



Master COVID-19 Workplace Safety Plan

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Introduction

The pandemic has ushered in a new normal for employees and businesses alike. Balancing health and economic considerations, governments are lifting “stay at home” orders and preparing for “reopening” in this new normal. JASA has continued to operate and provide services on a modified basis to its constituents throughout the pandemic. JASA’s priority has been and will continue to be the health and safety of its employees, clients/residents, and visitors.

All businesses operating in New York State are required to have a written safety plan outlining how it will prevent the spread of COVID-19 in the workplace. JASA developed this **COVID-19 Workplace Safety Plan** to fulfill this state requirement as well as to establish policies and practices that will help ensure JASA maintains a safe, healthy work environment.

This plan applies to all JASA work sites, including leased spaces in larger commercial buildings and its residential buildings. JASA Care and JASA Housing Management (JHM), which have unique issues specific to their industries, may develop additional operational guidance.

Designated Central Points of Contact

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SECTION I – EMPLOYEES

A. Health Screening

Protocol	Environment	People
Health Questionnaire	Office-Based	<ul style="list-style-type: none"> • Employees • Clients/Residents • Visitors
Health Questionnaire <u>PLUS</u> Temperature Check	Cooling Sites	<ul style="list-style-type: none"> • Employees • Visitors • Third-party vendors
Health Questionnaire <u>PLUS</u> Temperature Check	Residential Buildings	<ul style="list-style-type: none"> • Employees • Resident Households before work can be done inside the unit • Third-party vendors • VISITORS **Visitors to the site must have a health screen before entering the building in phases 1-2 of reopening. • **In phase 3, we will provide an option for, but not require, visitors to provide contact information so they can be logged and contacted for contact tracing.
Follow Building Owner’s Safety Plan	Commercial Buildings (non-residential) in which JASA leases space	<ul style="list-style-type: none"> • Follow the building owner’s safety plan when entering or leaving a leased space. • Within the leased space, follow JASA’s safety plan for office-based or residential buildings.

- ✓ JASA has established a policy and procedures on a Daily Health Screening & Certification that all employees are required to read, acknowledge, and comply with before working at a JASA worksite. **See [POLICY & PROCEDURES ON DAILY HEALTH SCREENING & CERTIFICATION](#)**
- ✓ JASA has established procedures for screening and logging the health of clients, residents, visitors, third-party vendors, and other individuals needing or wanting to enter the workplace.
- ✓ Individuals failing health screening are not permitted to enter the workplace. They will be directed to go home and contact their health care provider.
- ✓ Individuals refusing to follow the health screening process are not permitted to

enter the workplace.

- ✓ Health screening tools and logs will be located in place at each worksite where appropriate physical distancing is possible.
- ✓ Adequate physical distancing will be established if individuals need to queue for health screening or entry.
- ✓ Division Chiefs, or another designated central point of contact on-site, are responsible for receiving and attesting to having reviewed all health questionnaires or logs daily.

B. Basic Infection Prevention

1. Face Coverings or Masks

- ✓ Employees will be provided with two reusable face coverings at no cost to the employees.
- ✓ Face coverings/masks must be worn at all times by all individuals in the workplace, unless in a closed office space.
- ✓ Any time employees or visitors must come within 6 ft. of another person, acceptable face coverings must be worn (ensuring that mouth and nose are covered).
- ✓ Employees are required to attach face coverings around their necks or to their shirts to ensure it is on their person in the event they and another person unexpectedly come within 6 feet of each other.
- ✓ Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be appropriately stored or discarded.
- ✓ Employees have been provided with information on how to don, doff, clean and disinfect (as applicable), and discard PPE.
- ✓ JASA will maintain an adequate supply of disposable face coverings or masks to clients, residents, visitors, and third-party vendors or contractors, as needed. Individuals given a disposable mask will also be given information on how to don, doff, and discard PPE.

2. Workstations, Offices, and Supplies

- ✓ Clean workspace policy. JASA has established a “clean workspace policy” designed to enhance health, safety, and confidentiality in the workplace. **See**



✓ **CLEAN WORKSPACE POLICY**

- ✓
Due to COVID-10, all non-essential items (including personal items) must be stored in enclosed cabinets and drawers.
- ✓ Employees are prohibited from sharing or using others' workstations without cleaning and disinfection between uses.
- ✓ Employees must limit the sharing of objects, such as tools, laptops, notebooks, telephones, touchscreens, and writing utensils, as well as the touching of shared surfaces.
- ✓ JASA provides and employees are required to use cleaning and disinfecting supplies before and after the use of shared equipment or objects, and frequently touched surfaces. Employees should follow hand hygiene protocols after disinfection.
- ✓ Employees are prohibited from gathering around workstations or office doorways.
- ✓ As needed, workstations may be modified or reconfigured, so employees are at least 6 feet apart in all directions (e.g., side-to-side and when facing one another).
- ✓ Physical barriers (e.g., strip curtains, cubicle walls, plexiglass) may be installed per OSHA guidelines if physical distancing is inadequate given the space.

3. Personal Hygiene

- ✓ JASA provides soap, water, and paper towels for handwashing. Alcohol-based hand sanitizers (containing 60% or more alcohol) are available in high-traffic areas or where handwashing is not feasible.
- ✓ Employees should wash their hands for 20 seconds or use hand sanitizer frequently, especially upon entering the workspace or when using shared equipment or objects.
- ✓ JASA prohibits employees from sharing food and beverages in the workplace.

5. Follow Safety Guidelines in the Building or Workspace

- ✓ JASA's workspaces are often contained within larger commercial buildings owned by a third-party. Employees must follow the safety plan established by these building owners or managers in common areas of the building, including lobbies, elevators, stairwells, restrooms, etc.



