



COMMUNITY ACTION PROGRAM, INC. OF WESTERN INDIANA COVID-19 RESPONSE AND ACTION PLAN

A NOTE TO ALL READERS

The information contained in the Community Action Program, Inc. of Western Indiana COVID-19 Response and Action Plan represents our current, return to work and ongoing operation practices during this unprecedented COVID-19 pandemic. The COVID-19 Response and Action Plan is for general information purposes only and should not be taken as medical or legal advice. The health and safety of our employees is our number one priority and this information is intended to ensure the safest working environment possible. Community Action Program, Inc. of Western Indiana bears no responsibility for any circumstances arising out of or related to the adoption, or decision not to adopt, any of the practices or procedures contained in the COVID-19 Response and Action Plan.

MAY 22, 2020

VERSION 1

Board Approval Date; pending

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FOREWORD

This Response and Action Plan is to be used as a Recommended Practice Guideline and aligns with the Centers for Disease Control (CDC) and World Health Organization (WHO) recommendations to the greatest extent possible.

This is a living document and may be updated at any time to reflect changes in directives and introduce new recommended practices as they become available.

The Community Action Program, Inc. of Western Indiana (CAPWI) Response and Action Plan provides general recommendation for use in all CAPWI locations and programs. Because there may be circumstances unique to a specific location and/or CAPWI program, there may be some cases in which CAPWI must adapt the recommendations of the plan to address that location and/or program's specific requirements. Such exceptions must be authorized by the Executive Director. Additionally, all locations and programs must comply with all applicable laws meaning that if there is a conflict between the recommendations in the Response and Action Plan and the applicable law, the facility must follow the applicable law.

Please be assured, as we make changes and update the agency plan, we will continue to look at recommended guidelines from the CDC, WHO, local health departments and our federal, state and local governments. In addition, we will continue to look at the status of school and daycare openings and take into consideration matters that affect our employees. If you have any questions or concerns, please contact your supervisor.

About this Document:

This document was created based, in part, on the recommended practices of the Centers of Disease Control (CDC), the World Health Organization (WHO), Occupational Safety and Health Administration (OSHA) and the US Chamber of Commerce. Additionally, the framework and much of the original content, materials and posters of the CAPWI COVID-19 Response and Action Plan was based on the Lear Safe Work Playbook, Back on Track Indiana Plan, the White House's Opening up America Again Guidelines and materials shared by companies/partners within the state.

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

<https://www.whitehouse.gov/openingamerica/>

<https://www.lear.com/Site/Company/Safe-Work-Playbook.aspx>

<https://www.backontrack.in.gov/industryguidelines.htm>

<https://www.uschamber.com/coronavirus-communication-toolkit>

LETTER FROM THE EXECUTIVE DIRECTOR

All Employees,

The Coronavirus (COVID-19) pandemic is uncharted territory. We are closely monitoring updates as they become available but as uncharted territory, we need to ensure that we are all taking the necessary precautionary measures to avoid any risks. That is why I am asking you to take this seriously and read this COVID-19 Response and Action Plan in its entirety.

At Community Action Program, Inc. of Western Indiana, 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 suggested guidelines when possible as we strive to balance public health concerns with the needs of our agency. This response and action plan details how we plan to reopen our agency and still keep all of our employees safe to every extent possible.

This plan highlights the responsibilities of managers and employees, and outlines the steps Community Action Program, Inc. of Western Indiana is taking to address COVID-19.

While we implement various protocols to ensure your safety, it is up to you and your co-workers to execute these protocols daily. By releasing this plan, Community Action Program, Inc. of Western Indiana hopes to clearly communicate our plans moving forward, highlight workplace protocols in place to protect your safety and establish a level of comfort for all of our employees as we ask you to return to work.

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

CAPWI and our valued employees will get through this difficult time together. Your diligence, dedication and hard work is appreciated. Together, we will continue to face the challenges that lie ahead.

Sincerely,

Myra Rennick

Return to Work Timeline

Due to the evolving nature of the COVID-19 pandemic, creating an exact timeline for resuming “normal” operations is not feasible. Community Action Program, Inc. of Western Indiana will continue to monitor applicable federal, state and local guidance and determine next steps for fully reopening our offices.

At this time, we have created a tentative phased approach for asking our employees to return to work. To remain consistent with state and local guidelines, our phased approach to reopening our offices reflects the guidance and suggestions included in the Back on Track Indiana Plan released by Indiana Governor Holcomb’s office.

Currently: Offices/Programs Operating by telework where possible.

This is the current stage we are in. At this time, our offices will remain closed to the public. We are conducting business primarily through telecommuting and by scheduled appointment only. Employees age 65 and over or those with high-risk health conditions currently identified by the CDC should continue working remotely. This is the population most vulnerable to the coronavirus. Employees who are currently working remotely are asked to continue doing so until further notice; continue to only make trips to office/worksites as needed. Employees currently working at offices/worksites need to continue practicing **social distancing protocols put in place** and **good hygiene**. Continue limiting number of people in an office/workspace in order to **keep distance of at least 6 feet from other people**. Effective immediately, face masks are **required** for employees who are deemed essential and operating face to face with the public and/or other employees (unable to keep 6 feet apart). Whenever possible, continue to distribute supplies to participants employing “no contact” drop offs. The Executive Director will continue to send updates to employees through e-mail alerting employees of extensions, changes and what to expect moving forward.

Phase One

Under Phase One we will permit a limited number of employees to return to work. The re-opening of offices to staff will be done in a controlled and phased approach. Your direct supervisor will contact you in advance and alert you to any changes in your schedule. Employees 65 and over and those with known high-risk medical conditions should limit exposure at work and in their communities. Social distancing protocols will be put in place and should be followed. However, in this stage, employees who are not directed to return to work should continue to remain home and work remotely. Under Phase One business-related travel will not resume and all meetings will continue taking place over the phone or through video conferencing. Serving participants will continue remotely or take place by scheduled appointment only, following social distancing protocols. Whenever possible, continue to distribute supplies to participants employing “no contact” drop offs. As we re-open our offices/worksites in this limited capacity, social distancing protocols will be put in place and workplace modifications may be made to ensure social distancing can be maintained throughout the workday.

Phase Two

Under Phase Two, offices/worksites will reopen to additional employees. Employees 65 and over and those with known high-risk medical conditions should adhere to social distancing guidelines and remain cautious at work and in their communities. Similar to Phase One, employees who are directed to

continue working remotely should continue to do so in order to limit numbers of people at each location.

The following protocols will be put in place to promote social distancing efforts:

- **Staggered and monitored schedules**—Community Action Program, Inc. of Western Indiana management team will set up a system for employees to return to work safely. Additionally, rotating schedules may be used until all restrictions are lifted to minimize employee contact.
- **Workstation modifications**—Community Action Program, Inc. of Western Indiana employees will modify or work within the office layout to create at least 6 feet of distance between employee workstations, and face-to-face desk layouts will be changed.
- **In-person meetings**—Until all social distancing requirements are lifted, Community Action Program, Inc. of Western Indiana bans in-person meetings. Instead, employees should conduct virtual meetings. Employees who are in the office must avoid gathering in groups.

In addition to the protocols mentioned above, Community Action Program, Inc. of Western Indiana may implement additional guidance during Phase Two that is designed to promote workplace safety.

During this phase business related travel will not resume. Some office locations may re-open to the public with safeguards put in place. Deliveries at offices may resume.

