
Pandemic/Flu and Working in the Community

BACKGROUND:

Imperial Valley ROP strives to provide a safe and healthy workplace for all employees. This policy is in response to the 2019-2020 COVID-19 Pandemic. It outlines specific steps IVROP takes to safeguard employees' health and well-being during a flu pandemic while ensuring IVROP's ability to maintain essential operations and continue providing essential services to our customers, with steps to minimize to the extent practicable exposure to and spread of infection in the workplace due to working in the public/community.

At times staff must work in various public environments, while coming into contact with students, and members of the community during their regular course of work. Staff must practice and heed preventive steps to prevent the transmission of COVID-19, influenza, and other communicable illnesses. Following these steps may help minimize your exposure and will support your health and well-being; and may help minimize the spread of illnesses to fellow staff members, students, and the community, and may help to minimize the transmission of illnesses in the workplace. Taking care of yourself is key to the continuous delivery of high-quality service to our students/participants and to each other, and we all benefit from doing our part to help keep others safe. At times it is required that IVROP staff must work in the community or public to conduct their work or complete specific assignments. Possible situations may include (but not limited to): delivering student stipends/checks; picking up timesheets or other records; shopping or dropping off/picking up mail/packages; visiting worksites; visiting partner agencies or organizations; etc.

If you are limited and/or restricted in your ability to conduct this type of work, it is your responsibility to inform your supervisor and not take unnecessary risks.

It is everyone's responsibility to employ proper care and follow the steps to help minimize the transmission of illnesses, in order to achieve self-care and to protect staff members, students, and the community.

PURPOSE:

To clarify, emphasize, and standardize the importance of personal safety, prevention during a pandemic, and understand next steps if you think you are exposed to COVID-19, influenza, or other communicable illnesses. In the event you think you are exposed to any illnesses, please notify your immediate supervisor, or if immediate supervisor is not available notify HR.

PROCEDURE:

If you are tasked with conducting any type of work in the public or community, please do so by following the appropriate prevention guidelines, and refrain from any extra community or public contact while conducting IVROP business. For example: Avoid stopping for coffee, going to the store, stopping at

home, etc. The key is to limit the risk by avoiding additional public or community contact and returning to work as soon as you have completed your assigned task.

Prevention Guidelines:

- Practice social distancing, especially with anyone who appears to be sick (minimum 6 feet)
- Wash hands with soap and water frequently (at least 20 seconds, or alcohol-based hand sanitizer if not available)
- Cover your coughs and sneezes with tissue or sleeve
- Clean and disinfect frequently used surfaces, wash hands immediately if exposed
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Staff should self- screen (i.e., check themselves for subjective fever and/or respiratory symptoms such as cough or shortness of breath) for respiratory infection symptoms each morning before returning to work.

If you think you are exposed:

- Please let Management know if you think you have been exposed
- Please let Management know if you are contacted by the Health Department or medical personnel related to being exposed
- Staff with any fever and/or respiratory infection symptoms, including stomach related infections, cold or influenza, should not come to work, and should notify their primary care provider for further guidance.
- Please notify Management if you are diagnosed with COVID-19, cold, influenza, or other communicable illnesses
- IVROP may place the employee on sick leave in order for the employee to seek a medical diagnosis.