As Hired offices re-open, safety is our top priority.
Hired is committed to providing a safe and healthy workplace for all our employees.

To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Managers and employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation among employees and management. Only through this cooperative effort, can we establish and maintain the safety and health of our employees and workplaces.

Management and employees are responsible for implementing and complying with all aspects of this Preparedness Plan. Hired managers and supervisors have our full support in enforcing the provisions of this policy.

Our employees are our most important assets. We are serious about safety, health, and keeping our employees working at Hired. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by establishing a “COVID-19 Safe Workplace Committee” consisting of Directors, Program Manager and program staff. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- Prompt identification and isolation of sick persons;
- Hygiene and respiratory etiquette;
- Engineering and administrative controls for social distancing;
- Housekeeping – cleaning, disinfecting and decontamination;
- Communications and training that will be provided to managers and employees; and
- Management and supervision necessary to ensure effective implementation of the plan.

Welcome to hired

While here, please follow the Covid-19 Safety Procedures:

- Maintain a social distance of 6 ft. from others.
- Follow posted signage throughout the space.
- Masks are required beyond this point.
- Follow arrow patterns.
- Avoid sharing and touching surfaces unnecessarily.
- If you feel sick, stay home.
Screening practices and guidance for employees exhibiting signs and symptoms of COVID-19

The following policies and procedures are being implemented to assess employees’ health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms.

All employees are required to self-monitor for fever and COVID-19 Symptoms. Employees who report to the office will self-attest that they have been fever free for three days and do not have COVID-19 symptoms. Processes may differ across locations.

The signs and symptoms of COVID-19 may appear 2-14 days after exposure to the virus. All employees are instructed to self-monitor for the following symptoms:

- Cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever 100.4F or above, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell.

Employees who appear to have symptoms upon arrival at work or who exhibit symptoms during the workday should immediately be separated from other employees and visitors and directed to leave work and seek medical advice.

Employees who do not feel well, even without the symptoms listed above, are encouraged to work from home during this period.

An employee who exhibits symptoms must immediately notify their direct supervisor. The supervisor should immediately notify the HR Director at 612-808-9487.

Employees who exhibit symptoms are required to remain home until at least 3 days (72 hours) have passed since the resolution of fever without the use of fever-reducing medications, and improvement in respiratory symptoms (i.e. cough, shortness of breath), and at least 7 days have passed since symptoms first appeared.
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Human Resources will work with the manager and the affected employee to perform a review of the employees 14 days leading up to being isolated from the workplace. This review will include who the affected employee had close contact with (defined as within 6 feet for at least 10 minutes), which areas or workplaces the employee had visited, and which equipment the employee had come in contact with.

Employees and visitors who have come in close-contact (defined as within 6 feet for at least 10 minutes) with an employee who tests positive for COVID-19 will be informed immediately. The program manager or department contact will inform the visitors and HR will inform the employees. These individuals will be provided with the most current information from the CDC or MN Department of Health guidelines for people who may have been exposed to COVID-19.

Hired has implemented a plan that accommodates at-home work for all employees whose duties can effectively be performed remotely. This plan will continue to be utilized throughout the pandemic as needed to keep employees safe in accordance with recommendations from state and federal government. This capability will be further utilized when an employee is sick but able to work, when household members are sick, or when required by a healthcare provider to isolate or quarantine.

In addition, a policy has been implemented to protect the privacy of employees' health status and health information. As such, during the notification of persons who may have had close contact with an affected employee, the employee's identity and health status will not be disclosed.

Hired has leave policies that promote employees staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Employees may use their employer paid time off (vacation, PTO, and floating holiday) in addition to the sick and family leave provided through the Families First Corona Response Act (FFCRA). The FFCRA Poster explaining employee rights are posted in conspicuous areas at each location and on employee ADP Portal.

Employees with underlying medical conditions who need accommodations, or who have household members with underlying health conditions should contact HR via email at HumanResources@Hired.org or by telephone at 612-808-9487.
COVID-19 Preparedness Plan

Masks

The CDC has determined that when two people are properly wearing homemade cloth masks and are at 6 feet from each, the transmittal of COVID-19 droplets can be delayed by 10 minutes in comparison to those who do not wear masks.

All Hired employees and visitors are required to wear masks when they are in common spaces or speaking to one another. Employees and visitors who arrive to the office without a mask will be provided one.

Handwashing

Basic infection prevention measures have been implemented at our workplaces. Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the restroom. All visitors are be required to use hand sanitizer prior to meeting with a Hired employee. Hired provides hand sanitizers of greater than 60% alcohol that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Hand sanitizer dispensers and/or stations are be available at all reception areas. Additional hand sanitizers and stations are be available throughout Hired facilities.