Phase Three

Under Phase Three, the office may reopen to all employees. Closed offices will reopen to the public and Community Action Program, Inc. of Western Indiana will implement protocols to ensure the health and safety of our employees. At this phase, we may also consider resuming business-related travel. All business travel must be pre-approved. Some employees and/or departments may be directed to work part-time at the office and part-time remotely in order to ease into operating fully staffed buildings.

Considerations

It is important to note that these phases are tentative and are subject to change based on federal, state and local guidance, and the pandemic itself. Should an employee test positive for COVID-19 after the office reopens, our plan may change in an effort to protect our employees. In addition, if cases of COVID-19 spike again in our state or in our local area, we will consider whether to remain open or closed.

Workplace Protocols to Follow When Returning to Work

Community Action Program, Inc. of Western Indiana 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, please reach out to your supervisor or HR.

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.

Employee Screening Protocols

At this time Community Action Program, Inc. of Western Indiana employees are required to self-screen prior to reporting to work or entering CAPWI location(s). Employees may be asked to confirm the status of their health as part of working at any CAPWI location.

The Daily Self-Screening Protocol is in place to try and prevent sick or symptomatic employees from leaving their homes and decrease the likelihood of spreading infection. Prior to reporting to work or entering any CAPWI location you are confirming that you are not experiencing one or more of the following symptoms of COVID-19 identified by the CDC:

- Fever (Temperature must be below 100.4 degrees F without the use of a fever reducing medication)
- Cough
- Shortness of breath or difficulty breathing

IF you answered No to symptoms above, then you are also confirming that you are not experiencing TWO or more of the following symptoms below:

- Chills
- Repeated shaking with chills
- Unexplained Muscle Pain
- Headache
- Sore Throat
- New loss of taste or smell

Must also be able to answer No to the following question:

- Within the last 14 days, have you come into close contact with someone who has been diagnosed with a laboratory confirmed COVID-19 result?

In the event of a failed self-screening, do not report to work. Contact your supervisor and HR for further instruction. Employee may work remotely when possible; advance approval required.

The company reserves the right to implement a screening protocol for symptoms, such as temperature checks or signed certifications, at any point it feels it becomes necessary. Results will be tracked separately from any personnel records and will be kept confidential. Employees who do not comply may be asked to leave the premises.

Notably, employees who are symptomatic or who have tested positive should not return to work until the conditions outlined in the following table are met.

Return to Work Considerations	
Employee was symptomatic but was not tested for COVID-19.	Employee was tested for COVID-19.
<p>The employee may return to work if:</p> <ul style="list-style-type: none"> • They have not had a fever for at least 72 hours and have not used fever-reducing medication during that time. • Coughs and other symptoms have improved. 	<p>The employee may return to work if:</p> <ul style="list-style-type: none"> • They no longer have a fever. • Coughs and other symptoms have improved. • They have received a negative COVID-19 test.

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 have to be around people.
- Avoid sharing household items, including drinking cups, eating utensils, towels and bedding.
- Clean high-touch surfaces daily.
- Continue monitoring your symptoms and call your health care provider if their condition worsens.

When an employee tests positive for COVID-19, deep-cleaning procedures will be triggered. Furthermore, employees who have been in close contact with an individual who has tested positive for COVID-19 will be instructed to self-quarantine. An employee with a confirmed COVID-19 diagnosis will remain out of work until obtaining health clearance. The employee must contact HR prior to returning to work or entering an CAPWI location.

Reporting Transparency Protocol

Any Community Action Program, Inc. of Western Indiana employee who experiences COVID-19 symptoms or has tested positive for COVID-19 must notify HR as soon as practicable. The employee will be asked to assist with contact tracing. This information will be tracked separately from personnel records, and names will not be released. CAPWI will notify impacted employees if there is a confirmed case of COVID-19 in the workplace. CAPWI may elect to close the office for a period of up to 72 hours following a confirmed case to allow for natural deactivation of the virus.

Social Distancing Protocols

Employees should follow social distancing best practices while at Community Action Program, Inc. of Western Indiana's facilities, including but not limited to workstations, breakrooms, common areas and office spaces. Specifically, employees are directed to:

- Stay 6 feet away from others when working or on breaks. If a minimum distance cannot be maintained, employees are required to wear a face mask.
- Avoid job tasks that require face-to-face work with others when at all possible.
- Do not enter co-workers' offices, workspaces or classrooms. Make contact by telephone or video conferencing.
- Avoid contact with others (ex., handshakes).
- Avoid touching surfaces that may have been touched by others when possible.
- If you become ill with symptoms while working isolate yourself from others until you are able to exit the building.
- Distance yourself from anyone who appears to be sick.
- Avoid gathering when entering and exiting the facility. Employees should also only enter and exit designated areas.
- Follow any posted signage regarding COVID-19 social distancing practices.
- Disinfect your workspace often.
- Avoid touching face.
- No nonessential gatherings.
- Stagger lunches to limit the number of individuals in the break room retrieving or heating lunches in the microwave.
- Avoid using common areas.

Community Action Program, Inc. of Western Indiana is currently working towards putting the following in place during phase 1 and phase 2 to reduce risk of spread as additional employees begin to enter the workplace and re-opening of offices to the public:

- **Receptionist Areas:** In process of putting up plexiglass/plastic barriers to offer protection to staff and the public.
- **Common Areas:** Display signage that reminds people to safely maintain 6 feet of social distancing and to wear a mask. Some common areas may be inaccessible to employees and visitors.
- **Restrooms:** In areas where restroom lines could form and/or inside restrooms, display signage that reminds people to maintain safe social distancing. Will put reduced occupancy measures in

place where needed to maintain safe social distancing. Signage will be hung to remind employees of current measures put in place.

- **Break Areas:** Signage will be placed to remind staff to not eat in break rooms at this time. In addition, employee is responsible to sanitize surfaces they touched prior to leaving breakroom.
- **Hallways/Stairwells:** Allow 6 feet of space when walking up and down hallways. In walkways or stairwells that do not allow proper distancing, employees are directed to allow one person at a time to walk up or down hallway and/or stairs.
- **Common touch points:** The intent is to reduce common touchpoints throughout our facilities where possible. Community Action Program, Inc. of Western Indiana may extend our social distancing guidelines after the office reopens. Please monitor your email and adhere to any additional guidance as this plan is updated.

Employee Health and Safety Protocols

The success of our return to work action plan 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 supervisor or HR 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:

- 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, CAPWI has hand sanitizer and disinfecting wipes available throughout the workplace. **We have limited amounts of these supplies and will continue to restock as we are able.** It is suggested that employees wash their hands more frequently than normal. Soap is provided at all locations.

In addition, employees are now **required to wear face coverings** when leaving their workspace and when physical distancing of 6 feet or more cannot be guaranteed. Employees may use company provided face masks or may provide their own disposable or material face coverings in accordance with CDC guidelines. Employees are required to wear face coverings when entering and exiting the building, when using common areas such as hallways, bathrooms, breakrooms and the lobby. CAPWI will maintain an inventory of disposable masks.