SECTION II - FACILITIES & EQUIPMENT

A. Physical Distancing

1. Remote Workplace Environment

- ✓ Employees who can perform their role effectively and efficiently working remotely from home are encouraged or, in some instances, required to do so.

JASA is developing policies and procedures for an effective and accountable remote workforce. Any employee working at home or a non-JASA site must adhere to these policies.

2. Office-Based Environment

- ✓ Using this “master” COVID-19 Safety Plan, the Facilities Department will partner with a person on-site to create a tailored plan specific to the site. **See [Site-Specific Workplace Safety Planning](#).**
- ✓ The total number of occupants at a worksite is limited to no more than 50% of the maximum occupancy for the particular area, as set by the certificate of occupancy. If appropriate physical distancing cannot occur with 50% occupancy, the number of occupants must be reduced to ensure adequate distancing.
- ✓ JASA will reduce on-site interactions among and congregation of employees through various methods (e.g., adjusting workplace hours, limiting the in-person presence to necessary staff, shifting design, reducing the on-site workforce, staggering arrival/departure times to reduce congestion in lobbies/elevators).
- ✓ Limit on-site interactions (e.g., designate an egress for individuals leaving their shifts and a separate ingress for individuals starting shifts) and movements (e.g., workers should remain near workstations as often as possible).
- ✓ A distance of at least 6 feet must be maintained amongst all individuals at all times unless the safety of the core activity requires a shorter distance.
- ✓ Only one person may use tightly confined spaces (e.g., kitchen areas, restrooms) at a time. Hand sanitizer and disinfection wipes will be available in or near the space.
- ✓ Shared kitchen amenities, including coffee, cups, cutlery, etc., will be suspended or removed, as needed. Employees may use the refrigerator and microwave in such spaces as long as appropriate physical distancing and post-use cleaning and disinfection can be maintained.

- ✓
- ✓ Shared workstations (e.g., “hotel desks” or “hot-desks”) must be cleaned and disinfected between users.
- ✓ Physical barriers (e.g., strip curtains, cubicle walls, plexiglass) may be installed per OSHA guidelines if physical distancing is inadequate given the space.
- ✓ JASA will limit the number of entrances to manage the flow of visitors into the building and facilitate health screenings.
- ✓ One-directional foot traffic patterns will be created by posting signs with arrows in narrow aisles, hallways, or spaces. Bi-directional foot traffic must be eliminated wherever possible.

Employees are required to use phone or video-conferencing for meetings with other employees, clients, third-party vendors, or contractors whenever possible, including amongst employees in the same workspace.

- ✓ In-person, face-to-face meetings in the office are discouraged. If necessary, in-person, face-to-face meetings must be held in open, well-ventilated spaces with appropriate physical distancing or physical barriers among all participants.
- ✓ Tables and chairs in meeting rooms must be marked with appropriate distance markers.
- ✓ As needed, workstations may be modified or reconfigured, so employees are at least 6 feet apart in all directions (e.g., side-to-side and when facing one another).
- ✓ JASA will install physical barriers at reception and security desks (e.g., plexiglass or similar materials) per the OSHA guidelines. Other physical barriers (e.g., strip curtains, cubicle walls, plexiglass) may be installed when physical distancing is not possible.
- ✓ Non-essential business travel is prohibited.
- ✓ Wherever possible, JASA will increase ventilation of outdoor air (e.g., opening windows and doors) while maintaining safety precautions.
- ✓ In limited circumstances, where appropriate, air purifier units that meet the following requirements may be installed in some offices:
 - Suitable for the square footage and number of employees
 - High-level clear air delivery rate (CADR) rate commensurate with space
 - Equipped with a HEPA filter to ensure the highest level of air cleaning efficiency

- ✓
- 3. **Commercial Building Environment**
 - ✓ Employees are expected to understand and follow the safety plan established by the building owner or manager in common areas of the building, including lobbies, elevators, stairwells, restrooms, etc.
- 4. **Residential Building Environment (including office located therein)**
 - ✓ Using this “master” COVID-19 Safety Plan, the Facilities Department will partner with a person on-site to create a tailored plan specific to the site. **See [Site-Specific Workplace Safety Planning](#).**
 - ✓ The total number of occupants at any given time is limited to no more than 50% of the maximum occupancy for common areas/spaces, as set by the certificate of occupancy. If appropriate physical distancing cannot occur with 50% occupancy, the number of occupants must be reduced to ensure adequate distancing. (**NOTE:** this requirement does not apply to occupancy of individual residential units.)



JASA will limit or reduce on-site interactions among and gathering of employees through various methods. Possible methods include adjusting workplace hours, limiting the in-person presence to necessary staff, shifting design, reducing the onsite workforce, staggering arrival/departure times to reduce congestion in lobbies/elevators.

