

COVID-19 EFAA Protocols
(All procedures for staff and volunteers with on-site functions)

This guidance has been updated based on the following April 2, 2021 guidance from CDC on vaccinated people:

Per the CDC, fully vaccinated people (defined as ≥ 2 weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or ≥ 2 weeks after they have received a single-dose vaccine (Johnson and Johnson (J&J)/Janssen) can:

- Visit with other fully vaccinated people indoors without wearing masks or physical distancing
- Visit with unvaccinated people from a single household who are at low risk for severe COVID-19 disease indoors without wearing masks or physical distancing
- Refrain from quarantine and testing following a known exposure if asymptomatic
- Resume domestic travel and refrain from testing before or after travel or self-quarantine after travel.
- Refrain from testing before leaving the United States for international travel (unless required by the destination) and refrain from self-quarantine after arriving back in the United States.

For now, fully vaccinated people should continue to:

- Take precautions in public like wearing a well-fitted mask and physical distancing
- Wear masks, practice physical distancing, and adhere to other prevention measures when visiting with unvaccinated people who are at increased risk for severe COVID-19 disease or who have an unvaccinated household member who is at increased risk for severe COVID-19 disease
- Wear masks, maintain physical distance, and practice other prevention measures when visiting with unvaccinated people from multiple households
- Avoid medium- and large-sized in-person gatherings
- Get tested if experiencing COVID-19 symptoms
- Follow guidance issued by individual employers
- Follow CDC and health department travel requirements and recommendations

Operating Guidelines:

All Onsite COVID-19 Safety Measures continue: temperature checks, masking, sanitizing, physical distancing, 1 person in the break room / kitchen at a time, etc. Even if all onsite staff in a given area are fully vaccinated, mask wearing continues to be required.

Onsite Guidelines based upon Current State of CO COVID-19 Dial - Yellow Level 50% Office Capacity - EFAA Staff

- **Yarmouth 1st Floor** - 6 staff onsite, excluding Food Bank operations, based on 12 offices
- **Yarmouth 2nd Floor** - 8 staff onsite, based on 16 workstations, with Development 2 maximum, Cubicle Areas 3 maximum with masks worn whenever more than 1 person is working in the cubicle area. Unvaccinated staff should limit their time in open area spaces (cubicles and development open area) to quick visits under 15 minutes.

- **Yarmouth Annex** - 4 staff onsite

- **Housing Sites** - 1 staff onsite

The above will be modified when Boulder County attains Blue Level 75% Office Capacity on the COVID-19 dial.

Meetings: Please refer to COVID-19 Etiquette below *

- **Staff Only**
 - **2 Person Meetings**
 - If not fully vaccinated: outdoors, masked and physically distanced OR indoors, masked and physically distanced in a well ventilated area.
 - If both staff are fully vaccinated: 2 Staff Members could meet indoors, without masks and not physically distanced only if both parties are in mutual agreement to do so.
 - **Small Team Meetings (indoors must follow floor occupancy guidelines above)**
 - If not fully vaccinated, may take place outdoors, masked & physically distanced.
 - If all participants are fully vaccinated: option to hold in person meetings indoors, without masks and not physically distanced if all are in mutual agreement.
 - **Larger Team Meetings**
 - Meetings will remain virtual for the foreseeable future, unless the group so chooses to schedule an outdoor, masked, physically distanced meeting with consent of ALL participants.
- **Participants**
 - **No in-person meetings with participants at present** with exception of:
 - Meeting Housing Participants for outdoor, masked, physically distanced meetings during the check in / check out process.
 - Case Managers are permitted to meet with participants, for outdoors, masked, physically distanced meetings in exceptional circumstances, wherein Case Manager deems this the best option for this particular case.
 - Community enrichment activities / classes: Zoom classes will remain virtual unless group mutual agreement to schedule an outdoor, masked, physically distanced meeting with consent of ALL participants.
- **Volunteers**
 - Regardless of vaccination status, may take place outdoors, masked & physically distanced.
 - A two-person staff-volunteer meeting could take place indoors, unmasked only if both parties are fully vaccinated and in mutual agreement
 - If not fully vaccinated, may take place outdoors, masked & physically distanced.
 - If all participants are fully vaccinated: option to hold in person meetings indoors, without masks and not physically distanced if all are in mutual agreement
- **Board, Committee, PAC & Guild**
 - Meetings will remain virtual for the foreseeable future, unless the group so chooses to schedule an outdoor, masked, physically distanced meeting with consent of ALL participants.