Finally, employees who are feeling sick are asked to stay home from the office. 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 when possible or take PTO. **Employees who have been diagnosed with or are aware they have been directly exposed to a confirmed case of COVID-19 must notify HR.**

Cleaning and Sanitizing Protocol

Summary of Expectations:

Employees should do their part to keep the office as clean as possible by cleaning and disinfecting their workstations and surfaces they commonly use. Employees must avoid using other co-workers workspaces, telephone, computer, supplies and equipment. Additionally, whenever an employee uses a common piece of equipment (ex., printer or fax machine), it must be wiped down and sanitized prior to and following use. When entering and exiting doors that requires you to touch door handles employees must wipe down and sanitize on a regular basis. (If possible, use hip, elbow or closed fist to open doors instead of open hand). When switching on and off lights use elbow or closed fist when possible. Managers/Supervisors at each site must ensure that cleaning and sanitizing protocols are being followed. Proper cleaning and disinfecting supplies will be provided by CAPWI. Employees should wear gloves and wash their hands with warm water and soap for at least 20 seconds after cleaning or sanitizing a surface in a common area or restroom.

Offices/Employee Work Areas:

Employees are responsible for their individual desk/work area. Employees must sanitize the following items on a daily basis (end of day):

- Desks or workstations
- Chairs (but do not need to clean legs or wheels)
- Office Door Handles
- Computer monitors and keyboards (NOTE: do not spray liquids directly on electronics. Either use disinfectant wipes or spray a disinfectant on a towel and wipe the electronic).
- AV equipment that gets touched (phones, remotes, speakers, touch pads on desk or walls, etc. NOTE: Clean the same way as computer monitors and keyboards as stated above).
- File Cabinet Handles/Drawers
- Bookshelves
- Light Switches

***** Please Note – If you utilize a shared office space, you are required to sanitize workspace items above prior to leaving the space.**

Receptionist Areas/Lobby Areas/Public Restrooms: The receptionist will be responsible for sanitizing high touch surfaces at a minimum of twice daily as more employees return and we re-open to the public. Receptionists are directed to wear gloves and a facemask and wash hands following removal of gloves when sanitizing the following high touch areas:

- Counters, tables, all surfaces
- Doors, doorknobs, door bars
- Chairs
- Items on counters/tables handled by employees and/or the public

Following steps above ensure that common areas and other frequently touched surfaces are cleaned and disinfected regularly. This is in addition to your regular cleaning schedule in place at your site. The frequency of this cleaning may change depending on the situation.

Office/Site Procedures

In addition to the guidance outlined above, Community Action Program, Inc. of Western Indiana has implemented the following workplace procedures to be followed until social distancing guidelines are lifted:

Visitors—Until further notice, all nonessential visitors are prohibited, and any interviews should be conducted virtually. For business-critical visits (ex., supply deliveries, repairs, construction), CAPWI 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.

Shared meals and catering services—To ensure the health of employees, CAPWI will observe governmental guidelines and restrictions related to meals. Example: employees may not bring food in to be shared (pitch-in/buffet style) at this time. Employees will be responsible for bringing meals, preferably in a temperature-controlled bag or picking up food at a restaurant on their lunch break. If an employee chooses to have a meal delivered, they must arrange a no contact drop-off or meet delivery driver outside of building to retrieve food items. All dishware must be taken home nightly for cleaning in a dishwasher. The company will avoid catering events that allow for cross-contamination.

Mail / Packages – According to the World Health Organization (WHO) the likelihood of an infected person contaminating commercial goods is low, and the risk of catching the virus that causes COVID-19 from a package that has been moved, traveled and been exposed to different conditions and temperature is also low. The virus does not survive on surfaces for long and the length of shipment time and other environmental factors should inactivate the virus.

If you receive an expedited package or mail and are concerned about possible surface contamination, consider these steps:

- Wash your hands frequently with soap and water.
- Use hand sanitizer when soap and water are not available.
- Avoid touching your face, eyes, nose or mouth.

CAPWI 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 communication.

Handwashing

Handwashing is one of the best ways to protect yourself and your family from getting sick. Learn when and how you should wash your hands to stay healthy.

How Germs Spread

Washing hands can keep you healthy and prevent the spread of respiratory and diarrheal infections from one person to the next. Germs can spread from other people or surfaces when you:

- Touch your eyes, nose, and mouth with unwashed hands
- Prepare or eat food and drinks with unwashed hands
- Touch a contaminated surface or objects

- Blow your nose, cough, or sneeze into hands and then touch other people's hands or common objects

Key Times to Wash Hands

You can help yourself and your loved ones stay healthy by washing your hands often, especially during these key times when you are likely to get and spread germs:

- **Before, during, and after** preparing food
- **Before** eating food
- **Before** and **after** caring for someone at home who is sick with vomiting or diarrhea
- **Before** and **after** treating a cut or wound
- **After** using the toilet
- **After** changing diapers or cleaning up a child
- **After** blowing your nose, coughing, or sneezing
- **After** touching an animal, animal feed, or animal waste
- **After** handling pet food or pet treats
- **After** touching garbage

During the COVID-19 pandemic, you should also clean hands:

- After you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens, etc.
- Before touching your eyes, nose, or mouth because that's how germs enter our bodies.

Follow Five Steps below to Wash Your Hands the Right Way

Washing your hands is easy, and it is one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community—from your home and workplace to childcare facilities and hospitals.

Follow these five steps every time.

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.

Use Hand Sanitizer When You Cannot Use Soap and Water

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. You can tell if the sanitizer contains at least 60% alcohol by looking at the product label.

Sanitizers can quickly reduce the number of germs on hands in many situations. However,

- Sanitizers do **not** get rid of all types of germs.
- Hand sanitizers may not be as effective when hands are visibly dirty or greasy.
- Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals.

How to use hand sanitizer

1. Apply the gel product to the palm of one hand (read the label to learn the correct amount).
2. Rub your hands together.
3. Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.



Watch step by step handwashing video recommended by WHO.

<https://youtu.be/lisgnbMfKvI>

Facemasks

Proper Mask Usage:

Masks are effective only when used in combination with frequent hand-cleaning with alcohol-based hand sanitizer or soap and water.

Steps to put on a face mask

1. Clean your hands with soap and water or hand sanitizer before touching the mask.
2. Inspect for degradation/damage of straps and facepiece. If damaged, discard and replace with undamaged face covering.
3. Determine which side of the mask is the top. The side of the mask that has a stiff bendable edge is the top and is meant to mold to the shape of your nose.
4. Determine which side of the mask is the front. The colored side of the mask is usually the front and should face away from you, while the white side touches your face.
5. Place a loop around each ear.
6. Mold or pinch the stiff edge to the shape of your nose.
7. Pull the bottom of the mask over your mouth and chin.

How to remove a face mask

1. Clean your hands with soap and water or hand sanitizer before touching the mask. Avoid touching the front of the mask. The front of the mask is contaminated. Only touch the ear loops.
2. Hold both of the ear loops and gently lift and remove the mask.
3. **For re-use (example at your desk throughout the day) or when using short length of time** each day, place in a clean Ziploc bag, paper bag, or clean container with a lid to store in between use. Do not store in purse, pockets, etc.
4. Clean your hands with soap and water or hand sanitizer after removal.

Laundering Instructions for cloth face coverings.

- Soiled/used covering should be placed in a closable plastic bag until laundered.
- Launder in washing machine in HOT water with soap or detergent that leaves no residue.
- Dry on HOT in dryer or air dry and iron with a HOT iron.
- If a washing machine is not available, hand-wash using soap or detergent and scrub for a minimum of 20 seconds with warm water.
- Manufacturers may supply their own washing instructions which should be followed.
- After laundering and drying please inspect mask for damage and integrity.
- If covering becomes difficult to breathe through replace with new face covering.
- Laundered coverings can then be re-worn and/or stored in an uncontaminated container.

