KYCC COVID-19 POLICY (Rev 3-16-20)

(This policy will remain in effect until rescinded)

**General Information:**

What is Novel Coronavirus (2019-nCoV)?

Coronavirus are a large family of viruses that can effect animals and humans. Diseases from coronaviruses in people typically cause mild to moderate illness, like the common cold and as severe as pneumonia.

The virus is spread from an infected person who has symptoms by:

* Touching an object or surface with the virus on it and then touching your mouth, nose or eyes before washing your hands.
* When an infected persons coughs or sneezes and you inhale it.
* Close personal contact.

The US Centers for Disease Control and Prevention has set clear expectations that the United States will experience community transmission, and evidence is emerging that it may be happening already.

KYCC is monitoring the State of California/LA County Dept. of Health advisories and will update this policy with their recommendations and communicate any changes to staff.

What are the symptoms?

Symptoms are consistent with a respiratory illness, such as cough, fever (100+), and shortness of breath or difficulty breathing. There is currently no vaccination available for this virus.

**KYCC Procedures:**

You must communicate with your supervisor if you will not be at work.

If you develop symptoms while you are not at work, stay home until symptoms go away;

If you have a fever, stay home until you are fever-free for 72 hours (without fever reducers);

If you are at work and symptoms develop:

* Go home as soon as you are able;
* Cover your mouth and nose with a tissue (1 use only) or sleeve when you cough or sneeze and throw tissues in the trash;
* Avoid contact with others; and
* Use Clorox wipes to wipe down the area that you work in.
* Wash your hands with soap regularly.

If you return from a location that has widespread community transmission, you must speak with Human Resources before returning to work.

While this policy is in effect, staff will be allowed to overdraw their accrued sick leave up to 40 hours. Staff will be expected to build back their balances over time. There is currently no plan to write-off overdraws.

If staff need more time off they may use their accrued vacation or take leave without pay. If all available paid time off is used staff may request a hardship loan.

**Site Procedures:**

HR or Miguel will ensure each site has tissues, hand sanitizer gel or alcohol-based hand wipes, and Clorox disinfectant wipes or hydrogen peroxide (supplies are limited right now so be patient).

Areas where youth programming occurs should be disinfected after use. We are bidding for monthly deep cleaning at Kids Town, Wilton and Menlo.

Regular cleaning and disinfection should occur in all office spaces, conference rooms, lunchrooms, meeting areas, and commonly touched areas.

**KYCC Policies Regarding Work Related Activities:**

KYCC is a community service provider. Our first priority is to our staff. To that we must balance our commitment to our clients, our community and our agency.

Unit Managers will communicate the specific protocols for the Unit’s Alternative Work Environment. Please be advised that based on the nature of each unit’s work the protocols will vary.

Units can utilize video/tele conferencing for meetings with partner agencies, parent groups and staff.

**KYCC Volunteers:**

Volunteers are essential to the function of a number of services we provide and we must balance our commitment to clients and the health and safety of our staff and volunteers. Volunteers should follow the same protocols as staff.

* If they do not feel well or do not feel comfortable being at KYCC during this time, then they should stay home.
* If they travel to a location (domestic or international) that has widespread community transmission, they must speak with HR before returning to their volunteer placement.
* They should follow all health precautions as staff like washing their hands regularly and disinfecting surfaces in their workspace often.