



## EFAA COVID PROTOCOLS

Revised June 7, 2021

### **A. Guiding principles:**

- Follow evolving CDC, State and County guidance
- Protect workplace safety while returning to pre-COVID service protocols where possible and desirable
- Create a safe and welcoming place for participants, staff and volunteers
- Allow for greater emergence from pandemic protocols for vaccinated staff/volunteers

Based on current Boulder County Level Clear and State of Colorado guidance:

### **B. General office protocols for staff and volunteers**

#### For fully vaccinated staff and volunteers:

- Masks are now optional in all outdoor settings and indoor shared public spaces (hallways, breakroom, kitchen, cubicle area, etc.), upon verification of vaccination status
- Staff send copy of vaccination to Laura (HR Manager) and volunteers to Sue (Volunteer Services Director)

#### For unvaccinated staff and volunteers

- Masks required for all indoor shared public spaces
- For outdoor settings, unvaccinated staff and volunteers are not required to wear a mask unless they are unable to maintain social distancing

#### For everyone

- Refrain from physical contact like handshakes or hugs and greet others from a safe distance
- Take time to reflect and 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.
- Do not assume others' have the same safety concerns & boundaries related to COVID-19 as your own.
- 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.

#### COVID contact/symptoms protocols

- If staff/volunteer tests positive for COVID: Mandatory reporting to supervisor; 10 day quarantine from test or onset of symptoms. Supervisor advises Director and ED and alerts staff/volunteers in close contact
- If staff/volunteer has close contact with someone who tests positive:
  - Mandatory reporting to supervisor
  - 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.
  - Unvaccinated people required to self-quarantine for 14 days, watch for symptoms and advised to get tested as appropriate.

### **C. In-Person meetings between staff/volunteers**

Meetings between individuals and team meetings (Board, committees, and staff teams) may resume in-person at EFAA, indoor or outdoors. Each group can determine when and if they wish to recommence in-person meetings.

Indoor meetings:

- For fully vaccinated staff and volunteers masks are optional.
- For unvaccinated staff and volunteers, masks are required.
- To verify volunteers' vaccination status, Board and Committee chairs will confirm via checking vaccination cards prior to mask removal.
- To the extent possible, opening windows for increased ventilation and create as much distance as possible between people.
- Call in options are encouraged

Outdoor meetings:

- Masks optional for fully vaccinated; for unvaccinated, masks required only if social distancing cannot be maintained.

**D. Contractors, vendors, donors, partners etc. visiting EFAA**

- All visitors to EFAA premises must wear masks indoors and maintain masks in all public spaces
- Under exceptions of verifying vaccination status, staff may choose to meet with a visitor unmasked

**E. Participant facing in-person services**

- 1) Any participant facing services, **participants need to be masked while indoors at EFAA facilities.**
- 2) Participants may remain unmasked if maintaining social distance during outdoor meetings
- 3) When meeting one on one indoors, participants may request staff wear a mask (examples: **basic needs appointments, housing site case management meetings**).
- 4) All **food bank, front desk and intake staff and volunteers** will have vaccination status confirmed if they want to go maskless. Vaccinations will be required for participant-facing volunteer positions. Timing and procedure for confirming vaccination status of volunteers will be communicated by the Director of Volunteer Services, Sue McCullough. Signage will be put up to communicate that to the public. All food bank, front desk and intake volunteers will need to be fully vaccinated by July 16<sup>th</sup>, with an exception of store pick up drivers, home delivery drivers and mobile food pantry volunteers where vaccination is not required since activity is essentially outdoors.
- 5) **In-person tabling in EFAA facilities**, not expected to recommence in the near term, but if such an event (nutrition counseling, lifeline phone signup, etc.), the person tabling would be required to wear a mask or confirm vaccination status with staff supervisor.
- 6) **Activities with children:**
  - Staff:
    - Outdoors: Vaccinated staff may go without a mask outdoors; unvaccinated staff must wear masks
    - Indoors: masks are required indoors, regardless of vaccination status
  - Volunteers:
    - Outdoors: Vaccinated volunteers may go without a mask outdoors; unvaccinated volunteers must wear masks
    - Indoors: masks are required indoors, regardless of vaccination status
    - All in-person volunteers working with children would require proof of vaccination by July 16th.

Further COVID protocols for Kids Club will be issued separately, following evolving state and local guidance