Final comments on face coverings.

- Due to limited availability of certain supplies, the World Health Organization advises the rational use of medical masks, thus avoiding unnecessary waste of precious resources and potential misuse of masks. This means extending the life of PPE (Personal Protective Equipment) where possible.
- Employees are permitted to wear home-made masks meeting the CDC guidance.



Mask Wearing 101: How to Properly Use & Re-use a Mask.

<https://youtu.be/JwPWdkbyizw>

Disposable Gloves

Proper Glove Usage:

How to safely put on, wear, and take off gloves as recommended by Winslow, the World Health Organization (WHO), and the Centers for Disease Control and Prevention (CDC).

Steps to Put on Gloves

1. Wash (and dry) your hands before touching the gloves. (Follow handwashing guidelines; use hand sanitizer if unable to use soap and water).
2. Put on your gloves carefully, examining for holes or tears.

Precautions While Wearing Gloves

1. Avoid touching your face while you have gloves on.
2. Gloves are not a replacement for scrupulous hand washing, like mentioned above.
3. Limit opportunities for "touch contamination," which means touching potentially contaminated surfaces (think can of beans at the grocery store, light switches, door handles) and then touching non-contaminated surfaces (your face, glasses, nose, etc.)
4. Also keep in mind that gloves may "have small defects that are hard to see or may be torn during use."

Steps to Safely Removing Gloves

1. Pull the cuff outwards, stretching the material. Roll the material onto the middle and forefinger, then hook your thumb into the cuff.
2. Pull the glove straight off of your hand, stopping just before the fingertips. The glove should now be inside out with your fingers still covered up to approximately the first knuckle on your middle finger.
3. Grab the inside out glove with your remaining gloved hand, and ball it in your fist. The removed glove should not be visible in your hand.
4. Hook your fingers under the remaining cuff and pull out and up. This should stretch the material.
5. Roll gloved fist downwards towards the wrist while pulling the material with your other hand. This should cause your gloved hand to be enveloped by the stretched-out material.
6. Dispose of them properly by placing in a garbage can.
7. Wash your hands or use hand sanitizer.



Watch how to safely remove gloves:

<https://youtu.be/FnjyUiataxA>

Employer Vehicles / Buses

Any employer vehicle used for transportation will not exceed 50% of its capacity to provide for increased social distancing. The following have been put in place if more than one person will be in the vehicle:

- Ensure all occupants have completed a required self-health screening prior to arriving at work.
- Ensure the task is critical if safely social distancing is not possible.
- The seat occupancy will start from back to front when people enter. The exit will happen from front to back whenever possible.
- Drivers and all occupants will wear masks in shared vehicles.
- Keep the duration of the task while riding in a shared vehicle to a minimum.
- Keep the vehicle well-ventilated; ventilate with windows instead of AC when possible.
- While wearing mask and gloves, clean and disinfect vehicle at the start and end of every trip.
- After exiting, all occupants need to remove and discard PPE (Personal Protective Equipment) and wash their hands.

Head Start Division:

Center-based:

Child/family entry to building:

1. Client check:
 - a. All children and parents will be met at the door of the center. All adults will be asked if they or anyone in the house have flu-like symptoms.
 1. If they respond 'yes', ask them to leave the premises.
 2. If they respond 'no', temperatures will be taken. Anyone with a temp of 99.6 will not be able to stay for the day. Child must sanitize hands before entering the building. Parents will say good-byes at the door, unless they must swipe their voucher card. Voucher card holders will sanitize their hands and proceed directly to the machine to swipe.
2. Client pick-up:
 - a. Parents will be asked to pick up from outside (or within the foyer if it is inclement weather), unless they must swipe their voucher card. Voucher card holders must have their temperature taken to assure it is not over 99.6. They must sanitize their hands and proceed directly to the machine to swipe. They will pick up their child from outside (or within the foyer if it is inclement weather).
3. Paperwork:
 - a. All paperwork between parents and staff should be kept to a minimum. Wear gloves when handling paperwork and place all into manilla envelope. Dispose of gloves using universal precautions.

In classroom procedures with children will be outlined separately.

Home-based:

1. Prepare – Wear a mask and gloves at all times.
2. Upon arrival to home visit – Maintain a six-foot distance and ask if they or anyone in the house has a fever or flu like symptoms.
 - a. If they do, tell them you will have to reschedule in two weeks.
 - b. If they do not, take the temperature of everyone in the home. If it is greater than 99.6, state that you will have to reschedule. If no temp, sanitize everyone's hands.
3. Working in a Client's Home – instruct client to keep a six-foot or more distance as much as possible. Wear a mask and gloves the entire time.
 - a. Encourage outdoor visits (weather permitting) and place yourself six feet from other adults. Minimize physical contact with children to the greatest extent possible. No kissing children. Shared paperwork should be kept to a minimum. Document Inkind without signature or initials. Health forms should be handled with gloves at end of visit and placed by home visitor into a manilla envelope.
4. Finish – Sanitize any supplies that were used in the home visit prior to putting in the vehicle. Dispose of gloves using universal precautions.

¹ Sanitize based on an approved method by the CDC

Housing Division

1. Client Interview – Call 15-45 minutes prior to arrival and ask if they or anyone in the house has a fever or flu like symptoms.
 - a. If they do, tell them you will have to reschedule in two weeks.
 - b. If they do not, proceed with step 2.
2. Prepare – Wear a mask and gloves at all times.
 - a. If working outside, wear appropriate PPE (Personal Protective Equipment).
 - b. Attic or crawlspace with access to outside, sanitize¹ the entry handle and proceed with work using confined space protocols.
 - c. Inside the client/tenant's home, sanitize any tools/supplies that will be used inside the home when taking out of the vehicle.
3. Working in a Client's Home – instruct client to keep a six-foot or more distance for everyone's protection. Wear a mask and gloves the entire time.
 - a. For small work measures, less than 30 minutes, limit time spent in home by completing necessary repairs as quickly as possible with minimal trips in and out.
 - b. For large work measures, more than 30 minutes, setup a time when the client will be gone or isolated to a room that will not need to be accessed. Turn HVAC system off, leave doors to work from vehicle open, and complete work as quickly as possible. When done, sanitize the thermostat after turning back on. Sanitize door knobs, light switches and any other surface that was touched.
4. Finish – Sanitize any tools/supplies that were used in the home prior to putting in the vehicle.
 - a. If debris trash is to be thrown away, it should be put into a bag and taped. The alternative for larger debris will be a container or trailer.

¹ Sanitize based on an approved method by the CDC.

EMPLOYEE RESOURCES

Employee Assistance Program (EAP)

Anthem has various wellness and mental health resources available through the Employee Assistance Program or EAP.

EAP offers confidential information and resources that can go a long way:

- Assessments and referrals to resources
- Emotional support and practical tips as you support your loved one
- Specific recommendations for taking care of yourself
- Resources are available online, anytime
- Offers confidential help that is customized for your needs
- Visit your EAP website for available resources at no extra cost to you
 - <http://www.anthemead.com/>
 - Click log-in, enter company code: EAP Can Help

Employee Mental Health Considerations

Community Action Program, Inc. of Western Indiana 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 are ready to discuss personal situations. Managers and supervisors are aware of mental health considerations during this transition.

Indiana has a new FREE website available: **Be Well Indiana: Mental health resources for Hoosiers.** For more information visit the link below.