- ✓ JASA will reduce interpersonal contact and congregation of residents and visitors through various methods (e.g., closing or limiting access to common areas, establishing adequate physical space in elevators, lobbies, etc.).
- ✓ A distance of at least 6 feet must be maintained amongst all individuals at all times unless the safety of the core activity requires a shorter distance.
- ✓ Only one person may use tightly confined spaces (e.g., kitchen areas, restrooms) at a time. Hand sanitizer or disinfection wipes will be available in or near the space.
- ✓ One-directional foot traffic patterns will be created by posting signs with arrows in narrow aisles, hallways, or spaces. Bi-directional foot traffic must be eliminated wherever possible.
- ✓ Signage and distance markers denoting spaces of 6 feet will be used in commonly used areas, and any areas in which lines are usually formed, or people may congregate (e.g., elevator entrances, escalators, lobbies, clock in/out stations, health screening stations, etc.).
- ✓ Employees are required to use phone or video-conferencing for meetings with other employees, clients, third-party vendors, or contractors whenever possible, including amongst employees in the same workspace.
- ✓ In-person, face-to-face meetings in the office are discouraged. If necessary, inperson, face-to-face meetings must be held in open, well-ventilated spaces with appropriate physical distancing or physical barriers among all participants. In JHM's offices, free-standing sneeze guard partitions are to ensure safe meetings as needed.
- ✓ In limited circumstances, where appropriate, air purifier units that meet the following requirements may be installed:
 - Appropriate for the square footage and number of employees
 - High-level clear air delivery rate (CADR) rate commensurate with space
 - Equipped with a HEPA filter to ensure the highest level of air cleaning efficiency
- ✓ Tables and chairs in meeting rooms must be marked with appropriate distance markers.
- ✓ Designated areas for pick-ups and deliveries will be established to limit contact to the extent possible.

Modify or close seating areas (in shared outdoor spaces such as terraces and courtyards) to ensure that individuals (e.g., workers and residents) are at least 6 feet apart in all directions (e.g., side-to-side and when facing one another).

- ✓ Non-essential common areas (e.g., game rooms) must remain closed.
- ✓ Employees will remind residents and customers to wear face coverings in shared spaces (e.g., lobby corridors, elevators, apartment units) when a minimum of 6 feet is not possible.
- ✓ Limit the number of entrances to manage the flow of visitors into the building and facilitate health screenings.

5. In-field or In-home Environment

- ✓ Unless required, employees will not have face-to-face contact with clients in the field or their home.
- ✓ Before meeting a client in the field or their home, the employee must conduct a



health screen of the client. See

- ✓ **FIELD & HOME VISIT PROTOCOLS.**
- ✓ Employees are prohibited from in-person, face-to-face visits with clients who fail the health screen or who refuse to be screened.
- ✓ Any time employees are within 6 feet of a client, BOTH the employee and the client must wear masks.
- ✓ JASA will provide employees with disposable masks to offer to clients who need them.

B. Cleaning, Disinfection & Sanitization

1. Reopening a Closed Work Site

- ✓ All worksites that have been unoccupied for an extended time will be cleaned and disinfected according to CDC guidelines before reopening.
- ✓ All critical building systems will be checked for proper operation before reopening.
 - All HVAC filters will be replaced before reopening (ASHRAE, 2020)
 - If possible, HVAC systems will be adjusted to increase air exchanges in the workplace (ASHRAE, 2020)

- ✓
 - Power systems
 - Security and fire protection systems, communication systems
 - Water should be run to eliminate rusty or stale water
- ✓ All life safety systems will be checked to ensure proper operation before reopening. (NFPA, 2020)
 - Fire alarm
 - Emergency lighting systems
 - Exit lights
 - Fire extinguishers

2. Daily Cleaning

- ✓ Specific cleaning guidelines must be developed for each work site. **See [Site-Specific Workplace Safety Planning](#).**
- ✓ Site assessments and guidelines must address common spaces, high-touch surfaces (such as the security desk, handrails, doors, and elevators) should be sanitized with a rag soaked in solvent to remove any surface dirt/dust/viruses and ensure all surfaces are disinfected.
- ✓ Daily Cleaning involves a two-step process: 1) Sanitizing, which means cleaning with soap and water, or solvent, to remove any surface dirt/dust/viruses; and 2) Disinfecting, which involves spraying with disinfecting aerosol or no-rinse products.
- ✓ Regularly clean and disinfect the location or facility and conduct more frequent cleaning and disinfection for high-risk areas used by many individuals (e.g., restrooms) and for frequently touched surfaces.
- ✓ All machines, tables, chairs, carts, windows, sills, door levers, etc. are to be wiped down with a rag soaked in solvent, then disinfected with Spray Nine at opening and closing. Mid-day, they are sanitized with Purell no-rinse spray.
- ✓ Whenever a staff member moves about the space, we ask that they make the best efforts to sanitize all high-touch surfaces they come into contact with, including printers, phones, elevator call buttons, handrails, security areas, etc.
- ✓ JASA will provide and encourage employees to use cleaning and disinfecting supplies before and after the use of shared equipment or objects, and frequently touched surfaces, followed by hand hygiene.
- ✓ JASA will use the Department of Environmental Conservation (DEC) products identified by the Environmental Protection Agency (EPA) as effective against COVID-19.
- ✓ JASA will maintain cleaning logs on-site that document date, time, and scope of cleaning.

- ✓ JASA will adhere to hygiene, cleaning, and disinfection best practices from the Centers for Disease Control and Prevention (CDC) and the Department of Health (DOH).

- ✓ A designated person at the worksite must do a walk-through daily to ensure that all common areas have been appropriately cleaned per ramped up disinfection protocols. (See [Monitoring Cleaning Efforts](#) below.)

2. Cleaning & Disinfection after a Positive Case

- ✓ If an individual in the workplace is confirmed to have COVID-19, the areas exposed will be cleaned and disinfected, including high traffic areas and high-touch surfaces (e.g., elevators, lobbies, building entrances, badge scanners, restrooms, handrails, door handles, vending machines, coffee stations).
- ✓ JASA will use the Department of Environmental Conservation (DEC) products identified by the Environmental Protection Agency (EPA) as effective against COVID-19.
- ✓ If an individual who has used shared building space is suspected or confirmed to have COVID-19, those shared spaces (e.g., elevator, lobbies, entrances) will be closed and disinfected before reopening.

