

# COVID-19 PREPAREDNESS AND RESPONSE PLAN FRASER CAREER PLANNING AND EMPLOYMENT

In response to the COVID-19 Pandemic and in compliance with state requirements, Fraser developed a Preparedness and Response Plan for each of our program areas. All policies and procedures herein for Fraser employees are also mandated for sub-contractor employees. This plan is subject to frequent changes as COVID-19 guidance is updated by the state. Downloading and Printing this manual is not recommended due to the ever-changing nature of the COVID-19 Pandemic. Any updates to this plan will be available for employees and clients on the Fraser webpage. A paper copy of this plan will be posted at each Fraser location and is available upon request.

**COVID-19 PREPAREDNESS AND RESPONSE PLAN**  
**FRASER CAREER PLANNING & EMPLOYMENT**  
**Updated 6/29/2021**

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Fraser is committed to providing a safe and healthy workplace for all of our employees, individuals served, and their team members. To ensure we have a safe and healthy workplace, Fraser Career Planning and Development has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Career Planning and Employment (CP&E) employees are all responsible for implementing this plan. The goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation.

Fraser's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders.

It addresses:

- Ensuring sick workers stay home and prompt identification and isolation of sick persons;
- Social distancing
- Worker hygiene and source controls;
- Workplace cleaning, building ventilation and disinfection protocol;
- Communications and training practices and protocol.

## SECTION A: STAFF POLICIES AND PROCEDURES

### **POLICY #1: Wellness Screening for Employees**

**DATE ADOPTED:** May 2020

**DATE REVISED:** 6/15/2020, 9/29/20, 6/29/21

#### **Policy**

This policy outlines how Fraser employees should report COVID related concerns before starting a shift.

#### **Procedure**

- 1) All Fraser employees will complete the online [Daily Wellness Screening](#) before reporting to work when:
  - a. Staff or someone in the household has an illness in line with COVID-19 symptoms.
  - b. There is a concern of COVID-19 exposure.
- 2) If Daily Wellness Screening indicates that staff can report to work, employee can do so without having additional follow-up.
- 3) If Daily Wellness Screening guides individuals to remain at home, a follow-up and clearance from the Clinical Health and Safety Team is required prior to return.
  - a. Upon receipt of the Wellness Screening with an elevated response, Clinical Health and Safety Team will reach out to the submitting employee via email to gather more information and identify a plan for next steps.
  - b. Clinical Health and Safety Team will inform the sick employee's supervisor regarding next steps including identified return to work timeline. During the employee's isolation period, Clinical Health and Safety Team will provide regular communication to Fraser supervisor as well as other key program managers.
- 4) If an employee symptoms similar to COVID-19 due to chronic conditions, staff must consult with the Clinical Health and Safety Team before proceeding to report to work.

## POLICY #2:

## Employee Exclusion from Work due to Illness or Exposure

**DATE ADOPTED:** June 2020

**DATE REVISED:** 6/15/2020, 8/28/2020, 9/29/2020, 12/1/20, 5/3/20, 6/29/21

### Policy

This policy outlines when employees must not work on-site or attend community-based meetings due to illness or exposure until they meet the Fraser [Return to Work](#) guidelines.

### Procedure

- 1) Employees who show signs of illness will be excluded from work. Illness includes any flu-like symptoms and the definitions below define the symptoms referenced when making decisions on exclusion. Staff should stay home and fill out a Wellness Screening until further assessment can be completed.
  - a. **More common symptoms of COVID-19:**
    - Fever 100.4 and above
    - New onset or worsening cough
    - Difficulty breathing (wheezing, shallow/rapid breaths, chest tightness)
    - New loss of taste or smell
  - b. **Less common symptoms:**
    - Sore throat
    - Nausea
    - Vomiting
    - Diarrhea
    - Chills
    - Muscle pain
    - Excessive fatigue
    - New onset of severe headache
    - New onset of nasal congestion or runny nose
- 2) Employees who have a confirmed COVID-19 diagnosis, regardless of their symptoms, are excluded from work.
- 3) Employees who have had direct exposure (face-to-face contact with less than 6 feet of social distancing for more than 15 minutes) to a person with confirmed or presumptive COVID-19 might be excluded from work regardless of symptoms depending on their COVID-19 vaccination status.
  - a. Unvaccinated or partially vaccinated employees or employees with undisclosed vaccination status will be excluded from work, regardless of their symptoms, when they are considered a high risk, direct contact to a confirmed or presumptive COVID-19 case.
  - b. Fully vaccinated employees can continue to work when they are a high risk, direct contact to a confirmed or presumptive COVID-19 case as long as they do not have symptoms.
  - c. All employees who are considered a low risk, direct contact of have no identifiable risk of exposure to a confirmed or presumptive case can continue to work as long as they do not have symptoms.
- 4) Unvaccinated or partially vaccinated employees or employees with undisclosed vaccination status will