- https://bewellindiana.com/?utm_source=BeWellIndianaOrg&utm_medium=vanity&utm_campaign=awareness

General Principles for Talking to your Children from CDC website

Remain calm and reassuring.

- Remember that children will react to both what you say and how you say it. They will pick up cues from the conversations you have with them and with others.

Make yourself available to listen and to talk.

- Make time to talk. Be sure children know they can come to you when they have questions.

Avoid language that might blame others and lead to stigma.

- Remember that viruses can make anyone sick, regardless of a person's race or ethnicity. Avoid making assumptions about who might have COVID-19.

Pay attention to what children see or hear on television, radio, or online.

- Consider reducing the amount of screen time focused on COVID-19. Too much information on one topic can lead to anxiety.

Provide information that is honest and accurate.

- Give children information that is truthful and appropriate for the age and developmental level of the child.
- Talk to children about how some stories on COVID-19 on the Internet and social media may be based on rumors and inaccurate information.

Teach children everyday actions to reduce the spread of germs.

- Remind children to stay away from people who are coughing or sneezing or sick.
- Remind them to cough or sneeze into a tissue or their elbow, then throw the tissue into the trash.
- Discuss any new actions that may be taken at school to help protect children and school staff. (e.g., increased handwashing, cancellation of events or activities)
- Get children into a handwashing habit.
 - Teach them to wash their hands with soap and water for at least 20 seconds, especially after blowing their nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
 - If soap and water are not available, teach them to use hand sanitizer. Hand sanitizer should contain at least 60% alcohol. Supervise young children when they use hand sanitizer to prevent swallowing alcohol, especially in schools and childcare facilities.

Coping with Stress from CDC website

Older people and **people of any age who have serious underlying health conditions** are at higher risk for severe illness from COVID-19. People who may have issues getting assistance if they become ill, like those experiencing homelessness or people with disabilities are also at increased risk from COVID-19. These conditions and situations may result in increased stress during this pandemic. Fear and anxiety can be overwhelming and cause strong emotions.

Things you can do to support yourself:

- **Take breaks from watching, reading, or listening to news** stories and social media. Hearing about the pandemic repeatedly can be upsetting.
- **Take care of your body.** Take deep breaths, stretch, or meditate. Try to eat healthy, well-balanced meals, exercise regularly, get plenty of sleep, and avoid alcohol and drugs.
- **Make time to unwind.** Try to do some other activities you enjoy.
- **Connect with others.** Talk with people you trust about your concerns and how you are feeling.
- **Call your healthcare provider if stress gets in the way** of your daily activities for several days in a row.
- **If you, or someone you care about, are feeling overwhelmed** with emotions like sadness, depression, or anxiety, or feel like you want to harm yourself or others call:
 - 911
 - Substance Abuse and Mental Health Services Administration's (SAMHSA's) Disaster Distress Helpline: 1-800-985-5990 or text TalkWithUs to 66746. (TTY 1-800-846-8517)

Conclusion

Community Action Program, Inc. of Western Indiana 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 response and action plan, we are prioritizing the health of our employees every step of the way as we consider reopening our business's doors.

We will execute on our plan cautiously, following applicable federal, 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 supervisor or HR.

Finally, we ask that employees are patient and understanding of the fact that the COVID-19 pandemic may require our return to work plans 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 response and action plan to their supervisor. Furthermore, while the strategies highlighted in this document can protect workers from COVID-19, it is important to follow CDC guidance at all times.

FORMS / POLICIES

Community Action Program, Inc. of Western Indiana Remote Work (Telecommuting) Policy and Procedures

Purpose

This policy establishes the guidelines Community Action Program, Inc. of Western Indiana will use to select and manage those employees approved to work remotely.

Objective

Telecommuting allows employees to work at home, or from another location away from the usual workplace for all or part of their workweek. Community Action Program, Inc. of Western Indiana considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with Community Action Program, Inc. of Western Indiana.

Procedures

Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.

Any telecommuting arrangement made will be on a case by case basis and be discontinued at will and at any time at the request of either the telecommuter or the organization. Every effort will be made to provide advance notice of such change to accommodate commuting, childcare and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

Eligibility

Individuals requesting formal telecommuting arrangements must be employed with Community Action Program, Inc. of Western Indiana for a minimum of 90-day probationary period and must have a satisfactory performance record. *Exception: in event of extenuating circumstances such as a public emergency, pandemic or national disaster and/or in compliance with public health guidance for contagious diseases, this may be waived.*

Before entering into any telecommuting agreement, the employee and manager, with the assistance of the human resource department, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability. The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters (dependability, flexibility, proven performance, comprehensive knowledge of their position).

- Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- Can the duties of the position be successfully fulfilled through telecommuting? (Measured work activities, little need for face-to-face interaction with co-workers, clearly established goals and objectives, duties that can be performed alone).
- Equipment needs, workspace design considerations and scheduling issues. The employee and manager will review the physical workspace needs and the appropriate location for the telework.

If the employee and manager agree, and the human resources department concurs, a request will be forwarded to the Executive Director for approval. *Exception: in event of a public emergency, pandemic or national disaster the Executive Director may give a blanket approval to staff for telework.*

Evaluation of telecommuter performance will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance when applicable.

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process. The supervisor and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

Responsibilities

Position requirements and responsibilities will not change due to telecommuting. Workers face the same expectations in relation to professionalism, work output and customer service, regardless of where the work is being performed. The amount of time an employee is expected to work in a given week will not change, although the exact scheduling of allotted hours will be left up to the discretion of their direct supervisor(s). If an employee's physical presence is required at CAPWI's primary work location, he or she may be expected to report once given adequate notice.

Additionally, employees are expected to abide by the following general rules:

- Be transparent about your availability and keep your calendar and availability status up to date, indicating when you are online or offline.
- Maintain strong communication by conducting regular check-ins with your supervisor and co-workers.
- Request PTO when you intend to be away from your work.
- Set up a dedicated workspace that allows you the most focus as possible.
- Prepare a childcare strategy if needed. Do not work and parent at the same time.
- Be patient and understanding with co-workers who do not have ideal at home working conditions.

Equipment

On a case-by-case basis, Community Action Program, Inc. of Western Indiana will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for

each telecommuting arrangement. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. Community Action Program, Inc. of Western Indiana accepts no responsibility for damage or repairs to employee-owned equipment. CAPWI reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all CAPWI property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to CAPWI.

Hardware is only to be modified or serviced by parties approved by CAPWI. Software provided by CAPWI is to be used only for its intended purpose and should not be duplicated without consent. Any equipment provided by CAPWI for off-site use is intended for legitimate business use only. All hardware and software should be secured against unauthorized access.

CAPWI will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. CAPWI will also reimburse the employee for business-related expenses, such as shipping costs and mileage, that are reasonably incurred in carrying out the employee's job.

The employee will establish an appropriate work environment within his or her home for work purposes. CAPWI will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Security

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and participant information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Telecommuting is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering into a telecommuting arrangement.

Time Worked

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using CAPWI's time-

keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

Ad Hoc Arrangements

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.

Contact with Primary Location

Employees approved for telecommuting are responsible for maintaining regular contact with their supervisor(s). The supervisor(s) will act as the employee's primary contact at CAPWI. Both the employee and his or her supervisor(s) are expected to work together to keep each other informed of any developments that occur during the workday.

Employees must have approval from their supervisor(s) to:

- Alter their defined work schedules.
- Move company equipment to a new location.
- Transfer primary off-site operations to a new location.

