

**Catholic
Charities**
Madison

Safety Plan & Protocol
JUNE 2020

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Introduction

At Catholic Charities, it is our priority to keep our employees and their families healthy, especially in the midst of the COVID-19 pandemic. As such, we will abide by governmental guidelines when possible as we strive to balance public health concerns with the needs of our organization. This Safety Plan & Protocol details how we intend to reopen, while keeping all of our employees safe to every extent possible. This plan, which pulls from *Centers for Disease Control and Prevention (CDC)* and *Public Health, Madison & Dane County*, highlights the responsibilities of managers and employees, and outlines the steps Catholic Charities is taking to address COVID-19 in the workplace.

While we will implement various protocols to ensure your safety, it's up to you and your co-workers to execute on these protocols daily. By releasing this Safety Plan & Protocol, Catholic Charities hopes to clearly communicate our plans moving forward, highlight workplace protocols put in place to protect your safety and establish a level of comfort for all of our employees as we ask you to return to your place of work.

We understand that every employee's situation is different and encourage those with specific risks or concerns to reach out to their manager or Human Resources to discuss alternate arrangements, should they be necessary.



Return to Work Timeline

Due to the evolving nature of the COVID-19 pandemic, creating an exact timeline for resuming “normal” operations is challenging. As we have done since this began, Catholic Charities will continue to monitor applicable state and local guidance and determine next steps for reopening the office. Please check for updates via CC Madison e-mail and through Jackson’s weekly communications.

Currently, we are working to create a tentative phased approach for asking our employees to return to work. Our approach to reopening our office and our programs, will mirror the guidelines included in the Public Health, Madison & Dane County: [FORWARD DANE Phased Reopening Plan for Dane County](#).

Office Closure

Up to this point, the High Point Office as well as some of our programs have been closed to employees, vendors and visitors. Employees who were able to work remotely have been doing so. With Madison & Dane County’s announcement of Madison moving into Phase One the week of May 26th, Catholic Charities is ready to do the same.

Phase One

Under Phase One, the High Point office and the other programs that have been closed will begin to reopen, **permitting a maximum of 25% of our essential employees to return to work.**

Social distancing protocols will be put in place and should be followed. However, any employees who are able to do so should continue to remain home and work remotely. For those employees returning to the workplace, we will be practicing social distancing by putting these practices in place:

- **Staggered and monitored schedules** – Catholic Charities High Point office and those programs re-opening will implement a system for employees to schedule their attendance in the workplace. Additionally, rotating schedules will be used where possible until all restrictions are lifted to minimize employee contact. All locations will follow their own schedules and protocols that work for their business needs.
- **Workstation modifications** – Catholic Charities facilities will modify the workspace layout to create at least 6 feet of distance

between employee workstations, and face-to-face desk layouts will be changed when possible.

- **Prohibition of in-person meetings**—Until all social distancing requirements are lifted, Catholic Charities will not allow in-person meetings. Instead, employees should conduct virtual meetings. Employees who are in the office/facility should avoid gathering in groups whenever possible.

Phase Two

Under Phase Two, the office may reopen to more employees. As such, we will review our situation, and follow FORWARD DANE guidance which states that in Phase Two, **our offices can permit a maximum of 50% of our essential employees to return to the office.** Similar to Phase One, employees who are able to work from home should continue to do so. Access to the workplace will be prioritized for jobs that are critical to business operations or for employees who are not able to work remotely.

As we continue to reopen in this limited capacity, social distancing protocols will remain in place and, with more employees present, additional workplace modifications may be made to ensure social distancing can be maintained throughout the workday. The above-mentioned protocols will continue to be followed. In addition, Catholic Charities may implement additional guidance during Phase Two that is designed to promote workplace safety.

Phase Three

Under Phase Three, the office may reopen to all employees. We will consider reopening the workplace and implement various protocols to ensure the health and safety of our employees.

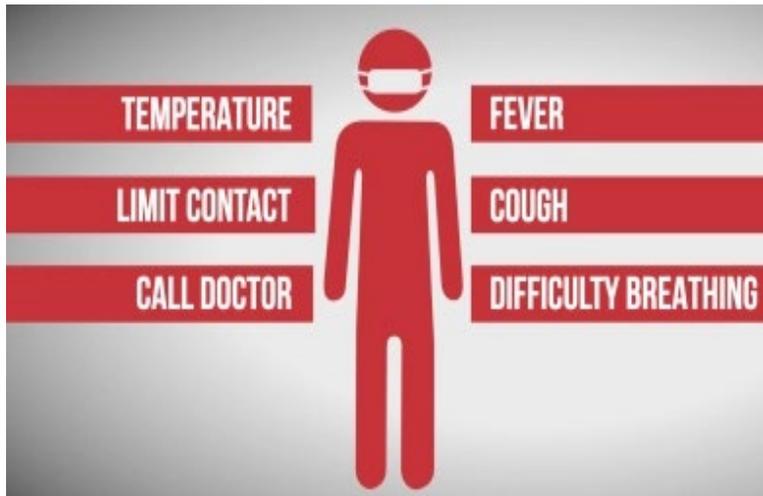
Considerations

It is important to note that these phases are tentative and are subject to change based on state and local guidance, and the pandemic itself. If cases of COVID-19 spike again in our state or in our local area, we will consider whether to resume a previous phase of operation, in which fewer employees are in the office and more staff return to remote work. Similarly, should an employee test positive for COVID-19 after the office reopens, our plan may change in an effort to protect our employees.