be excluded from work regardless of their symptoms following these situations:

- a. Someone in the household has a confirmed or presumptive COVID-19 diagnosis.
  - b. Someone they care for has a confirmed or presumptive COVID-19 diagnosis, regardless of where the person lives.
- 5) Fully vaccinated employees can continue to work following high risk, direct exposure including household members as long as they do not have symptoms.
  - 6) During the exclusion from work timeframe, employees who can perform work activities remotely may be able to work from home under the guidance of their supervisor.
  - 7) All illnesses that align with COVID-19 are to be reported to the supervisor and the [Clinical Health and Safety Team](#) to confirm when staff can expect to return to work.

## POLICY #3:

## Return to Work after Illness or Exposure

**DATE ADOPTED:** June 2020

**DATE REVISED:** 6/15/2020, 8/28/2020, 9/29/2020, 12/1/20, 5/3/21, 6/29/21

### Policy

Employees who meet any of the exclusion criteria listed in [Policy #2](#) and are unable to report to any Fraser site or community location for work purposes as a result can return to those sites after meeting certain guidelines.

### Procedure

- 1) Employees will be excluded from work if their symptoms are consistent with COVID-19 per [MDH guidelines](#):
  - a. At least 1 day (24 hours) has passed since resolution of fever without the use of fever-reducing medications:  
**AND**
  - b. Improvement in all symptoms  
**AND**
  - c. At least 10 days have passed since symptoms first appeared.
- 2) Employees who have an illness with a confirmed alternate diagnosis (e.g., strep throat, tested positive for influenza) will have return-to-work criteria based on that diagnosis. All alternate diagnosis must also be reported to [Clinical Health and Safety Team](#).
- 3) Staff who are exhibiting COVID-19 symptoms and receive a negative COVID-19 test result may return to work when their symptoms resolve or significantly improve.
- 4) Staff who are excluded from working due to a high risk, direct exposure to a confirmed or presumptive COVID-19 diagnosis can return to work after meeting the following criteria:
  - a. At least 14 days have passed since the last day of exposure  
**AND**
  - b. They have a negative test result.
- 5) If staff develop symptoms during their quarantine due to an exposure, they can return to work after meeting return to work guidelines for illness (bullet 1).

## POLICY #4:

## Hand Hygiene for Employees

**DATE ADOPTED:** June 2020

**DATE REVISED:** 6/19/2020

### Policy

This policy outlines hand hygiene expectations for employees throughout the day.

### Procedure

- 1) Upon arrival to a Fraser location, employees are expected to wash their hands with soap and water for at least 20 seconds. Wall mounted hand sanitizers are located at all entries for employees and client use upon entry to building. These units are maintained by Fraser Facilities or Operations on a daily basis.
- 2) Employees should rewash hands frequently throughout the day, especially after using commonly shared objects.
- 3) Employees are also expected to wash hands in the following situations:
  - a. **Before** and **after** blowing nose, coughing, or sneezing
  - b. **Before** and **after** touching face
  - c. **After** using the bathroom
  - d. **Before, during, and after** preparing food
  - e. **Before** and **after** eating food
  - f. **After** touching garbage
  - g. **After** coming in from outside
  - h. **When leaving at the end of the work day.**
- 4) If soap and water are not readily available, employees should use the hand sanitizer that is provided throughout the building, by squirting enough sanitizer to cover all surfaces of the hands and rubbing hands together until they feel dry.
- 5) **Avoid touching your eyes, nose, and mouth** with unwashed hands.
- 6) Employees are expected to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and are expected to dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward.
- 7) Employees are provided hand sanitizer in Fraser provided first aid kit. They can utilize this when handwashing in the community is not available. Employees can bring in the container at any time for a refill.