3. Approved Cleaning Products

- ✓ Spray Nine – heavy-duty cleaner/degreaser (NSF/EPA approved, VOC compliant, Eliminates 99.9% of germs in 10 seconds, viruses in 30 seconds, bacteria in 45 seconds. Effective for: H1N1 Influenza A, Influenza A2, E. coli, Salmonella, Hepatitis B & C, Norwalk, Staphylococcus, MRSA, etc.).
- ✓ Purell Food Service Surface Spray (EPA approved, Eliminates 99.9% of germs in 30 seconds, viruses in 60 seconds. Effective for: i. Norovirus, E. coli, Salmonella and cold & flu, Hepatitis A).
- ✓ Like products that are EPA-approved to combat SARS-CoV-2 and meet JHM standards can also be used.

4. Monitoring Cleaning Efforts

- ✓ Each site supervisor or superintendent is required to submit a daily cleaning checklist to the designated manager to verify his/her site has been adequately cleaned according to this Workplace Safety Plan.
- ✓ Daily checklists are available for download in the portal.

SECTION III - OPERATIONS SUPPLY CHAIN & THIRD-PARTIES

A. Prevention Equipment

1. Inventory & Budgeting

- ✓ Assess and budget for the PPE needs at each worksite.
- ✓ Maintain an adequate PPE inventory, including masks, gloves, hand sanitizers, cleaning and disinfecting supplies, at each site, if possible, or at a location where the inventory can be delivered within 24 hours to a site.

2. PPE Vendors & Redundancies

- ✓ Establish multiple supplier relationships to ensure availability and competitive pricing.
- ✓ Retain an extra or redundant supply of PPE at JASA HQ for unforeseen delays or problems in the supply chain.

B. Third-Party Vendors or Contractors

1. Workplace Access

- ✓ Unless their presence on-site is essential, JASA prohibits the presence of third-party vendors or contractors in the workspace.
- ✓ Third-party vendors or contractors needing to be on-site must complete JASA's established health screening process, as outlined in Section I A. above.
- ✓ All third-party vendors and contractors must sign-in on a "sign-in" sheet with their name, date, time of arrival, certification of self-screening, and signature.
- ✓ Individuals failing or refusing to follow the health screening process will not be permitted to enter the workplace.
- ✓ Before third-party vendors or contractors enter a residential unit, JASA will screen households for exposure to COVID-19. Contractors will not be permitted into apartments where residents fail or refused to participate in the health screening process under Section 1 A. above.

2. Safety Plans

- ✓ All third-party vendors and contractors entering the workspace are expected to understand and follow JASA's COVID-19 Workplace Safety Plan.

- ✓ If required by law, third-party vendors and contractors must have and share with JASA its workplace safety plan. JASA will maintain a copy on file of each workplace safety plan provided.
- ✓ NYS construction guidelines require that construction contractors post site safety plans in plain view at all sites.
- ✓ The JASA employee or employees working with the third-party vendor or contractor will be responsible for ensuring compliance with those workplace safety plans.

3. Use of Prevention Equipment & Sanitization

- ✓ Third-party vendors or contractors must wear a mask if they are on-site, and the work may bring them within 6 feet of an employee or another person, face coverings must be worn.
- ✓ JASA will maintain an adequate supply of face coverings, masks, and other required PPE should a third-party vendor or contractor need a new or replacement mask.
- ✓ Enhanced PPE should be used in situations where contraction or exposure is suspected.
- ✓ All contractors/vendors are required to sanitize any tools/materials they are bringing into the workplace, and in moving from one unit to another, to avoid crosscontamination.
- ✓ At the end of the workday, the contractor/vendor is required to verify the workspace has been sufficiently cleaned per CDC and OSHA guidelines.

SECTION IV - CLIENTS, RESIDENTS & MEMBERS OF THE PUBLIC

A. Health Screening

- ✓ All visitors to JASA workplaces must complete JASA's established health screening process, as outlined in Section IA above.
- ✓ Individuals failing or refusing to follow the health screening process will not be permitted to enter the workplace.
- ✓ All visitors to JASA workplaces must sign-in on a "sign-in" sheet with their name, date, telephone number, certification of self-screening, and signature.

B. Protective Equipment

- ✓ Face coverings/masks must be worn at all times by all individuals in the workplace or, in residential buildings, in the common areas.

- ✓ JASA employees will remind visitors that masks must be worn in all common areas. Individuals refusing to wear a mask should not be admitted or, if admitted, should be escorted from the premises immediately.
- ✓ JASA will maintain an adequate supply of face coverings, masks, and other required PPE should a third-party vendor or contractor need a new or replacement mask.

B. Visitor Acknowledgement & Releases

- ✓ JASA will make the best efforts to provide all clients, residents, visitors, and thirdparties or contractors with information (“Visitor Information Sheet”) about preventing the spread of COVID-19 and JASA’s Safety Plan.
- ✓ All visitors to JASA workplaces (excluding residential sites) will be asked to sign and acknowledge receipt of the Visitor Information Sheet.
- ✓ All visitors to JASA workplaces (excluding residential sites) will be asked to sign a release and waiver of liability for COVID-19 infections before being allowed to enter the site.

C. Communications

1. JASA’s COVID-19 Safety Plan

- ✓ Prepare Visitor Information Sheet to be distributed and distribute to each client, resident, visitor, third-party who enters the workplace.

2. Media

- ✓ Prepare to respond to the media surrounding workplace policies, and in the event of workplace exposures.

SECTION V - COMMUNICATIONS & SIGNAGE

A. Communications

1. Training & Internal

- ✓ JASA will train all personnel on new protocols and frequently communicate safety guidelines.
- ✓ Employees must affirm that they have reviewed and understand this COVID-19 Workplace Safety Plan and that they will adhere to all policies and procedures within.
- ✓ Establish a communication plan for employees and visitors with a consistent means to provide updated information. Develop a communications plan for employees and

customers that includes applicable instructions, training, signage, and ways to provide individuals with information.