Employee Acknowledgement

I have read and agree to the terms of this remote work policy, and I agree to the duties, obligations, responsibilities and conditions outlined herein.

Employee Name (Printed): Grant Foster Date: 6-4-2020

Employee Signature:  Date: 6-4-2020

Board Approval Date: Pending

Community Action Program, Inc. of Western Indiana Computer and Electronic Devices Security Policy in the Event of Telecommuting

Purpose

This policy addresses the actions that must be taken by all Community Action Program, Inc. of Western Indiana employees who have a company-issued computer and / or electronic device for work related purposes.

Procedures for Computer / Electronic Device Physical Security

Each employee provided with a computer or electronic device by Community Action Program, Inc. of Western Indiana is responsible for the physical security of the computer or device. All computers and devices acquired for or on behalf of CAPWI are deemed to be company property.

All employees must take the following actions to ensure the physical security of CAPWI property:

- When not in use, the computer or device must be locked with a password and caution taken when entering any company passwords on the computer or device.
- Store the computer or device in a secure place (not visible) when not in use.
- Do not leave your computer or device in your vehicle. If it is necessary to leave the computer or device in your vehicle for a very short period of time, it must be locked in the trunk or stored out of view in the vehicle.
- When using the computer or device in public areas or where other people have access do not leave unattended for any length of time.

Device protocols

To ensure the security of Community Action Program, Inc. of Western Indiana information, anti-virus software will be installed on company-issued computers and devices.

Employees may not use cloud-based apps or backup that allows company-related data to be transferred to unsecure parties on computers or devices. Due to security issues, computers and devices may not be synchronized with other devices in employees' homes. On company owned devices, making any modifications to the device hardware or software beyond authorized and routine installation updates is prohibited unless

approved in advance by your Program Director. Employees may not use unsecure Internet sites.

Restrictions on authorized use

While utilizing company owned computers and devices at home, employees are expected to exercise the same discretion that is expected at the physical worksite. CAPWI policies pertaining to harassment, discrimination, retaliation, confidential information and ethics apply to employee use of computers and devices for work-related activities while telecommuting.

Non-exempt employees may not use their work-issued computer or device for work purposes outside of their normal and/or revised work schedule in place without authorization in advance from their direct supervisor. This includes reviewing, sending and responding to e-mails or text messages, responding to phone calls, or making phone calls.

Employees may not use their company-issued computer or device for work purposes during periods of disability or FMLA leave. CAPWI reserves the right to deactivate access to applications and e-mail accounts during periods of paid or unpaid employee leave.

Family and friends should not use company-issued computers or devices that are used for company purposes.

Privacy/company access

No employee using company-issued computers or devices for work purposes should expect any privacy except that which is governed by law. CAPWI has the right, at any time, to monitor and preserve any communications that use the CAPWI networks in any way, including data, voice mail, telephone logs, Internet use and network traffic, to determine proper use.

Management reserves the right to review or retain personal and company-related data on company owned and personal devices or to release the data to government agencies or third parties during an investigation or litigation. Management may review the activity and analyze use patterns and may choose to publicize this data to ensure that CAPWI's resources in these areas are being used according to this policy. Furthermore, no employee may knowingly disable any network software or system identified as a monitoring tool.

Policy Violations

Purposeful violation of this policy may be grounds for disciplinary action up to and including termination of employment.

Employee Name (Printed): Grant Easter

Date: 6-4-2020

Employee Signature: 

Date: 6-4-2020

Board Approval Date: Pending

Community Action Program, Inc. of Western Indiana Contractor / Visitor Self-Screening Check – Required prior to entering CAPWI Facilities

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and visitors, **do not** enter building unless you can answer yes to all questions contained in health checklist below. Thank you for your assistance. The safety of Community Action Program, Inc. of Western Indiana employees, visitors and community members, remains the agency's primary concern.

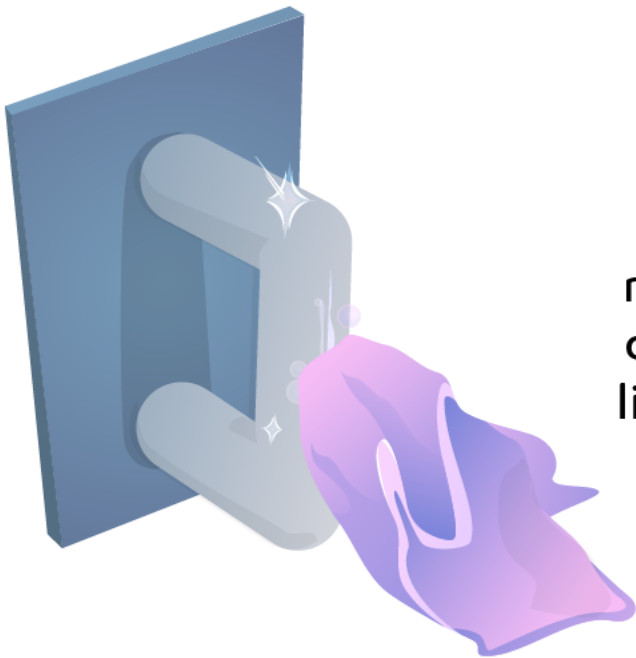
Health Checklist:

- ☐ I measured my temperature before coming to worksite and it is below 100.4 degrees F
- ☐ I am not taking fever reducing medication
- ☐ I have been fever free for at least 72 hours without the use of medicine
- ☐ I do not have shortness of breath or difficulty breathing
- ☐ I do not have a dry cough
- ☐ I do not have unexplained muscle or joint aches
- ☐ I do have my normal sense of smell
- ☐ Within the last 14 days, I have not come into close contact with someone who has been diagnosed with a laboratory confirmed COVID-19 result

FACILITY SIGNAGE- TO BE POSTED AT CAPWI SITES

Keep Surfaces Clean to Kill COVID-19

Coronavirus disease 2019 (COVID-19) can spread easily through shared surfaces. Be sure to clean and disinfect objects regularly to limit the spread of germs.

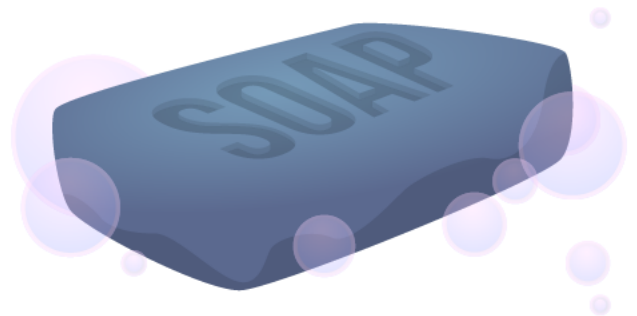


What should I disinfect?

Disinfect anything people regularly touch. Examples include doorknobs, toilet flushers, desks, light switches, computer mice and chair armrests.

How should I disinfect?

Use any product approved by the EPA to kill coronaviruses (check the label to be sure). Otherwise, you can use a diluted bleach solution. Read all product labels for more information on proper use.



10 Ways to Protect Against **Coronavirus**

The coronavirus disease 2019 (COVID-19) pandemic isn't slowing down.
Here are **10 ways** you can protect yourself.



1) Wash your hands often, for at least 20 seconds at a time.

2) Avoid touching your face.



3) Practice social distancing by staying at least 6 feet away from people.

4) Cover your coughs and sneezes.



5) Stay at home whenever possible, even if you don't feel sick.