## POLICY #5:

## Mask Wearing Requirements for Employees

**DATE ADOPTED:** April 2020

**DATE REVISED:** 6/15/2020, 8/28/2020, 12/1/2020, 5/3/21, 6/29/21

### Policy

This policy outlines employee requirements for wearing masks and masks available for employee use. This policy is effective starting July 1, 2021.

### Procedure

- 1) For employees with direct client interaction, masks are optional for fully vaccinated employees when working with clients over age 12.
- 2) Masks are not required, regardless of vaccination status when staff are in private offices, at their open desks, in break rooms while eating and outdoors while social distancing.
- 3) Staff in shared offices can remove masks if there is a mutual agreement among the employees sharing the office space. This includes all staff regardless of vaccination status.
- 4) Wearing masks in community locations while serving individuals is optional for fully vaccinated staff. When meeting with individuals served in the community, staff should respect the individual's wishes about mask wearing.
- 5) Fraser provides two types of masks for employees:
  - a. **Cloth masks:** Employees may use Fraser sourced cloth masks and maintain those masks as their own. Cloth masks may be used as a second layer (see Layering Masks, below).
    - i. Cloth masks are intended to provide source control, they are not intended to protect the person wearing the mask and are not considered PPE.
    - ii. Cloth masks may have a pocket for a filter which can increase protection but should not be used when layering masks.
    - iii. Cloth masks must be washed following CDC guidelines after each use.
  - b. **Surgical masks:** Fraser provided surgical masks are available at the entrance to Bloomington Suite 6. Surgical masks are meant for single use. Staff should change their mask right away if it is torn, soiled or wet.
- 6) If staff have chronic conditions that could make it unsafe for them to wear masks for prolonged time or could cause breathing problems, staff must contact their supervisor immediately.

**POLICY #6: Social Distancing for Employees**

**DATE ADOPTED:** June 2020

**DATE REVISED:** 6/19/2020, 6/29/21

**Policy**

Employees must maintain 6 feet of distancing from others whenever possible.

**Procedure:**

- 1) Employees must maintain 6 feet of social distance from individuals served and coworkers whenever safe to do so.
- 2) When using a shared space, be aware of others. Try to spread out in the room to create 6 feet of physical distance between yourself and other employees. Breakrooms should be prioritized for employees who do not have an assigned desk space where they can eat during breaks.
- 3) When using commonly accessed tools like the copier and the microwave, be aware of others. Take turns to maintain 6 feet of physical distance between yourself and others.
- 4) If employees must attend an in-person meeting, spread out to maintain at least 6 feet of physical distance from other attendees.

**POLICY #7:****Cleaning Commonly Touched Surfaces for Employees****DATE ADOPTED:** June 2020**DATE REVISED:** 6/19/2020, 6/29/21**Policy**

This policy outlines individual expectations of cleaning and disinfecting commonly touched surfaces to prevent the spread of COVID-19.

**Procedure**

Cleaning kits are available throughout all clinics and administrative buildings and instructions on how to use them are available with each kit.

- 1) Employees are expected to clean and disinfect their workstations daily. This includes phones, keyboards, drawer handles, chair armrests, etc.
- 2) Employees must clean and disinfect shared spaces such as drop spaces, enclaves and other meeting rooms before and after each use.
- 3) Employees are expected to use a clean, new paper towel each time when touching items commonly accessed by others, e.g. microwaves, refrigerators, vending machines, etc.
- 4) Employees are expected to use a clean stylus each time when touching copiers. Employees will be given a stylus for their own personal use and must disinfect it between uses. Fraser will provide alcohol swabs for cleaning.