Future State - Timeline as yet undetermined

- Food Bank team will clear out of using basic needs case management offices on the first floor of Yarmouth over the next two weeks.
- Kids Club will reactivate with outdoor activities this summer.
- Participants will return to a shopping model in the Food Bank anticipated for sometime this summer.

* COVID-19 Etiquette

The Safety and Wellbeing of EFAA Staff, Volunteers, Participants, Board, Committee PAC & Guild Members is of paramount importance. Please consider the following when interacting with others and remember to treat each other with kindness and respect.

- Refrain from physical contact like handshakes or hugs and greet others from a safe distance
- Take time to reflect & consider your own comfort level with different activities and practice communicating your boundaries and preferences in an affirmative way by expressing what you are comfortable with as opposed to what you are not comfortable with.
 - For example: If someone asks you to participate in a meeting, and you are comfortable with meeting outdoors, but not indoors, you may say,
 - “I’d prefer to meet outdoors” or “I’d prefer to meet virtually”
 - Another example is if meeting participants are all fully vaccinated and you are asked to meet indoors, without masks and you are not comfortable doing so, you may say
 - “I am okay with meeting indoors, but prefer we all wear our masks”
- Do not assume others’ have the same safety concerns & boundaries related to COVID-19 as your own.
 - Always ask others to gain an understanding of what they are comfortable with and come to mutual agreement on actions to take.
 - If you are the organizer, you may ask the other participants to share what they are comfortable with in terms of meeting structure rather than asserting a requested structure.
 - It is our intention to avoid any coercion or pressure and respect one another’s preferences
- Keep in mind that others’ reasons for what they are or are not comfortable with are highly personal and they may not wish to share that information.
 - For this reason, please refrain from engaging in the “why” someone is or is not comfortable with a certain activity and instead focus on mutually agreed upon actions.
 - Remember that not all disabilities are visible— nor are those with family members or friends at an increased risk for severe COVID-19 disease.
- At no point should anyone be forced into an in-person meeting or unknowingly exposing themselves to risk by not knowing the vaccination status of a meeting participant.
 - If you do not feel comfortable sharing your vaccination status, you may say, “I am not comfortable sharing my vaccination status”
 - Vaccinated individuals should show their cards to one another to confirm vaccination status.

Remember: In person meetings require the consent of everyone. If one person expresses preference for an outdoor meeting, the meeting will be held outdoors. Even if both fully vaccinated, if one person in two person meeting prefers masking or outdoors, that will be the way the meeting is held.

Scenarios in Case of COVID Exposure

SCENARIO 1: STAFF/VOLUNTEER TESTS POSITIVE FOR COVID

- 1) **Must notify supervisor immediately**
- 2) Supervisor notifies via email and text relevant senior manager and ED within same day
- 3) Senior manager interviews staff/volunteer to determine timing and circumstances of exposure – notifies ED of that information in writing.
- 4) Self-isolation¹ for 10 days from the date of positive test or first symptoms, whichever happened first for milder cases; for more serious cases, as specified by consultation with doctor, supervisor, senior manager and ED (and including Director of Volunteer Services in the case of a volunteer). Both cases require clearance to return to workplace.
- 5) **Within the same day of notification**, other staff/volunteers on site interacting with that person are notified to query about proximity/length of contact and asked to self-quarantine for 14 days, watch for symptoms and advised to get tested as appropriate. Senior manager(s) and ED confirm list of staff/volunteers to be contacted and who contacts who.
 - Per new CDC guidance, fully vaccinated people can refrain from quarantine and testing following a known exposure if asymptomatic. EFAA strongly recommends testing at least day 3 and day 10 after exposure.
- 6) Depending on area of service and level of exposure, closure of building and/or services determined by ED and senior manager.
- 7) If Food Bank closed:
 - Front Desk and Basic Needs Manager are notified to update messages/hang signs
 - Food Bank and food delivery/storage staff, other on-site staff/volunteers are notified of closure and potential need to self-quarantine.
- 8) In event of closure of building or services, ED informs EFAA staff and Board after 5-7 above
- 9) Communications coordinator and relevant line manager alert the public.

