



Return to Work Guide 2020 Post COVID-19

Restrictions on businesses in Southern California are beginning to ease. Anthesis is excited about this but also conscious of the caution that must take place as our individuals with intellectual and developmental disabilities and our staff members return to work.

Returning to work will not be like a switch being turned on and everyone gets to come back all together, all at once. We will ease into the return of our staff and individuals, by abiding by all applicable federal, state and local orders and directives and guidelines from the Department of Development Services (DDS), Regional Centers (RC), Community Care Licensing (CCL), and the Centers for Disease Control (CDC). The return to work process will likely occur in phases with certain programs and activities permitted to resume before others are allowed.

As restrictions lessen even more so, more staff members and program participants (PPs) will be asked to return. Managers have and will continue to contact both staff members and PPs to see if they wish to return to work and program to help address the needs of the PPs and Anthesis. Because this will not happen all at once, Anthesis may need to ease into the available work hours as well as become creative with schedules in order to continue serving our PPs the best way possible.

Management will work with individuals who cannot return to work based on COVID-19 restrictions, such as school closures, care providing for the vulnerable, symptoms, illness, etc. Sick leave policies, as they relate to COVID-19 will be discussed.

Program Assessment/Workplace cleaning

All program areas have been and will continue to be cleaned and sanitized as recommended by the CDC and the Department of Public Health (DPH). All areas will be cleaned with sufficient frequency to minimize contact or spread of the virus. All program participant areas, excluding the restrooms, will be cleaned by staff members according to a daily assignment schedule. Restrooms throughout all of Anthesis' facilities will continue to be cleaned by the Anthesis janitorial team. All staff members who work in offices or have office space, will be responsible for cleaning and sanitizing their own work area. Signage has been displayed, and personal protective equipment and disinfectant materials will be provided accordingly.

Social Distancing

Social distancing is defined as being at least 6 feet apart from other individuals. Social distancing will be maintained in all program areas as well as in the community until further notice. Anthesis will take into consideration occupancy limits, size and configuration of the program area, limiting entry and exit areas, implementing signs to help delineate workspace, paths of travel, etc. Anthesis will continue to follow the recommendations made by federal, state and local orders as well as the recommendations made by DDS, RCs, and CCL. Anthesis remains open to suggestions from the staff members as well. Any concerns regarding social distancing should be brought to the attention of your Program Manager, Program Director or Director of Human Resources.

Facemasks

In the County of San Bernardino, face masks are now optional, but still strongly encouraged.

"The County strongly urges everyone to continue wearing face coverings in public to slow the spread of the COVID-19 virus, and businesses should still require face coverings and physical distancing for customers and employees," said Board of Supervisors Chairman Curt Hagman.



In program areas such as the ADC and RASS facilities; in small group gatherings of any sort, in vehicles, when driving PPs, whether company or personally owned; in any public areas or on public transportation, etc., face masks will be worn by all staff members and PPs* alike. This also includes following the face mask protocol of businesses we visit, who require facemasks, no matter the community in which they are located.

A staff member driving in a vehicle by themselves will have the choice to either wear or not wear a face mask, however, once another individual enters the vehicle, facemasks must be worn by all parties. Administrative staff with offices located at 4650 Brooks St. are strongly encouraged to wear facemasks whenever they come into contact with outside personnel, PPs, visitors, and volunteers.

*PPs will be expected to wear facemasks, however, some may struggle with the masks for a number of reasons. Staff members are asked to do their part in helping our PPs understand the need for face masks, and do so by being empathetic to the participant's apprehension. If an issue should arise where a PP does not want to wear a mask or states they cannot do so for some reason, please bring this issue to your Program Manager and/or Program Director to discuss.

Screening Process for Staff and Individuals Served

Screening assessments will be completed for all programs upon arrival in an area that allows for confidentiality. The screening assessments will include asking staff members and PPs if they are suffering from COVID-19 related symptoms; checking temperatures daily for staff members and PPs as well as checking for visible signs of illness, such as runny nose, coughing, perspiring, etc. Temperatures will be taken with a touch free thermometer and will be performed by a designated staff member who has been trained in doing so.

Training Safety and Good Hygiene

Staff members and PPs will be trained/retrained on safety protocols, including but not limited to the list below, as well as on the prevention, symptoms and transmission of COVID-19.

- Handwashing upon entry is requested for all staff and PPs.
- Frequent handwashing will be allowed and is strongly encouraged.
- Washing hands with soap and warm water for at least 20/30 seconds.
- Using hand sanitizer only if soap and water are not easily accessible.
- Avoid touching the face, eyes, nose, and mouth.
- Wearing masks and gloves and the reasons why.
- Cover coughs and sneezes with a tissue or the inside of the elbow, wash hands again.
- Stay home when feeling sick.

Staff members and PPs are required to continue the practice of good hygiene. Staff members will be assigned work areas to ensure proper cleaning and disinfecting of commonly touched surface areas. Each staff member is responsible for complying with the Return to Work Guide, including but not limited to, following protocol for safety, cleanliness and good hygiene.