## SECTION B: CP&E POLICIES AND PROCEDURES FOR INDIVIDUALS SERVED

### **POLICY #8: Wellness Screening for Individuals Served for In-Person Meetings**

**DATE ADOPTED:** June 2020

**DATE REVISED:** 6/19/2020, 6/29/21

#### **Policy**

Individuals served and any support team members are expected to assess for COVID-19 symptoms or risks based on the COVID-19 guidelines provided and exclude from services when appropriate. This policy applies to all CP&E clients.

#### **Procedure**

- 1) Individuals are provided Fraser COVID-19 policy and expectations at the time of intake or when there are updates.
- 2) Individuals do not come to in person services if they meet any of the following criteria:
  - a. Show symptoms of COVID-19
  - b. Test positive for COVID-19
  - c. May have been exposed to COVID-19
  - d. Have symptoms and are waiting to get tested or waiting for COVID-19 test results.
  - e. Household member has symptoms and is being tested for COVID-19.
- 3) If any of the preceding conditions apply, please use the [Wellness Screening](#) to determine when you can safely return to in-person services.
- 4) If individuals are not able to participate in in-person services, they may request to meet remotely.

## **POLICY #9:**

## **Exclusion of Individuals Served from In-Person Services due to Illness or Exposure**

**DATE ADOPTED:** June 2020

**DATE REVISED:** 6/19/2020, 8/28/20, 9/29/20, 6/29/21

### **Policy**

This policy outlines when individuals served are excluded from in-person services due to illness or exposure and what requirements they must meet under [Resume Services](#) guidelines.

### **Procedure**

- 1) Individuals served who show signs of illness can be excluded from in-person services. Illness can include any flu-like symptoms and the definitions below identify symptoms clients can refer to when making decisions on exclusion.
  - a. **More common symptoms of COVID-19:**
    - Fever 100.4 and above
    - New onset or worsening cough
    - Difficulty breathing (wheezing, shallow/rapid breaths, chest tightness)
    - New loss of taste or smell
  - b. **Less common symptoms:**
    - Sore throat
    - Nausea
    - Vomiting
    - Diarrhea
    - Chills
    - Muscle pain
    - Excessive fatigue
    - New onset of severe headache
    - New onset of nasal congestion or runny nose
- 2) Individuals, who are not fully vaccinated, are excluded from services if they have someone in the household reporting illness. Fully vaccinated individuals can continue services after an exposure as long as they have no symptoms.
- 3) Individuals, who are not fully vaccinated, with a known exposure to someone with a confirmed or presumptive COVID-19 diagnosis are excluded from services. Fully vaccinated individuals can continue services after an exposure as long as they have no symptoms.
- 4) All individuals will follow the guidelines and complete [Wellness Screening](#) to determine when to return to services.

## POLICY #10:

## Resuming In-Person Services after Illness or Exposure

**DATE ADOPTED:** June 2020

**DATE REVISED:** 6/19/2020, 8/28/2020, 9/29/20, 6/29/21

### Policy

Individuals served who meet criteria listed in [Policy #9 Exclusion from Services](#) are unable to proceed with in-person services. This policy outlines when individuals can expect to resume in-person services.

### Procedure

- 1) Individuals served who are excluded due to illness can resume in-person services after meeting the following [MDH guidelines](#):
  - a. At least 1 day (24 hours) has passed since resolution of fever without the use of fever-reducing medications:  
**AND**
  - b. Improvement in all symptoms  
**AND**
  - c. At least 10 days have passed since symptoms first appeared.
- 2) Individuals served who have an illness with a confirmed alternate diagnosis (e.g., strep throat, tested positive for influenza) will have return-to-work criteria based on that diagnosis.
- 3) Individuals served who are exhibiting COVID-19 symptoms and receive a negative COVID-19 test result may return to work when their symptoms resolve if there is no known exposure to COVID-19.
- 4) Individuals served who are excluded due to exposure to a confirmed or presumptive COVID-19 diagnosis can resume services after meeting the following criteria:
  - 1) At least 14 days have passed since the last day of exposure  
**AND**
  - 2) They have a negative test result.
- 5) Fully vaccinated individuals can continue services after an exposure as long as they have no symptoms.
- 6) Any accompanying individuals must also be clear of any signs of illness at the time of the appointment.