SCENARIO 2: STAFF/VOLUNTEER IS EXPOSED TO A CONFIRMED COVID POSITIVE CASE

- 1) **Must notify supervisor immediately**
- 2) Supervisor notifies via email/text relevant senior manager(s) and ED
- 3) Senior manager(s) interviews staff to determine timing and circumstances of exposure – notifies ED of that information
- 4) Required to self-quarantine for 14 days, watch for symptoms and advised to get tested as appropriate. EFAA strongly recommends getting COVID tests at least days 3 and day 10 after exposure.
- 5) Cannot return to site before 14 period expires (regardless of COVID test results).
- 6) **If symptoms develop or positive test result – follow Scenario 1 above**

Fully vaccinated staff and volunteers, per CDC guidance, can:

- Refrain from quarantine and testing following a known exposure if asymptomatic
- If symptomatic, follow self-quarantine instructions above.
- In both cases (symptomatic and asymptomatic), EFAA strongly recommends getting COVID tests at least days 3 and day 10 after exposure.

SCENARIO 3: STAFF/VOLUNTEER UNDERTAKE ACTIVITY OF HIGHER EXPOSURE RISK – Notification requirement

For unvaccinated staff and volunteers – no change:

¹ • Isolation separates sick people with a contagious disease from people who are not sick.
• Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

- 1) Notification to supervisor of potential need to self-quarantine. Example: upcoming air travel, participation in large group gatherings, indoor activities like Holiday meals with people outside of your immediate household).
- 2) Supervisor makes arrangements for coverage and discusses with staff/volunteer potential need for self-quarantine, recommended testing, steps if symptoms develop. Potential requirement to self-quarantine will be discussed and determined by supervisor, senior manager and ED.

Fully vaccinated staff and volunteers, per CDC guidance, can:

- Visit with other fully vaccinated people indoors without wearing masks or physical distancing
- Visit with unvaccinated people from a single household who are at low risk for severe COVID-19 disease indoors without wearing masks or physical distancing
- Resume domestic travel and refrain from testing before or after travel or self-quarantine after travel.
- Refrain from testing before leaving the United States for international travel (unless required by the destination) and refrain from self-quarantine after arriving back in the United States. You should get tested 3-5 days after international travel.
- Vaccinated people should avoid medium- and large-sized in-person gatherings

SCENARIO 4: STAFF/VOLUNTEERS DEMONSTRATING POTENTIAL COVID SYMPTOMS (from CDC self-checker: fever or

feeling feverish (chills), cough, mild or moderate difficulty breathing, sore throat, muscle aches or body aches,

vomiting or diarrhea, new loss of taste or smell)

1) Do not come into EFAA facilities. If working on-site, go home immediately, do not finish shift.

2) Notify supervisor within the day.

3) Get tested as soon as possible. Do not return on-site until test results available.

4) Supervisor notifies via email/text relevant senior manager and ED.

5) Senior manager interviews staff to determine timing/circumstances of exposure– notifies ED of that information.

6) If having been in close contact with confirmed COVID positive case – follow Scenario 2 above.

7) If test positive follow Scenario 1 above.

Fully vaccinated staff and volunteers, like anyone, should leave the work site if you feel ill. Encouraged to get COVID test if they have come into contact with a known COVID positive case.

SCENARIO 5: HOUSING SITE SYMPTOMATIC OR POSITIVE PARTICIPANT

1) Participant notifies Housing Case Manager / Children's Program Case Manager

2) CM informs participant of testing facility, sets up any necessary services (food delivery etc), and walks them through specifics of quarantine protocol / onsite amenities. Quarantine/isolation periods depending on test results. Housing Team follows specific protocols that have been developed for working with the families.

3) CM immediately emails Property Management email and informs other associated case managers (and food bank manager in the case of downstairs Yarmouth apartments).

EFAA will maintain the confidentiality of all protected health information to the greatest extent possible