2. External

- ✓ Develop webpages, text and email groups, and social media campaigns to provide information to workers, customers, and visitors that include instructions, training, signage, and information.
- ✓ If an employee or visitor was in close or proximate contact with others at the worksite and tests positive for COVID-19, immediately notify Human Resources @ Hresources@jasa.org. Human Resources will report and cooperate with state and local health departments with contact tracing efforts, including notification of potential contacts while maintaining confidentiality required by state and federal law and regulations.
- ✓ Prepare to respond to the media surrounding workplace policies, and in the event of workplace exposures.

B. Signage

- ✓ Conspicuously post safety plans on-site.
- ✓ JASA will conspicuously post at all its workplaces signage about the following:
 - Mandatory face coverings
 - How to wear a mask
 - Prevention strategies and hygiene practices
 - Physical distancing (6-foot interval and uni-directional floor decals)
 - COVID-19 symptoms, and when to seek medical attention
 - Elevator capacity
 - Appropriate use of PPE (if appropriate)
 - Enhanced facilities cleaning (if appropriate)
 - Post-infection cleaning and disinfection protocols (if appropriate)
- ✓ See **SIGNAGE**.



POLICY & PROCEDURES ON DAILY HEALTH SCREENING & CERTIFICATION

PURPOSE

JASA is committed to the health and safety of all employees. JASA is taking several safety-related steps in light of the COVID-19 outbreak to help safeguard employees, clients, and visitors. Some protocols have been implemented, including physical distancing, personal hygiene practices, use of personal protective equipment, and this Daily Health Screening & Certification protocol.

POLICY

- All JASA employees are required to read and comply with JASA's Policy and Procedures on Daily Health Screening & Certification.
- Before commencing work on-site at any JASA worksite, employees must perform a daily health screening and certification.
- There is a separate screening form for each major division at JASA. Please complete the one that reflects your primary division.
 - [JASA Corp. Health Screening Questionnaire](#) ◦
 - [JASA Services Health Screening Questionnaire](#) ◦
 - [JHM Health Screening Questionnaire](#) ◦ [JASA Care Health Screening Questionnaire](#)
- Employees who fail the health screening or refuse to complete it, will not be permitted to work on-site.
- Employee Daily Health Screening & Certifications will be kept confidential following applicable JASA policies and laws.

PROCEDURES

- If your worksite has site-specific procedures, follow those procedures. (The housing sites have procedures specific to those sites.)
- For all other worksites, you may complete the Daily Health Screening & Certification in one of the following ways: ◦ **Before leaving your home to commute to work**, complete the Daily Health Screening & Certification on the google form for your division. If you fail, stay home and inform HR. If you pass the screen, you may report to the worksite. ◦ **Upon arriving at the worksite**, use the designated tablet or computer in the reception area to complete the

Daily Health Screening & Certification form for your division. If you fail, leave the premises immediately and inform HR. If you pass, you may report to your workstation or area.

○ **On paper**, if you cannot use one of the above methods, you may complete a paper Daily Health Screening & Certification. If you fail, leave the premises immediately and inform HR. If you pass, you may report to your workstation or area. All paper forms MUST be scanned to Hresource@gmail.com within an hour of your start time.

For questions or concerns regarding this policy or related procedures, contact Human Resources @ Hresource@jasa.org.



CLEAN WORKSPACE POLICY

PURPOSE

JASA has established a “clean workspace policy” designed to enhance health and safety in the workplace. Also, a clean workspace helps increase the confidentiality and privacy of critical or sensitive information. This policy is ISO 27001/17799 compliant, and part of standard basic privacy controls.

POLICY

A. Health & Safety

- Due to COVID-10, all non-essential items - **including personal items** - must be stored in enclosed cabinets and drawers.
- PEST HAZARDS
 - Do not leave food at a work station unless it is kept in a sealed container, including condiments from take-out services.
 - Cover any uneaten food and put lids on drinks in bottles or mugs with caps and put glasses in the refrigerator, if available.
 - Eliminate clutter on, under, and over work stations. Rodents and vermin are attracted to nesting in piles of paper.
 - Clean up spills or crumbs to avoid attracting pests.
- TRIPPING HAZARDS
 - Wrap or tie off loose computer cords or electrical wires.
 - Remove shoes, boxes, and papers from underneath desks – space needs to be clear.
 - Avoid cluttering work areas, hallways, and walkways with boxes or other materials.
- FIRE HAZARDS
 - Organize storage areas to eliminate clutter.
 - Make sure walkways are clear.
 - Cover cords on the floor with a beveled protective cover or tape cords to flooring.

B. Confidentiality

- Before leaving their work area at the end of the day or for an extended period, all papers must be removed from desktops to ensure the security of confidential information that is in paper format.
- Highly confidential or sensitive information (like PHI) must be locked in a drawer or cabinet at the end of the workday.
- All computer screens must be locked when the workspace is unoccupied. If an employee is away for an extended period, the computer should be shut down.
- File cabinets containing confidential, restricted, or sensitive information must be kept locked when not in use or when not attended.

- Keys used for access to confidential, restricted, or sensitive information must not be left at an unattended desk.
- Laptops or portable devices left in the office must be locked away in a drawer at the end of the day.
- Passwords may not be left on sticky notes posted on or under a computer, nor may they be left written down in any accessible location.
- All printers and fax machines should be cleared of papers as soon as they are printed.
- Confidential and sensitive information must be disposed of via the official shredder bins or placed in the lock confidential disposal bins.
- Whiteboards containing confidential or sensitive information should be erased.
- Treat mass storage devices such as USB drives as sensitive and secure them in a locked drawer at the end of the day.

