



Policy Name: CodeVA COVID- 19 Response and Return to Office Guidelines for Employees

Date: 8/17/2021

The health and well-being of our employees is the highest priority for CodeVA. We have a social and ethical responsibility to minimize the likelihood of transmission of the COVID-19 virus to protect you and protect the communities we all serve. We encourage all employees to work from home when they can but recognize that being in the office is sometimes necessary and even preferable for some employees. Therefore, we have established this policy to help ensure a safe office environment during the COVID-19 pandemic. CodeVA will do its part, and we expect all employees to hold themselves accountable for following these guidelines.

These guidelines will be updated as circumstances and knowledge surrounding the pandemic continues to evolve and as new guidance becomes available from the federal government, CDC or state.

Status of Office Opening

As of the date of this policy, the CodeVA office continues to operate remotely. However, any vaccinated employees who wish to work in the office may do so at any time and without the permission of a supervisor.

Recent Updates from the Centers for Disease Control (“CDC”)

According to the most recent guidance from the CDC, to maximize protection from the Delta variant of the COVID-19 virus and to prevent possibly spreading it to others, it is recommended to wear a mask indoors in public if you are in an area of substantial or high transmission.

Most counties in Virginia are currently in the high transmission risk category, therefore, we are requiring that masks be worn while on CodeVA premises (including headquarters or other remote locations) even if you have been vaccinated. Masks will be mandatory in all common spaces in the office, and if you are in private office spaces with any other employee, contractor, partner, vendor, etc.

Unvaccinated staff should remain masked at all times when on CodeVA premises or when meeting in person with other employees, contractors and partners. You should work with your manager to minimize time spent in the office and work remotely.

This policy is meant to be followed at a minimum, meaning that if another location where you perform your CodeVA work (such as a coffee shop, library, partner facility or co-op) has stricter guidelines, you should adhere to them as well.

Vaccination

While CodeVA is not mandating COVID-19 vaccinations at this time, we do want to have a record of our vaccinated employees. Therefore, we ask that each employee send a photo or other image of your vaccination card to the HR Department (at mheishman@codevirginia.org) by 5 PM on Friday, August 20, 2021. These records will be kept in a confidential medical file, separate from each employee's personnel file. If you are unable or unwilling to provide your record of vaccination, you will be considered unvaccinated. This means that you should limit your time spent on CodeVA premises and wear a mask at all times while on the premises.

Employee Protections

For the protection of our employees who come to the office, CodeVA will continue to:

1. Provide a clean and regularly sanitized work environment. The offices are cleaned and sanitized weekly by a professional cleaning vendor.
2. Provide masks, gloves, hand sanitizer, paper towels, and other cleaning products for employees, volunteers, guests, or program participants.

Employee Self-Check

It is still important that we continue to monitor ourselves for possible cases of COVID-19. Therefore, before coming to the office, all employees must ask themselves the following questions:

1. Have I tested positive for COVID-19 in the past 14 days?
2. Am I exhibiting any symptoms of COVID-19, such as fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea?
 - a. Note: The CDC considers a person to have a fever when they have a measured temperature of 100.4°F or greater, feel warm to the touch, or give a history of feeling feverish.
3. If I have not been fully vaccinated, have I been exposed to/in close contact with a person with COVID-19 or suspected of having COVID-19 in the last 14 days?
 - a. Note: Close contact means being within 6 feet for a total of 15 minutes or more over a 24-hour period or having direct exposure to respiratory secretions.

If you develop symptoms during the workday while at the office, you should leave the office space, return home and notify your direct supervisor right away.

If you answer **yes** to any of the above questions, you will not come to the office. You will:

1. Monitor your health closely and seek medical advice for further instructions.
2. Work from home as you are able, and utilize sick time if you are not.
3. Notify your direct supervisor and Human Resources.

If you answer **no** to the questions above and work in the CodeVA offices, employees and all visitors will:

1. Wash your hands with soap and water and disinfect your hands frequently.
2. Wipe down your work area, surfaces, and other high-touch areas with disinfectant wipes or spray and wipe with paper towels at the start of your workday and if you return to the office after being outside for any period of time.
3. If not fully vaccinated (optional if fully vaccinated), wear a cloth or medical grade mask when in open office areas, such as the lobby, classrooms, kitchen, hallways, bathrooms, or shared workspaces. Masks should cover both the mouth and nose.

Returning to the Office After a Positive Test or Exposure

If you answered yes to any of the screening questions listed above, you may return to work in the office under the following circumstances:

1. **If you tested positive for COVID-19 and experienced symptoms**, home isolation may be discontinued 14 days after symptom onset AND resolution of fever for at least 24 hours without the use of fever-reducing medications AND with the improvement of other symptoms. At the discretion of your medical provider, the period of isolation may be extended to 20 days if you are immuno-compromised or have a severe case of the disease.
2. **If you tested positive for COVID-19 and did not experience symptoms**, you may discontinue home isolation 10 days after the date of the first positive diagnostic RT-PCR test for SARS-CoV-2 RNA.
3. **If you were exposed to the COVID-19 virus and experienced symptoms**, seek advice from your physician. You may be advised to obtain a test for COVID-19. Home isolation may be discontinued 10 days after symptom onset AND resolution of fever for at least 24 hours without the use of fever-reducing medications AND with the improvement of other symptoms.
4. **If you are fully vaccinated and if you were exposed to the COVID-19 virus and did not experience symptoms OR if you have had the COVID-19 virus within the past three months and have recovered and are not experiencing symptoms**, you do not need to isolate at home.
5. **If you are not fully vaccinated and if you were exposed to the COVID-19 virus and did not experience symptoms**, home isolation may be discontinued after 14 days have passed since the last exposure to the infected individual.

6. **While the symptom-based strategy described above is highly preferable,** employees who tested positive or were exposed to COVID-19 may return to work after a negative diagnostic RT-PCR test for SARS-CoV-2 RNA. A negative antibody test will not suffice. CodeVA may ask employees for documentation of the negative test result.

Contact Tracing After a Positive Test

When an employee notifies CodeVA of a positive COVID-19 test, we will engage in a contact tracing process to notify any other CodeVA employees with whom you have been in contact. We will only disclose that there has been a positive test result, and all other employee identifying information will remain confidential as required by the Americans with Disabilities Act ("ADA").

Any questions about this policy should be directed to Human Resources. Exceptions to this policy may be requested to your Division Director and must be approved by the Management Team.