The COVID 19 pandemic has necessitated changes in the way we work together at LAYC/MMYC. This policy lays out the ways in which LAYC/MMYC will work going forward. As recommendations from health and government officials change, this policy will be updated.

VACCINATION POLICY
Beginning March 4, 2022, to remain employed or be able to volunteer at LAYC/MMYC, all employees, on-site contractors, interns, Corps members (AmeriCorps, River Corps, Conservation Corps), and on-site volunteers are required to:

1) Submit proof via Preworkscreen (or their supervisor if they do not have access to Preworkscreen) that they have received a full course of an mRNA vaccine (Moderna or Pfizer) or the single dose Johnson & Johnson (J&J) vaccine AND,

2) Submit proof via Preworkscreen (or their supervisor) that they have received a booster shot five months after their second Moderna or Pfizer shot or two months after their single J&J shot. The definition of fully vaccinated includes a booster shot.

For the full LAYC vaccination policy, please see LAYC Vaccination Policy.

SCREENING PROCEDURES
All employees will be required to complete the Preworkscreen health self-screen on days they are reporting to their worksite.

As part of the Preworkscreen sign in process, all employees reporting to work will be required to take their temperature and answer COVID symptom screening questions as a precautionary measure to reduce the spread of COVID-19.

If an employee does not pass the Preworkscreen screening an email will be sent to their supervisor and they should consult with their supervisor about whether they can safely be on-site or not. For example, it is possible that an employee has one COVID symptom, but if they can identify why they have that symptom (e.g. allergies), a decision may be that they can go to work.

An employee who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing coughing or shortness of breath should not report to work. The employee should monitor their symptoms and call a doctor if concerned about the symptoms.
An employee who experiences fever and/or respiratory symptoms while home should not report to work. Instead, the employee should contact their immediate supervisor for further direction and call a doctor if concerned about the symptoms. Employees will not be reprimanded for reporting their symptoms to their supervisor and are encouraged to keep each other safe.

MASK PROTOCOLS WHILE INSIDE LAYC/MMYC BUILDINGS
LAYC/MMYC requires all staff and visitors to wear a KN94 or KN95 mask while in our buildings, even if they are fully vaccinated. If staff or visitors do not have their own mask, they will be provided with one. Employees are encouraged to remind others to wear a mask properly to keep everyone safe. If they are not comfortable doing so, they should reach out to Patricia Bravo, Chief Operating Officer, for assistance. The only exception to this rule is if a staff or visitor is alone in a room or office. At that time, the staff or visitor may remove their mask if desired.

WORKSITE ESSENTIAL POLICY
LAYC/MMYC has a “Worksite Essential Policy” to help determine how much, if any telework is allowed for a given position. In general, all direct service/program positions are “worksite essential” and administrative/non-program positions (e.g. learning and evaluation, grants, etc.) are “non worksite essential.” With their supervisor’s approval, worksite essential staff may have one day of telework a week and non-worksite essential staff may have two- with supervisor’s approval. For more information, please see the Worksite Essential Policy.

OTHER CONSIDERATIONS
Please follow the CDC’s guidance on frequent and thorough handwashing (at least 20 seconds with hot water and soap), covering coughs and sneezes, etc. and using hand sanitizer. If you leave the office or the building during the day, please wash your hands immediately upon returning to the office.

IF YOU HAVE A COVID 19 DIAGNOSIS
If you are diagnosed with COVID-19, please notify your supervisor. If you have been on site, employees who have been in close proximity to you will be notified but your name will not be shared.

RETURNING TO WORK AFTER A COVID 19 DIAGNOSIS or AFTER CARING FOR SOMEONE WITH COVID 19
The latest guidance on returning to work after a COVID-diagnosis after caring for someone with COVID 19 can be found on the CDC website: CDC Isolation and Quarantine Guidance.

Please follow this guidance and keep your supervisor informed as you make the decision to return to work. If you are unable to work in-person due to quarantine or isolation, but you are well enough to work, talk to your supervisor about working virtually.