COMPLIANCE & MONITORING

The Director of Facilities Operations and/or JASA's Privacy Officer will verify compliance to this policy through various methods, including but not limited to, periodic walk-throughs, video monitoring, business tool reports, internal and external audits, and feedback to the policy owner.

An authorized member must approve any exception to the Clean Work Space Policy of the management team in advance.

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.



FIELD & HOME VISIT PROTOCOLS

PURPOSE

JASA is committed to the health and safety of all employees. JASA is taking several safety-related steps in light of the COVID-19 outbreak to help safeguard employees, clients, and visitors. Several protocols have been implemented, including this FIELD & HOME VISIT PROTOCOL.

POLICY

- JASA employees required to make a field or home visits are required to read and comply with JASA's FIELD & HOME VISIT PROTOCOL.
- Employees are required to conduct a daily health screening & certification before they enter the field on any given day.
- An employee who fails the health screening or refuses to complete it, will not be permitted to work in the field until cleared to return to the field by Human Resources.
- Employees are required to conduct a health screen of the client(s) to be seen in the field or home before the employee enters the field to visit.
- Employees are prohibited from face-to-face contact with clients, tenants, or participants that have failed or refused to have a health screening until that individual is screened for COVID-19.

PROCEDURES

Step 1: CALL AHEAD – 1 or 2 days before the scheduled visit

- Staff is required to call 1 or two days ahead of any scheduled field or home visit.
- Staff should complete a health screening for the client and household. **See Staff may choose to wear gloves** if s/he wants to do so.

HOME VISIT COVID-19 SCREENING QUESTIONNAIRE

- If the client or household fails the health screening, staff should reschedule the meeting at least 14 days in the future. If appropriate, the client may be advised to see their medical provider.
- If the client passes the health screening, staff should follow JASA's protocols for conducting home visits during the pandemic requires that staff and the client or household members wear masks inside a client's home. ○ Confirm the client will agree to wearing a mask.

Step 2: ON DAY OF VISIT

- Before entering the field, staff should complete their own daily health screening. **See POLICY & PROCEDURES ON DAILY HEALTH SCREENING & CERTIFICATION**
- Before entering the premises, confirm there has been no change in the health or symptoms of the client or household members. ○ If anything has changed, reschedule the meeting at least 14 days in the future.
- Before entering the premises, confirm that the client and household members have masks and will wear them before you enter.

- If the client does not have a mask, staff should offer a disposal mask to the client and anyone in the household who will be within 6 feet of staff.
- Staff must wear a mask at all times s/he is in the home of a client or within 6 feet of a client if outdoors.
- Staff should use hand sanitizer before entering and after leaving a client's home.
- Staff may choose to wear gloves if s/he wants to do so.

HOME VISIT COVID-19 SCREENING QUESTIONNAIRE

The safety of our employees is our overriding priority. In order to prevent the spread of the coronavirus and reduce the potential risk of exposure to our workforce, we are asking staff to conduct a health screen of the household before conducting a home visit.

Ask clients to respond to each of the following questions truthfully and to the best of their ability.

1	<p>Are you household your household currently experiencing, or have you or anyone in your household experienced in the past 14 days, any of the following symptoms?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Fever (100.4° F/37.8° C or greater as measured by an oral thermometer)</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Cough</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Shortness of breath or difficulty breathing</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Sore throat</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> New loss of taste or smell</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Chills</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Head or muscle aches</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Nausea, diarrhea, vomiting</p>
2	<p>In the past 14 days, have you or anyone in your household been in physical contact with anyone who was experiencing any of the above symptoms?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
3	<p>In the past 14 days, have you or anyone in your household been in physical contact to anyone who has tested positive for COVID-19?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
4	<p>Have you or anyone in your household been tested for COVID-19 and are waiting to receive test results?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
5	<p>In the past 14 days, have you or anyone in your household traveled outside of New York or the United States?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

FAILED SCREEN: If the client or household fails the health screening, reschedule the appointment at least 14 days in the future.

PASSED SCREEN: If the client and household passes the health screening, staff should follow

JASA's standard protocols for conducting home visits for households without sick individuals.



Site-Specific Workplace Safety Planning

JASA's personnel is critical to the pursuit of its mission. Protecting the health and safety of JASA's employees, as well as its constituents, is foundational.

OSHA Guidance: The best way to control a hazard in the workplace is by systematically removing them from the workplace.

How might transmission occur in JASA's work environments? Does the risk of transmission vary from the perspective of employees, constituents, vendors or visitors, and the public? Does the risk vary by program type, for instance, individual services versus congregate services? Does the risk vary by service location and environment? If yes, can JASA reduce the risk through program and service delivery changes, or environmental changes? What precautions, restrictions, policy changes are needed?

OSHA "hierarchy of controls" to reduce workplace hazards:

- 1) Engineering controls (most effective) – controls that reduce exposures to hazards in the workplace without relying on worker behavior.
- 2) Administrative Controls – controls that require action by the employer or by workers, or both.
 - a. Safe work practices (a sub-category of admin. controls) – controls that include procedures for safe and proper work to reduce the duration, frequency, or intensity of exposure to the hazard.
- 3) PPE (least effective) – controls that rely on the proper use of protective equipment to reduce some exposures.