Posters regarding proper handwashing techniques are posted in all restrooms and kitchen areas.

Respiratory Etiquette: Cover your cough or sneeze

Employees and visitors are instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward.

Respiratory etiquette is demonstrated on posters and supported by making tissues and trash receptacles available to all employees and visitors. Posters regarding proper respiratory etiquette are posted throughout the offices.
Social Distancing

Hired has implemented the following social distancing strategies:

- Expanded policies and increased technology to support increased telework arrangements.
- Flexible work hours and staggered shifts to reduce the number of employees in the workplace at one time.
- Expanded organization paid leave policies and employee education regarding paid leave provided by the Families First Coronavirus Response Act (FFCRA) to support staying at home when sick.
- Employee to employee and employee to customer distancing must maintain six feet between persons.
- Meeting space must accommodate six feet of distance between persons. Signs regarding maximum room capacity are posted.
- Shared food and the use of coffee pots and other beverage dispensers is prohibited. Dispensers will be covered to ensure that they are not used.
- Kitchen etiquette - Employees are required to wash or sanitize their hands prior to using the refrigerator and microwave, clean microwave inside and outside touch areas. Food preparation is prohibited.
- Employees and visitors are prohibited from gathering in groups and confined areas, and from using other employees' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.
- Employees are encouraged to avoid using elevators and to use the stairs if they are able. If elevators cannot be avoided, employees should ride the elevator alone when possible.
- Employees who work at temporary workstations are instructed to disinfect the area when they are done. Signage and disinfectants are at each of these locations.
- Personal Protective Equipment (PPE) Supplies – masks, face shields, hand sanitizer, gloves, and goggles will be provided by Hired. Reception desks will have shields.
Hired Facilities Check List

Direct Traffic Flow
• Floor markings that direct traffic clockwise
• Entrance and exit specific doors where possible

Lobby
• Conspicuous “Welcome Sign” – provides social distancing guidelines
• Remove toys, magazines, pens and other commonly shared items from reception area
• Remove brochures for the taking, have a display of available brochures with a sign stating “please do not take brochure, you may a request a brochure from the receptionist”
• Remove excess chairs and furniture to support social distancing
• Sneeze shields at front desks and floor markings to provide visual for 6 feet distances
• Social Distancing Posters

Kitchen
• Signage for Kitchen etiquette - Employees are required to wash or sanitize their hands prior to using the refrigerator and microwave, clean microwave inside and outside touch areas
• Food preparation is prohibited
• Cover coffee pots, water fountains and other shared beverage dispensers to prevent usage

Conference Rooms/Computer Labs
• Stack or remove excess chairs
• Maximum Room Capacity Posters
• Social Distancing Posters

Restrooms
• Hand Washing Posters
• Social Distancing Posters

Temporary (hotel) workstations
• Post signage at temporary work stations – reminding employees to disinfect key boards, desks and chair arms prior to leaving
• Cleaning and disinfectant supplies

Copiers
• Wipes and hand sanitizers
• Social Distancing Posters
Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, office equipment, and areas in the work environment, including restrooms, break rooms, lunch rooms, and meeting rooms. Frequent cleaning and disinfecting is conducted in high-touch areas, such as phones, keyboards, door handles, copy machines, countertops, etc.

Hired provides each employee with disinfectant cleaner that meets the CDC guidelines for them to use throughout their workday in their immediate workstation. Outsourced cleaners have been instructed to disinfect all high-touch areas such as door handles.

Workstations used by employees who have been diagnosed with COVID-19 will be disinfected and remain unused and untouched according to recommended CDC guidelines.

Don’t touch. ANYTHING!

PLEASE

clean this space before and after use.

Cleaning supplies can be found:
Communications and Training

Hired employee training will include identification of COVID-19 symptoms, self-monitoring, stay at home if sick, FFCRA COVID-19 related sick and leave pay, office expectations and guidelines for social distancing and mandatory use of masks. Training will be ongoing as needed.

In addition to training, the Preparedness Plan will be communicated to staff via email and Hired’s internal website.

This is a living document and will be updated and reviewed for effectiveness as the COVID-19 pandemic evolves and as we consider recommendations from state and federal authorities.

This document has been certified by Hired management and was posted throughout each workplace location and our website on June 29, 2020.

Chairs need distance too!

DON’T SHAKE HANDS

PLEASE

DON’T ADD CHAIRS

Avoid physical contact with others. Wave, nod, bow or smile instead.
COVID-19 Preparedness Plan

Thank You!

Hired is sharing this information as part of its commitment to helping communities. This framework does not constitute legal advice. In this rapidly changing environment, businesses should always consider their unique circumstances and the most current information available from governmental authorities.

All information provided current as of June 29, 2020.