We recognize that each individual will need to make a personal decision as to when he or she is comfortable returning to the workplace based on individual circumstances. Please reach out to your supervisor, manager, or Human Resources to discuss your personal situation if you feel uncomfortable returning to the work.

Workplace Protocols to Follow When Returning to Work

Catholic Charities has implemented various workplace protocols designed to preserve the health and safety of our employees as they return to work. This section further explains these protocols. For additional information pertaining to your particular location, please reach out to your manager or supervisor.



First and foremost, employees who are feeling sick are asked to stay home from work. Employees who have symptoms of acute respiratory illness, should immediately seek medical attention, and follow the guidance of a health care provider. Employees with symptoms are required to work remotely or take PTO. Employees who have been diagnosed with or are aware they've been directly exposed to COVID-19 should notify Human Resources.

Employee Screening, Exposure and Confirmed Illness Protocols

Keeping employees safe is our priority. To accomplish this task, we have created various procedures for screening employees who return to work, dealing with exposure to COVID-19, responding to a confirmed case of COVID-19 and reporting transparency. These protocols will vary by program and by location. *Please see details for your program to understand how these procedures will affect you personally in your workplace.*

COVID-19 Exposure and Confirmed Illness Protocol

Employees who test positive for COVID-19 or believe they have been infected will be instructed to follow the advice of a qualified medical professional and self-quarantine.

When self-quarantining, employees should:

- Stay away from other people in their home as much as possible, staying in a separate room and using a separate bathroom if available.
- Not allow visitors.
- Wear a face mask if they must be around people.
- Avoid sharing household items, including drinking cups, eating utensils, towels, and bedding.
- Clean high touch surfaces daily.
- Continue monitoring their symptoms, calling their health care provider if their condition worsens.

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An employee who tests positive for COVID-19 or believes they have been infected, may be eligible for up to two weeks of paid leave under the Families First Coronavirus Response Act (FFCRA). To be eligible for paid leave under the FFCRA an employee must:

1. Complete a FFCRA Paid Leave Request Form (contact Human Resources).
2. Provide appropriate medical documentation from a health care provider.

Notably, employees who are symptomatic or who have tested positive must provide a note from a medical professional clearing them to return to work.

When an employee tests positive for COVID-19, deep-cleaning procedures will be triggered for that facility. Furthermore, employees who have been in close contact with an individual who has tested positive for COVID-19 will be instructed to seek guidance from a medical professional and be tested if possible.

Reporting Transparency Protocol

Any Catholic Charities employee who experiences COVID-19 symptoms or has tested positive for COVID-19 must notify their manager and Human Resources as soon as possible. The employee will be asked to assist with identifying individuals with whom they have been in contact at work and who may have been exposed to the virus. This information will be tracked separately from personnel records, and names will not be released. Depending on the circumstances, Catholic Charities will notify impacted employees if there is a confirmed case of COVID-19 in the workplace. Catholic Charities may elect to close the office for a period up to 72 hours following a confirmed case to allow for natural deactivation of the virus.

Social Distancing Protocol

Employees should follow social distancing best practices while at Catholic Charities' facilities, including but not limited to workstations, kitchen and common areas and office spaces. Specifically, employees are asked to:



- Stay 6 feet away from others when working or on breaks. Where a minimum distance cannot be maintained, controls will be in place, including the use of face masks.
- Avoid job tasks that require face-to-face work with others when possible.
- Avoid physical contact with others whenever possible (e.g., handshakes).
- Avoid touching surfaces that may have been touched by others when possible.
- Distance themselves from anyone who appears to be sick, *although anyone who is sick should NOT be in the workplace!*

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- Avoid gathering when entering and exiting the facility. Employees should also only enter and exit designated areas, where applicable.
- Follow any posted signage regarding COVID-19 social distancing practices.
- Disinfect their workspace often.
- Avoid nonessential gatherings.
- Stagger lunches to limit the number of individuals in the break room or cafeteria.
- Avoid using common areas.

Catholic Charities may extend our social distancing guidelines after the office reopens. Please monitor your email and adhere to any additional guidance as it is provided.

Employee Health and Safety Protocols

The success of our Safety Plan & Protocol relies on how well our employees follow social distancing and health and safety protocols. As such, the following protocols have been implemented to ensure your health and safety. Please bring any concerns regarding the following protocols to a manager or supervisor immediately.