Personal Protective Equipment

Anthesis will provide the following for PPE:

- Masks and gloves. Goggles on request.
- Paper goods: paper towels (no touch dispenser), tissues, toilet paper, kitchen napkins.
- No-touch hand sanitizer dispensers.
- Soap and water in the workplace.
- Hand sanitizer for when soap and water is not available.



Required Notice of Potential Exposure and Protocol for Symptomatic Employees/Program Participants

Anthesis will train all staff members and participants on COVID-19 prevention, symptoms and transmission. Staff members and participants are to notify management immediately if they have been in contact with someone who has COVID-19. If a staff member or participant shows symptoms of COVID-19, they will be separated from others and sent home immediately. They will be encouraged to speak with their doctor, and to request a medical clearance. Staff members and participants may return to work when, after illness, he/she has had no fever for at least 72 hours (that is three full days of no fever **without** the use of medicine that reduces fevers) AND other symptoms have improved; (for example, when the signs of a cough or shortness of breath have improved) **AND** at least 10 days have passed since the symptoms first appeared (14 days if tested positive for COVID -19). **Anthesis will notify employees and participants of possible exposure, maintaining confidentiality for the person exposed. The person will not be named and the case should not be discussed with anyone other than those that need to know.**

Protocol for a Positive Test of COVID-19

If there has been an exposure, Anthesis management will alert everyone in close contact with the employee or participant who tested positive and will provide them CDC guidance as soon as possible, by phone or email. If at work or at program, the staff member or participant who tested positive will be sent home immediately and the areas in which they came in contact with, will be decontaminated.

Staff members who must self-isolate and are unable to telework will be offered the new FFCRA leave and any other leaves/benefits that apply. Employees who do not become positive or are asymptomatic may be able to telework, however, telework is not guaranteed, it is an option that will be reviewed on a case by case basis by the Executive Director, Program Director and Director of Human Resources.

Co-workers, managers, and/or directors are not to answer any medical questions. Staff members and participants who are self-isolating are to self-monitor and contact their doctor for answers. Anthesis management will consult with the CDC, OSHA and Cal-OSHA entities for business guidance.

Signage

Anthesis has laminated a number of required signs and posted them in the recommended areas. Signs include but are not limited to: a reminder to maintain social distancing; a reminder to wash hands frequently; and a reminder to staff, participants and the general public to wear a face covering and to stay home if they are feeling ill or have symptoms consistent with COVID-19.

Travel Outside of the Country

Based on the recommendation from the CDC, and until further notice, Anthesis reserves the right to request any staff member or PP who has traveled outside of the United States to stay home for 14 days after their arrival into the United States. At home, you are expected to monitor your health and practice social distancing. To protect the health of others, do not go to work for 14 days.

Staff members should not purchase tickets or secure reservations prior to obtaining written authorization from a manager/director as it is possible that the vacation dates will not be approved, especially if vacation plans include international travel. If you are planning to travel internationally (and this includes Tijuana), please speak to your Program Manager/Program Director prior to booking the trip in order to discuss the amount of time needed to travel and to quarantine. Anthesis will attempt to accommodate a staff members request, however, vacations will be scheduled to provide adequate coverage of job responsibilities and staffing requirements. Anthesis reserves the right to deny, reschedule or withdraw vacation requests based on the business needs of the organization.



Travel within the United States

Staff members and PPs who travel within the United States are advised that quarantining restrictions may apply when **ENTERING** certain states. As of May 2020, the states listed below have quarantining restrictions therefore, it is imperative that you speak to your manager/director about the amount of travel time you may need in association with your trip. The states with current quarantining requirements are as follows: Alaska, Arkansas, Connecticut, Florida, Hawaii, Idaho, Kansas, Maine, Massachusetts, Nebraska, New Mexico, Oklahoma, Rhode Island, South Carolina, Utah, Vermont, and Virginia. Check the Department of Public Health for the state you wish to visit to learn more about their recommendations and mandates.

Managing Safety

The Executive Director is responsible for the requirements of this guide. Any changes to this 'Return to Work Guide' are only done with the approval of the Executive Director. The Managers and Directors are responsible for the implementation of the standards in his/her department. Staff members are responsible for following all protocols as set by Anthesis. Staff members, (no matter the position), who have concerns regarding safety management should contact his/her Manager, Director or Director of Human Resources.



ACKNOWLEDGMENT

I have received my copy of Anthesis' Return to Work Guide. I understand and agree that it is my responsibility to follow the guide as set forth and to refer to it as needed until further notice.

I also understand that Post COVID-19 policies and procedures are fluid and can change depending on local, state, and federal guidelines and/or on the guidelines set forth by DDS, Regional Centers, and CCL. Anthesis' reserves the right to change this, and any other policies and procedures at any time. This may include changing my hours, assigned position, wages and working conditions if the needs of the business require it.

I understand that employment at Anthesis is at the mutual consent of the staff member and the employer. Either Anthesis or I can terminate the employment relationship at-will at any time, with or without cause or advance notice.

Print Name

Signature

Date