**POLICY #11:****Wearing Masks for Individuals Served****DATE ADOPTED:** June 2020**DATE REVISED:** 6/19/2020, 8/28/2020, 6/29/21**Policy**

This policy outlines when an individual served and their support team members are expected to wear masks.

**Procedure**

- 1) All individuals served are expected to wear masks upon entry to a Fraser building and while they are present in common areas such as lobbies and bathrooms regardless of vaccination status. Individuals who are unable to wear masks due to medical conditions can proceed to services without masks. Individuals are expected to share this information at the time of scheduling.
- 2) Clients, who are fully vaccinated are able to attend individual services without masks.
- 3) Accompanying individuals who are not fully vaccinated are also expected to wear masks.
- 4) Individuals and their support team are informed of the policy when scheduling at intake.

## **POLICY #12:**

## **Community-Based Support Services - Discontinued**

**DATE ADOPTED:** June 2020

**DATE REVISED:** 6/19/2020, 8/28/2020, 5/3/21, 6/29/21

**DATE DISCONTINUED:** 7/1/21

### **Policy**

This policy outlines expectations for when Fraser employees can be expected to provide on-site support in community settings during the COVID-19 Pandemic.

### **Procedure**

- 1) All supports provided, should be assessed as to effectiveness with remote means (phone calls, video, AV tools, etc.) first.
- 2) In-person supports should be utilized as a last resort for the safety of all individuals during this time.
- 3) If in-person supports are assessed to be critical, Fraser employees will assure the safety of a business/community site by using the current guidelines for Business Safely Reopening as defined by the State of Minnesota [MN DEED](#).
- 4) Employees will assist the individual served to review and evaluate the businesses/site COVID-19 Preparedness Plan for appropriate safety measures.
- 5) Employees will confirm that proper safety procedures are being followed such as social distancing of 6' minimum, wearing of face masks, and frequent use of hand-sanitizer or hand washing.
- 6) If employees were to observe any behavior that would put them or the individual served at increased risk, they should alert the employer, the individual and leave the site.
- 7) Employees will be provided PPE to remain safe in the workplace environment such as gowns, face shields, surgical masks or gloves.



## SECTION C: PROGRAM-SPECIFIC SAFETY POLICIES AND PROCEDURES

### POLICY #13: Cleaning Protocols for the Career Planning & Employment Office Space

**DATE ADOPTED:** June 2020

**DATE REVISED:** 6/19/2020, 6/27/21

#### **Policy**

This policy outlines employee expectations for cleaning the Career Planning & Employment office space at the Bloomington site. These enhanced cleaning and safety requirements will remain in effect until further notification is provided. The intent of these protocols is to reduce unnecessary cross-contamination whenever possible.

#### **Procedure**

- 1) Operations employees will disinfect surfaces and touched items midway through each business day. In addition, the contracted cleaner will clean and disinfect the entire office in the evening per usual.
- 2) When IT support is needed, all requests must be made via an emailed IT ticket or by calling 612-798-8377 rather than walking into the IT office in Bloomington. Employees needing support will need to enter and stay at a conference table just inside the IT office. This will allow IT employees to disinfect that area between visits.
- 3) Chair armrests and other touched surfaces located in the lobby space will be sanitized by Community Supports Operations employees after each use.
- 4) The number of people allowed in each meeting room will be limited to 10 or less depending on the room size in order to minimize the impact of COVID-19 exposure.
- 5) After visitors leave the building, employees are expected to clean and disinfect every touched surface.
- 6) Fraser will work to allow for the maximum amount of fresh air to be brought in (including opening windows if possible), limit air recirculation and properly use and maintain ventilation systems. Fraser continually works to implement, where possible, the following practices and protocols:
  - Maximize fresh-air into the workplace and work to eliminate or minimize air recirculation. HVAC units are being adjusted wherever possible and will be reviewed as employees return to the workplace.
  - Maintain relative humidity levels of RH 40-60% HVAC units are being adjusted wherever possible with the operating range of the equipment.
  - Keep systems running longer hours to enhance the ability to filter contaminants out of the air. HVAC units are being adjusted wherever possible to for extended hours.
  - Add a flush cycle to the controls of the HVAC system, and run HVAC systems for 2-hours before and after occupancy, if possible. HVAC units are being adjusted wherever possible and setback points are being updated to lengthen fresh air introduction and filtering.
  - Check and rebalance the HVAC system to provide negative air-pressure, if possible. Building pressures are being monitored and adjusted wherever possible within the operating range of the HVAC systems.
  - Supplement ventilation-system with the use of portable HEPA filter units, if possible. High use areas will be reviewed for the possibility of adding additional filtering as more employees return to the workplace.
  - Minimize air-flow from blowing across people. Seat assignment will be reviewed as employees return to the Facilities and modified as possible to minimize airflow across workstations.