6) Clean and disinfect frequently touched objects.

7) Avoid public transportation and trips out of your home.

8) Follow organizational guidance when it comes to school or workplace closures.



9) Call your doctor if you have a fever, cough and shortness of breath.

10) Keep up with current virus information at [cdc.gov/COVID-19](https://www.cdc.gov/COVID-19).

Share facts about COVID-19

Know the facts about coronavirus (COVID-19) and help stop the spread of rumors.

FACT 1

Diseases can make anyone sick regardless of their race or ethnicity.

Fear and anxiety about COVID-19 can cause people to avoid or reject others even though they are not at risk for spreading the virus.

FACT 2

For most people, the immediate risk of becoming seriously ill from the virus that causes COVID-19 is thought to be low.

Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more serious complications from COVID-19.

FACT 3

Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people.

For up-to-date information, visit CDC's coronavirus disease 2019 web page.

FACT 4

There are simple things you can do to help keep yourself and others healthy.

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- When in public, wear a cloth face covering that covers your mouth and nose.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

FACT 5

You can help stop COVID-19 by knowing the signs and symptoms, which can include:

- Fever
- Cough
- Shortness of breath

Seek medical attention immediately if you or someone you love has emergency warning signs, including:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.



cdc.gov/coronavirus

Germ

You can pick up germs from things you do every day.



Wash your hands so you don't get sick.

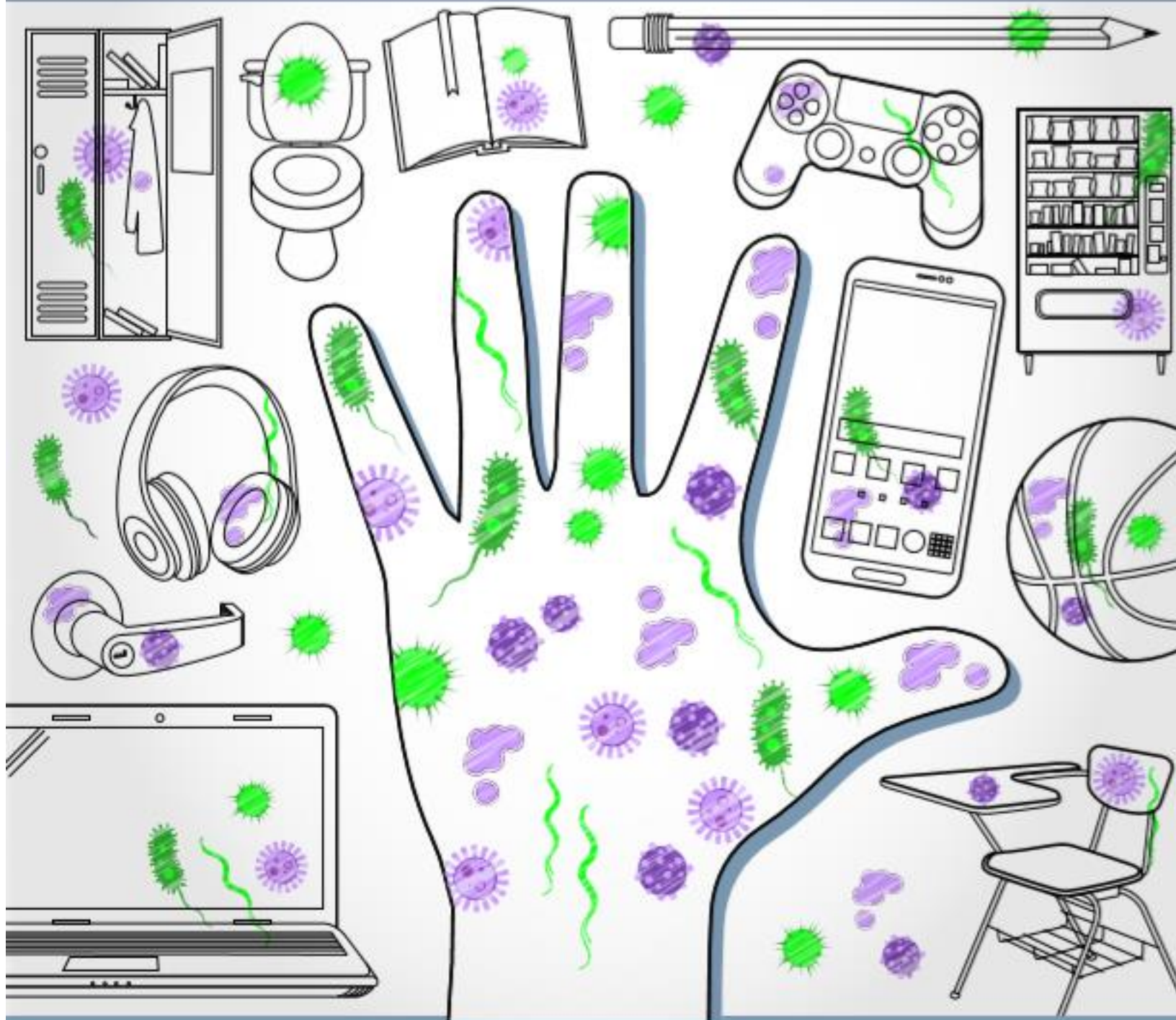
Accessible version: www.cdc.gov/handwashing



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention

GERMS

are all around you.



Stay healthy.
Wash your hands.

Gloved Hands May Spread Germs

People are wearing gloves (made from materials like vinyl, latex or nitril) when they head out in public during the pandemic. While individuals think they are being safe and protecting themselves and others from the SARS-CoV-2 virus that causes COVID-19, they may actually be spreading germs in the community. Vinyl, latex and nitril gloves protect the skin from body fluids and certain harmful chemicals. The surface of gloves can support germs just like skin. But, unlike skin, washing gloves is not an option. Even healthcare workers are instructed to wash their hands before they put on gloves and after taking off gloves. **Gloves are not a substitute for hand washing.**



How Gloves Can Spread Germs

When gloves are put on they are presumably clean.

- Germs collect on the gloves when a person wearing them starts touching surfaces (elevator buttons, grocery carts, gas station pumps).
- Germs are spread when the person touches other objects.

People may think they are protected by the gloves, but they are not.

- Difference: you can clean your bare hands with hand sanitizers or soap and water. This stops the spread of the germs.



Gloves Are Not a Complete Barrier

Gloves may have very tiny (micro-sized) pin holes not visible to the naked eye.

- Thousands of germs pass through these holes onto the skin in a short amount of time.
- The germs may be on the outside of the glove and may seep inside too.
- Gloves can be damaged with holes made by fingernails, jewelry or wear and tear.
- Vinyl, latex and nitril gloves can be damaged by moisture, heat and chemicals.



Don't Touch Your Face

This is a habit that is hard to break.

- Keep hands away from your eyes, nose and mouth because it is one way germs enter the body and cause infections.
- When people wear gloves, it may give them a false sense of security. Since the outside of gloves are not clean; gloves may be more contaminated than bare hands.
- Be sure to wash your hands frequently with hand sanitizer or soap and water often and keep hands away from the face.

Step Away for Safety

To limit the spread of coronavirus disease 2019 (COVID-19), the government is asking everyone to practice social distancing.



This means staying at least **6 feet** away from everyone at all times. All people should follow this guidance—not just those experiencing COVID-19 symptoms.

Visit [cdc.gov/COVID-19](https://www.cdc.gov/COVID-19) for more information.