General Employee Health and Hygiene

Practicing good hygiene is essential to prevent the spread of COVID-19. Do your part by practicing good hygiene at work and at home. That includes:

- Regularly wash your hands for at least 20 seconds throughout the day with warm water and soap, specifically before eating.
- Cover coughs and sneezes.
- Avoid touching your eyes, nose, and mouth.

To help employees remain healthy, Catholic Charities has hand sanitizer and disinfecting products available throughout all of our facilities. We have limited amounts of these supplies and will continue to restock as we are able. Additionally, we will review our cleaning protocol in all facilities, being sure to disinfect key common areas such as faucets, door handles and other high touch areas on a daily basis. The frequency of this cleaning may change depending on the situation and the location.

Cleaning and Disinfecting Protocol

Employees should do their part to help keep the office as clean as possible by cleaning and disinfecting their workstations and surfaces they commonly use. Employees should also avoid using others' workstations, supplies and equipment. Additionally, whenever an employee uses a common piece of equipment (e.g., printer or fax machine), it should be wiped down prior to and following use.

Proper cleaning and disinfecting supplies will be provided by Catholic Charities, however, as the supply of disinfecting wipes is limited, and they move off the shelves very quickly when restocked, *please feel free to pick up a packet next time you are in the store and add them to*

our supply. Employees should wash their hands with warm water and soap for at least 20 seconds after cleaning or sanitizing a surface.

Personal Protective Equipment (PPE)

Employees are asked to wear face coverings when in public areas of the building and when physical distancing of 6 feet or more cannot be guaranteed. If applicable, gloves are encouraged as well. When possible, employees should provide their own face coverings in accordance with CDC guidelines. Catholic Charities will also maintain a small inventory of disposable masks and gloves as a backup to employee-provided PPE. Inventory quantities will be regularly tracked and documented but cannot be guaranteed, as supplies can be challenging to obtain.

Office Procedures

In addition to the guidance outlined above, Catholic Charities has implemented the following workplace procedures to be followed until social distancing guidelines are lifted:



- **Deliveries** – Whenever possible, Catholic Charities will set up contactless drop zones for all deliveries, including mail and packages. During Phase One and Two, employees are discouraged from having non-essential vendors in the building. However, when a delivery is required, employees will need to instruct drivers to utilize drop off zones for contactless delivery whenever possible.
- **Visitors**—Until further notice, all nonessential visitors are prohibited, and any interviews should be conducted virtually. For business-critical visits Catholic Charities will take steps to safeguard employees and visitors by:
 - Requiring visitors to go directly to their assigned work area without unnecessarily interacting with employees.
 - Requiring visitors to practice social distancing and good hygiene while on-site.
 - Visitors are required to wear a face mask while in the building.
- **Self Service Food and Drink** —To ensure the health of employees, Catholic Charities will observe governmental guidelines and restrictions related to self-serve food and beverage. When possible, employees will be responsible for bringing their own food and beverage, preferably in a temperature-controlled bag. It is recommended that all dishware be taken home nightly for cleaning in a dishwasher.

Catholic Charities may add to this list of workplace procedures as employees return to work. Employees should monitor workplace communications to ensure they are up to date on all health and safety communications.

Employee Mental Health Considerations

Catholic Charities understands that the COVID-19 pandemic has increased stress levels of employees across the country. We want to prioritize our employees' mental health during these uncertain times. As such, we have made every effort to ensure that the workplace is safe for employees to return to work, and managers, supervisors and Human Resources are available to discuss your personal situation if needed.

Please remember, Catholic Charities provides confidential access to professional counseling services through the employee assistance program (EAP). The EAP is available to all employees and their immediate family members and offers problem assessment, short-term counseling, and referral to appropriate community and private services. This service is provided on behalf of Catholic Charities by Empathia. For online access go to: mylifematters.com, password: **CCII** or **Empathia/Life Matters 1-800-634-6433**.

Conclusion

Catholic Charities looks forward to the future of our employees returning to work. The COVID-19 pandemic has created uncertain times and resulted in unprecedented workplace changes. As communicated throughout this return to work action plan, we are prioritizing the health of our employees every step of the way as we consider reopening our organization's doors.

We will execute on our plan cautiously, following applicable state and local guidance as much as possible. We also understand that each employee's needs and situations will be different as our doors begin to reopen. Employees should discuss any concerns they have about returning to work as it relates to their personal health or situation with their manager or supervisor.

Finally, we ask that employees are patient and understanding of the fact that the COVID-19 pandemic may require our Safety Plan & Protocols to change. Employees will be given as much notice as possible in the event of an unforeseen setback or office closure.

Employees should direct questions regarding the content of this Safety Plan & Protocol to their manager. Furthermore, while the strategies highlighted in this document can protect workers from COVID-19, it is important to follow CDC guidance as well. For more information, click [here](#).