Tools:

- 1) Physical Space Risk Considerations & Possible Mitigation Responses
- 2) Site-Specific Assessment & Mitigation Plan

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Space Considerations & Possible Mitigation Responses

The best way to control a hazard in the workplace is by systematically removing them from the workplace. OSHA “hierarchy of controls” to reduce workplace hazards:

- 1) Engineering controls (most effective) – controls that reduce exposures to hazards in the workplace without relying on worker behavior.
- 2) Administrative Controls – controls that require action by the employer or by workers, or both.
 - a. Safe work practices (a sub-category of admin. controls) – controls that include procedures for safe and proper work to reduce the duration, frequency, or intensity of exposure to the hazard.
- 3) PPE (least effective) – controls that rely on the proper use of protective equipment to reduce some exposures.

Risks of Transmission	Hierarchy of Controls/Possible Mitigation Actions
GENERAL SPACES	
<input type="checkbox"/> Entrances & Exits	<ul style="list-style-type: none"> - Increase cleaning of door handles (3+ times per day) - Provide hand sanitizer near entrances and exits - Provide surgical masks or face coverings at entrances; require use of face coverings in the space - Reduce the number of entrances and exits – close specific access points - Consider temperature checks at the entrance (results are medical records and must be maintained confidentially) - Notice to individuals not to enter if feeling ill/have a fever
<input type="checkbox"/> Elevators *May need to work with the landlord	<ul style="list-style-type: none"> - Limit to 4 people per car - Place social distancing marks on the floor - Increase cleaning of floor buttons - Require the use of masks

<input type="checkbox"/> Waiting Rooms	<ul style="list-style-type: none"> - Close communal spaces, where possible - Limit # of people per space, remove chairs to create appropriate social distancing
	<ul style="list-style-type: none"> - Mark social distancing intervals on the floor - Establish physical barriers between reception/lobby areas and public - Increase cleaning of high-touch surfaces, including chair seats and arms, with disinfecting products
<input type="checkbox"/> Hallways/Aisles/Stairwell	<ul style="list-style-type: none"> - Create one-way hallways or aisles (if a large hall, consider one-way on the left side and the other on the right) - Increase cleaning of high-touch surfaces like handrails
<input type="checkbox"/> Reception Desk	<ul style="list-style-type: none"> - Establish physical barriers between reception/lobby areas and public - Mark social distancing intervals on the floor - Increase cleaning of high-touch surfaces with disinfecting products
<input type="checkbox"/> Washrooms	<ul style="list-style-type: none"> - Increase the cleaning of high-touch surfaces with disinfecting products - Limit # of people per space (1 person in the kitchen area or restroom) to create appropriate social distancing - Mark social distancing intervals on the floor - Provide disposable paper tissues/napkins/paper towels near the toilet and sink handles - Install paperless hand drying technology - Signage about proper handwashing per CDC guidelines
<input type="checkbox"/> Other Communal Spaces – program space, lobbies, laundry rooms, computer labs, art rooms	<ul style="list-style-type: none"> - Close communal spaces, where possible - Limit # of people per space (1 person in the kitchen area or washroom) - Mark social distancing intervals on the floor - Establish physical barriers between reception/lobby areas and public - Increase cleaning of high-touch surfaces with disinfecting products
<input type="checkbox"/> Ventilation systems	<ul style="list-style-type: none"> - Increase air circulation (open windows, adjust a/c, small personal fans at work stations)
OFFICE SPACES	

<input type="checkbox"/> Conference/Meeting Rooms	<ul style="list-style-type: none"> - Close communal spaces, where possible - Limit # of people per space, remove chairs to create appropriate social distancing - Mark social distancing intervals on the floor - Establish physical barriers between reception/lobby areas and public - Increase cleaning of high-touch surfaces with disinfecting products
<input type="checkbox"/> Individual Work Stations	<ul style="list-style-type: none"> - Space 6 feet apart for social distancing (or close-off every other cubicle; remove chairs) - Create barriers between cubicles if appropriate spacing difficult - Avoid close face-to-face and back-to-back cubicle configurations
	<ul style="list-style-type: none"> - Limit foot traffic past open cubicles; increase barriers as needed - Allow meetings in office only if social distancing is possible; may remove chairs - Require daily cleaning of high touch surfaces (desk, mouse, keyboard, other touchables) - Remove “touchables” from the desk – toys, shared pens, or other equipment - Provide hand sanitizer and tissues for each work station - If necessary, consider staggering schedules (days or shifts)
<input type="checkbox"/> Lunch Rooms/Break Rooms	<ul style="list-style-type: none"> - Close lunch/break rooms (eat meals at a desk) - Remove some tables and chairs to create appropriate social distancing - Remove single-use utensils, cups (unless can create single-serve receptacles) - Suspend the communal coffee pot - Provide disposable paper tissues/napkins/paper towels near refrigerator, sink and microwave doors - If employees need refrigeration, require the use of individual paper or plastic bags with employee names - Increase cleaning of high-touch surfaces with disinfecting products - Limit # of people per space to create appropriate social distancing - Mark social distancing intervals on the floor
<input type="checkbox"/> Shared Office Equipment (photocopier, filing cabinets, safes, etc.)	<ul style="list-style-type: none"> - Increase cleaning of high-touch surfaces - Provide hand sanitizer and tissues near shared equipment