What to do if you are sick with coronavirus disease 2019 (COVID-19)

If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, follow the steps below to help prevent the disease from spreading to people in your home and community.

Stay home except to get medical care

You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Avoid using public transportation, ride-sharing, or taxis.

Separate yourself from other people and animals in your home

People: As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.

Animals: Do not handle pets or other animals while sick. See [COVID-19 and Animals](#) for more information.

Call ahead before visiting your doctor

If you have a medical appointment, call the healthcare provider and tell them that you have or may have COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.

Wear a facemask

You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) or pets and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then people who live with you should not stay in the same room with you, or they should wear a facemask if they enter your room.

Cover your coughs and sneezes

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can; immediately wash your hands with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.

Avoid sharing personal household items

You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home. After using these items, they should be washed thoroughly with soap and water.

Clean your hands often

Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

Clean all "high-touch" surfaces every day

High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables. Also, clean any surfaces that may have blood, stool, or body fluids on them. Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

Monitor your symptoms

Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing). **Before** seeking care, call your healthcare provider and tell them that you have, or are being evaluated for, COVID-19. Put on a facemask before you enter the facility. These steps will help the healthcare provider's office to keep other people in the office or waiting room from getting infected or exposed.

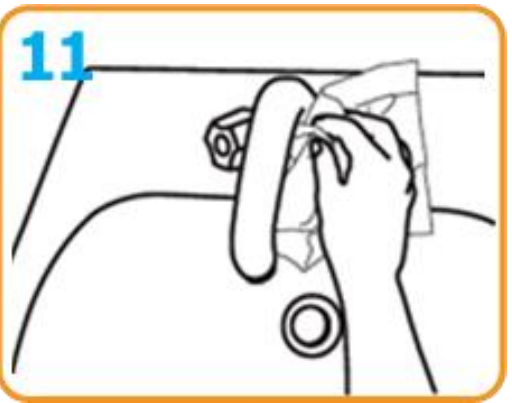
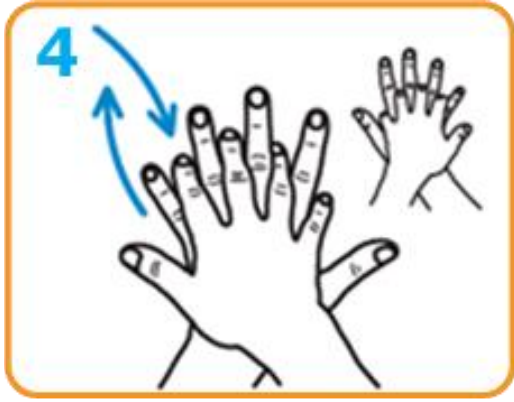
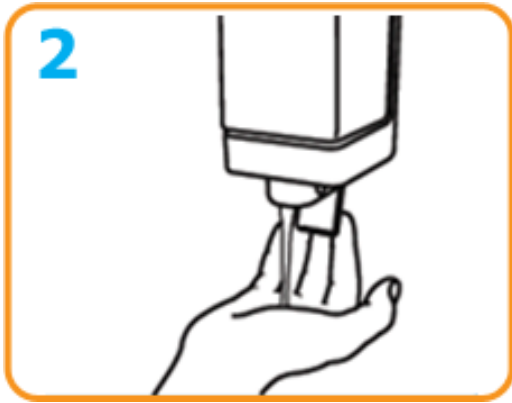
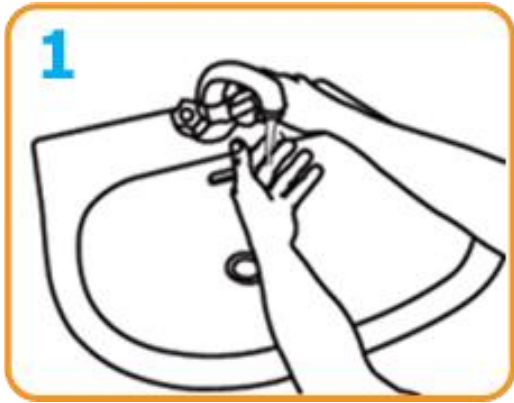
Ask your healthcare provider to call the local or state health department. Persons who are placed under active monitoring or facilitated self-monitoring should follow instructions provided by their local health department or occupational health professionals, as appropriate. When working with your local health department check their available hours.

If you have a medical emergency and need to call 911, notify the dispatch personnel that you have, or are being evaluated for COVID-19. If possible, put on a facemask before emergency medical services arrive.

Discontinuing home isolation

Patients with confirmed COVID-19 should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low. The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.





• HERO HABITS •

PROTECT US.



WASH YOUR HANDS

Wash your hands with soap & running water when hands are visibly dirty, after coughing or sneezing, when caring for the sick, before & after eating and after toilet use.



USE HAND SANITISER

If your hands are not visibly dirty, frequently clean them by using alcohol based hand rub or soap and water



COVER MOUTH & NOSE

When coughing and sneezing cover mouth and nose with flexed elbow or tissue. Throw tissue into closed bin immediately after use.



STAY HEALTHY

Avoid touching your nose, eyes and mouth with unwashed hands.



PROTECT YOU & OTHERS

Avoid others who are sick and stay at home if you are sick



SEEK MEDICAL CARE EARLY

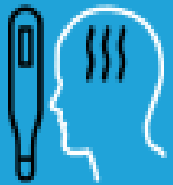
If you have fever, cough and difficulty breathing seek medical care early.

COVID-19 | FAST FACTS

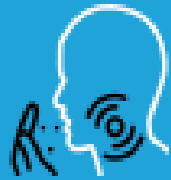
Know how to keep yourself, your family and your coworkers safe.

DAILY SELF-SCREENING

Are you experiencing any of the following COVID-19 symptoms?



Temperature
>38°C
(100.4°F)+



Frequent
unexplained
Cough and/or
difficulty
breathing



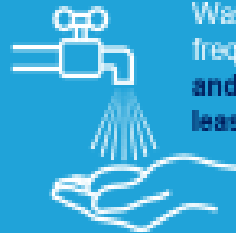
Unexplained
Tiredness



If the answer is YES you may have symptoms of COVID-19.

We ask that you please seek medical attention, contact your direct supervisor and remain off company property for 14 days to self-quarantine.

PERSONAL HYGIENE



Wash your hands
frequently with soap
and water for at
least 20 seconds

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or



Use antibacterial
gel with 70% alcohol
if you're unable to
wash your hands

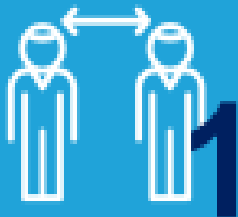


When sneezing or
coughing cover your nose
and mouth with the inner
angle of your arm or with
disposable handkerchief

Don't touch your face
including your mouth,
ears, eyes and nose



SOCIAL DISTANCING



Keep a distance of at least
6 feet between people



Avoid going to
crowded places, and
if it's inevitable, don't
take minors or older
people with you



Avoid physical
contacts such as
hand greetings and
hugging



Avoid contact
with anyone
who is sick

INDIANA COVID-19 FAST FACT

The novel Coronavirus is thought to mainly **SPREAD** from close **PERSON-TO-PERSON CONTACT** within **6 FEET** through **COUGHS** or **SNEEZES**.



Indiana State
Department of Health

Source: Adapted from Centers for Disease Control and Prevention (CDC) Information. Published on March 16, 2020.
If you see different information published at a later date, use the most current recommendations.