

RETURN TO WORK ACTION PLAN



Introduction

At Great Lakes Community Action Partnership (GLCAP), 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 as we strive to balance public health concerns with the needs of our organization. This Return to Work Action Plan details how we plan to reopen and still keep all of our employees safe to every extent possible. This plan, which pulls from Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidance, highlights the responsibilities of supervisors and employees and outlines the steps to address COVID-19.

While we will implement various protocols to ensure your safety, it's up to you and your co-workers to execute the protocols daily. By releasing this plan, we hope to clearly communicate how we will move forward, highlight workplace protocols in place to protect your safety and establish a level of comfort for all of our employees as we return to the office.

We understand that every employee's situation is different and encourage those with specific risks or concerns to reach out to Human Resources (HR) to discuss.

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. We will continue to monitor applicable federal, state and local guidance and determine next steps for reopening the office. At this time, we've created a tentative phased approach for our return to work. Throughout each phase, we have made every effort to remain cognizant of the communities that we serve, be responsive to the needs of staff and attempt to maintain hygiene protocols to prevent the spread of an outbreak within the organization. Each phase of the plan will ensure the least possible disruption to services provided to our communities. The Telecommuting Policy and requirements to track and log time for purposes of payroll are still in effect and will remain throughout the return to work phases.

Partial Office Closure

This is the current stage we are in. Headquarters is closed to participants and visitors. For the most part, employees are working remotely.

Phase One – June 15, 2020

Headquarters will be open to assigned staff. This will include the majority of hourly staff and those staff providing direct services to participants. Supervisory staff and management staff will be assigned to the office based on a staggered schedule in order to limit our numbers. Some employees will be assigned to a permanent remote office situation.

Workstation modifications – the office layout will be modified as necessary to ensure proper distancing.

In-person meeting modifications— until all social distancing requirements are lifted, limit in-person meetings and continue to follow social distancing protocols. Employees should conduct virtual meetings. Employees who are in the office must avoid gathering in groups.

The office will remain closed to visitors.

Social distancing and office protocols as outlined beginning on page 2 must be followed.

Phase Two – July 13, 2020

Under Phase Two, the office will open to visitors, primarily participants, with scheduled appointments between the hours of 10 am – 2 pm.

Phase Three – August 10, 2020

We will increase the days per week and/or numbers of employees scheduled in office as permitted while still maintaining social distancing and office protocols. Some employees may be assigned to a longer/permanent remote office situation.

Phase Four – September 7, 2020

All employees will return to the office as permitted while still maintaining social distance and office protocols. Some employees may be assigned to a longer/permanent remote office situation.

Considerations

It's important to note that these phases are tentative and are subject to change based on federal, state and local guidance, and the trajectory of 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 the state or in a local area, we will consider whether to remain open or closed.

Workplace Protocols to Follow When Returning to Work

GLCAP 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.

Employee Screening, Exposure, Confirmed Illness and Reporting Protocols

Keeping employees safe is our priority. To accomplish this task, we have created various protocols 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

Employees must utilize a temperature sensing camera if available at your location upon immediate arrival to work; otherwise, employees will be responsible for measuring their own body temperature and monitoring their health for any COVID-19 symptoms.

GLCAP reserves the right to implement a screening protocol for symptoms, such as temperature checks or signed certifications, at any point. The Equal Employment Opportunity Commission does permit employers to measure employees' body temperatures before allowing them to enter the worksite. Any employee screening will be implemented on a nondiscriminatory basis, and all information gleaned will be treated as confidential medical information—specifically, the identity of workers exhibiting a fever or other COVID-19 symptoms will only be shared with members of company management with a true need to know.

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. Employees who are symptomatic or who have tested positive should not return to work until the conditions outlined in the table are met:

Return to Work Considerations	
Employee was symptomatic but was not tested for COVID-19.	Employee was tested for COVID-19.
The employee may return to work if: <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.• Seven days have passed since they first experienced symptoms.	The employee may return to work if: <ul style="list-style-type: none">• They no longer have a fever.• Coughs and other symptoms have improved.• They have received two negative COVID-19 tests in a row.

If 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.

Reporting Transparency Protocol

Any employee who experiences COVID-19 symptoms or has tested positive for COVID-19 must notify the HR Director as soon as practicable. Depending on the circumstances, HR will notify impacted employees if there is a confirmed case of COVID-19 in the workplace. We may elect to close the office for a period up to 72 hours following a confirmed case to allow for deep cleaning and/or natural deactivation of the virus.

Employee Social Distancing and Health and Safety Protocols

The success of our return to work action plan relies on how well we all follow social distancing and health and safety protocols.

Social Distancing Protocol

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

- Stay six feet away from others when working. Where a minimum distance cannot be maintained, physical barriers will be in place.
- Avoid work methods that require face-to-face with others when possible.
- Avoid contact with others whenever possible (e.g., handshakes).
- Distance yourself from anyone who appears to be sick.
- Avoid gathering when entering and exiting the facility. Employees should only enter and exit designated areas.
- Avoid nonessential gatherings.
- Avoid using common areas.
- Stagger your lunch break to limit the number of individuals in the café. The café is open only for the use of appliances; eat your lunch at your desk.

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:

- Avoid touching surfaces that may have been touched by others.
- Disinfect your workspace often.
- Avoid touching your face.
- Regularly wash your hands for at least 20 seconds throughout the day with warm water and soap, specifically before eating.
- Cover coughs and sneezes.

To help employees remain healthy, hand sanitizer and disinfecting wipes are available throughout the building. We have limited amounts of these supplies and will continue to restock as able. It is suggested that you wash your hands more frequently than normal. Additionally, building maintenance/cleaning will disinfect high-touch point areas such as faucets, countertops, railings, and door handles on a daily basis.

Employees will wear face coverings when entering and exiting the building and when using common areas such as bathrooms, walkways and the lobby. Your face covering can be removed while sitting at your workstation.

Employee Mental Health Considerations

GLCAP 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. Employees with concerns regarding their mental health should contact HR for information regarding our Employee Assistance Program (EAP).

Cleaning and Disinfecting Protocol

Prior to staff returning to work, the HQ facility was deep cleaned and an electrostatic fogging was completed. The HVAC system will be monitored to ensure clean air filters and an increased outdoor airflow. All waterlines were flushed, and a sneeze guard has been installed at the front receptionist desk.

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, tools and equipment. Additionally, whenever an employee uses a common piece of equipment such as a printer, it should be wiped down prior to and following use. Proper cleaning and disinfecting supplies will be provided.

Office Procedures

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

- **Visitors**—Currently all visitors are prohibited and lobby doors will remain locked.
- **Effective July 13, 2020** - Individuals coming to HQ for business-critical visits must have a scheduled appointment and will be greeted by the Receptionist. All visitors will be asked to wear a mask unless medically prohibited. The Receptionist will have a supply of masks for those needing one.
 - ✓ They will be escorted to the assigned meeting area without unnecessarily interacting with others.
 - ✓ They will be required to practice social distancing and good hygiene while on-site.
- **Deliveries**—The Receptionist will allow delivery individuals into the contactless drop zone within the lobby for all deliveries. Mail and packages will be processed daily.

Conclusion

GLCAP looks forward to 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 and our community every step of the way as we consider reopening our doors. We will execute our plan cautiously, in accordance with federal, state and local guidance.

Finally, we ask that employees be patient and understanding of the fact that the COVID-19 pandemic may require changes in our return to work plans. 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 action plan to their program director or HR.