HR/Employee Behavior *Some is HR policy – may not be done at site-level	
<input type="checkbox"/> Employee breathing, coughing, touching surfaces	<ul style="list-style-type: none"> - Wear masks in shared spaces (can remove when in an office or at workstation) - Make gloves or other PPE available - Eliminate any risks posed by safety equipment: how to use, how to disposed of, etc.
<input type="checkbox"/> Interpersonal interactions	<ul style="list-style-type: none"> - Minimize physical contacts: create a handshake-free office culture, cough etiquette, etc. - Limit face-to-face meetings – use text, email, calls, or virtual meetings even if in the same office location - Require adherence to one-way aisles, distancing marks on the floor
<input type="checkbox"/> Sharing Materials & Equipment	<ul style="list-style-type: none"> - Limit sharing of headphones, pens, phones, staplers - Encourage employees to wipe down all surfaces before contact, even their desks and keyboards
<input type="checkbox"/> Employee Illness	<ul style="list-style-type: none"> - Require daily temperature checks or employee certifications - Require employees to stay home if “sick” or if at the office, go home - Assess the feasibility and advisability of conducting employer-paid Covid-19 testing for employees - Signage re: good hygiene habits - Educate employees regarding best hygiene practices
<input type="checkbox"/> Travel risks	<ul style="list-style-type: none"> - Limit or restrict non-essential work travel - Consider mandatory notification of personal travel
<input type="checkbox"/> In-person Onboarding Process	<ul style="list-style-type: none"> - Assess changes to hiring and training processes required by social distancing obligations
<input type="checkbox"/> Manager or supervisor violation of ADA or other employment laws re medical inquiries	<ul style="list-style-type: none"> - Train managers regarding “do’s” and “don’ts” of pre-employment and other inquiries concerning medical conditions
Respond to Safety-Related Concerns	

<input type="checkbox"/> Positive employee or client in office or at the site	<ul style="list-style-type: none"> - Isolation room: identify a space that can be used for isolation should an ill employee, client, or tenant be identified - Establish policies about the identification of safety issues and response - Disinfection or deep cleaning - Create a reporting and monitoring process of COVID safety issues
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Workplace Safety Plan

Site Assessment & Mitigation Plan for [site]: _____

Person Completing Plan: _____ **Date:** _____

The best way to control a hazard in the workplace is by systematically removing them from the workplace. OSHA “hierarchy of controls” to reduce workplace hazards:

- 4) Engineering controls (most effective) – controls that reduce exposures to hazards in the workplace without relying on worker behavior.
- 5) Administrative Controls – controls that require action by the employer or by workers, or both.
 - a. Safe work practices (a sub-category of admin. controls) – controls that include procedures for safe and proper work to reduce the duration, frequency, or intensity of exposure to the hazard.
- 6) PPE (least effective) – controls that rely on the proper use of protective equipment to reduce some exposures.

Risks of Transmission	Risks Specific to Your Environment	Your Controls/Mitigation Actions
GENERAL SPACES		

<input type="checkbox"/> Entrances & Exits		
<input type="checkbox"/> Elevators *May need to work with the landlord		
<input type="checkbox"/> Waiting Rooms		
<input type="checkbox"/> Hallways/Aisles/Stairwell		

<input type="checkbox"/> Reception Desk		
<input type="checkbox"/> Washrooms		
<input type="checkbox"/> Other Communal Spaces – program space, lobbies, laundry rooms, computer labs, art rooms		
<input type="checkbox"/> Ventilation systems		
OFFICE SPACES		
<input type="checkbox"/> Conference/Meeting Rooms		
<input type="checkbox"/> Individual Work Stations		
<input type="checkbox"/> Lunch Rooms/Break Rooms		
<input type="checkbox"/> Shared Office Equipment (photocopier, filing cabinets, safes, etc.)		
HR/Employee Behavior *Some is HR policy – may not be done at site-level		

<input type="checkbox"/> Employee breathing, coughing, touching surfaces		
<input type="checkbox"/> Interpersonal interactions		
<input type="checkbox"/> Sharing Materials & Equipment		
<input type="checkbox"/> Employee Illness		
<input type="checkbox"/> Travel risks		
<input type="checkbox"/> In-person Onboarding Process		
<input type="checkbox"/> Manager or supervisor violation of ADA or other employment laws re medical inquiries		
Respond to SafetyRelated Concerns		
<input type="checkbox"/> Positive employee or client in office or at site		

SIGNAGE – Below are examples. Final, JASA-approved signage is being developed and will have the JASA logo on it.

1. Mandatory Masks - Examples



Search Google Images: mandatory mask signage

2. How to wear a mask - Examples



Search Google Images: how to wear a mask

3. Prevention strategies and hygiene practices



Search Google Images: Prevention strategies hand hygiene covid 19

4. Physical distancing (6-foot interval and uni-directional floor decals)



5. COVID-19 symptoms, and when to seek medical attention

MONITORING YOUR SYMPTOMS

Common symptoms of COVID-19 include fever and cough. Trouble breathing is a more serious symptom that means you should get medical attention.

If you are having trouble breathing, seek medical attention, but call first. Call your doctor or emergency room before going in and tell them your symptoms. They will tell you what to do.

Follow care instruction from your healthcare provider and health department. Your health authorities may give instructions on checking your symptoms and reporting information.



When To Seek Medical Attention

If you develop **emergency warning signs** for COVID-19 get **medical attention immediately**. Emergency warning signs include:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

**This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.*

CALL 911 If you have a medical emergency: If you have a medical emergency and need to call 911, notify the operator that you have or think you might have, COVID-19. If possible, put on a cloth face covering that covers your nose and mouth to protect other people.

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html




When to Seek Medical Attention

If you develop **emergency warning signs** for COVID-19 get **medical attention immediately**. Emergency warning signs include*:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

**This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.*



6. Elevator capacity



ELEVATOR SOCIAL DISTANCING GUIDELINES




1. Only 4 people at maximum are allowed in the elevator.
2. Keep your elbows.
3. Stand facing the wall and/or corner, away from other people in the elevator.
4. Wear your face covering.
5. Disinfect hands after touching hand bars.




1. No more than 4 people in the elevator.
2. Do not gather, socialize, or shake hands.
3. Do not remove your face covering.