-19 symptoms:* If an individual exhibits COVID-19 symptom, they must remain at home until they are symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). The Director of Building Operations will similarly require any employee, tenant or guest who comes to the building with symptoms to return home until they are symptom free for 72 hours (3 full days). To the extent practical, employees, tenants, and guest are required to obtain a doctor’s note clearing them to return to work.

*Individual tests positive for COVID-19:* Any individual who tests positive for COVID-19 will be directed to self-quarantine away from the building. Employees, tenants, or guest that test positive and are symptom free may return to building when at least seven (7) days have passed since the date of his or her first positive test and they have not had a subsequent illness. Employees, tenants, or guest who test positive and are directed to care for themselves at home may return to the building when: (1) at least 72 hours (3 full days) have passed since recovery; and (2) at least seven (7) days have passed since symptoms first appeared. Employees, tenants, or guest who test positive and have been hospitalized may return to the building when directed to do so by their medical care providers. Management will require any employee, tenant, or guest to provide documentation clearing his or her return to work. Recovery is defined as:
1) Resolution of fever without the use of fever-reducing medications and
2) Improvement in respiratory symptoms (e.g., cough, shortness of breath).

*Individual has close contact with an individual who has tested positive for COVID-19:* Employees, tenants, or guest who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to self-quarantine for 14 days from the last date of close contact with that individual. Close contact is defined as six (6) feet for a prolonged period.

If management learns that an employee, tenant, or guest has tested positive, management will conduct an investigation (with help from tenants) to determine individuals who may have had close contact with the confirmed-positive individual. Those individuals who have had close contact with the confirmed-positive individual will be asked to self-quarantine for 14 days from the last date of close contact with that employee, tenant, or guest. If applicable, management will also notify any tenants, vendors, or guests who may have had close contact with the confirmed-positive individual.
If an employee, tenant, or guest learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert the Director of the close contact and self-quarantine for 14 days from the last date of close contact with that individual.

VI. OSHA Recordkeeping (Building Employees ONLY)
If a confirmed case of COVID-19 is reported, management will determine if it meets the criteria for recordability and reportability under OSHA’s recordkeeping rule. OSHA requires employers to record work-related injuries and illnesses that meet certain severity criteria on the OSHA log, as well as complete the appropriate OSHA form upon the occurrence of these injuries.

For purposes of COVID-19, OSHA also requires employers to report to OSHA any work-related illness that:
1) Results in a fatality, or
2) Results in the in-patient hospitalization of one or more employee. “In-patient” hospitalization is defined as a formal admission to the in-patient service of a hospital or clinic for care or treatment.

OSHA has decided that COVID-19 should not be excluded from coverage of the rule – like the common cold or the seasonal flu – and, thus, OSHA is considering it an “illness.” However, OSHA has stated that only confirmed cases of COVID-19 should be considered an illness under the rule. Thus, if an employee simply comes to work with symptoms consistent with COVID-19 but is not a confirmed diagnosis, the recordability analysis is not necessarily triggered at that time.

If an employee has a confirmed case of COVID-19, management will assess any workplace exposures to determine if the case is work-related. Work-relatedness is presumed for illnesses that result from events or exposures in the work environment unless it meets certain exceptions. One of those exceptions is that the illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs outside of the work environment. Thus, if an employee develops COVID-19 solely from an exposure outside of the work environment, it would not be work-related, and thus not recordable.

Management’s assessment will consider the work environment itself, the type of work performed, the risk of person-to-person transmission given the work environment, and other factors such as community spread. Further, if an employee has a confirmed case of COVID-19 that is considered work-related, management will report the case to OSHA if it results in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident.

VII. Confidentiality/Privacy
Except for circumstances in which management is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others.

Management reserves the right to inform other management that an unnamed co-worker has been diagnosed with COVID-19 if the other Building Employees might have been exposed to the disease so the Building Employees may take measures to protect their own health. Management also reserves the right to inform tenants, vendors, and guests that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.

VIII. General Questions
Given the fast-developing nature of the COVID-19 outbreak, management may modify this plan on a case by case basis. If you have any questions concerning this Plan, please contact The Director of Building Operations, Charmaigne Jones Charmaigne@laurelgrou.org.