**POLICY #14:****Communications & Training Protocols**

**DATE ADOPTED:** June 2020

**DATE REVISED:** 6/24/2020, 12/1/2020

**Policy**

The intent of this policy is to outline the process for communicating training and updates to Fraser CP&E employees and individuals served during the COVID-19 time period.

**Procedure**

- 1) Fraser COVID-19 Preparedness and Response Plan will be reviewed and discussed with the currently active employees on a regular basis throughout the COVID-19 pandemic. Feedback and development of plans has been an ongoing and collaborative process throughout the organization.
- 2) Additional updates to the plan will be shared as released through team meetings.
- 3) Employees will complete online training and attestation through Fraser's training systems by 7/30/2020.
- 4) Fraser maintains a Coronavirus Response page on the employees Sharepoint page that is updated regularly by the Fraser Leadership Team.
- 5) All division specific COVID-19 Preparedness addendum plans and plan updates are posted on this site for employees access at all times.
- 6) Employees returning from furlough and newly hired employees will complete COVID-19 Preparedness and Response Plan training as part of rehire process.
- 7) All employees are encouraged to provide feedback on an ongoing basis as to the effectiveness of the implementation of the plan and any noted concerns or needed updates to the procedures or additional training needs.
- 8) Fraser COVID-19 Preparedness and Response Plan is available on Fraser's website for all individuals served in Career Planning and Employment. Communication will be sent to all individuals served by email with notifications of location of the plan and updates to the plan.

## SECTION D: GENERAL SAFETY POLICIES AND PROCEDURES

### POLICY #15: Mitigation of Presumptive or Confirmed COVID-19 Diagnosis

**DATE ADOPTED:** June 2020

**DATE REVISED:** 6/12/2020, 12/1/2020, 6/29/21

#### **Policy**

This policy outlines the procedures for employees or individuals served who have a presumptive or confirmed diagnosis of COVID-19.

#### **Procedure**

- 1) If employees or individuals served are present at a Fraser location at the time of receiving the diagnosis, they must immediately be isolated and sent home.
- 2) If an employee receives a presumptive diagnosis of COVID-19, their supervisor must inform [ClinicalHealthandSafety@fraser.org](mailto:ClinicalHealthandSafety@fraser.org) immediately. The employee will be directed to receive testing to confirm their diagnosis. While waiting for test results, the appropriate guidelines from MDH will be followed. [Fraser Employee Exclusion Policy](#) will be followed, dependent on test results.
- 3) Cleaning will be arranged with key people based on the situation.
- 4) Clinical Health and Safety Team will collect information on the sick employee/individual served to find out exposures to staff and other individuals served within 48 hours prior to onset of symptoms. Close contact is defined as face-to-face interaction for more than 10 minutes and less than 6 feet apart.
  - a. Unvaccinated employees/individuals served who have had a high risk exposure with the sick person will need to quarantine for 14 days from the last day of exposure.
  - b. Fully vaccinated employees/individuals served may be able to return to Fraser immediately – Fraser will follow current MDH guidelines to determine if quarantine is necessary.
  - c. Employees and individuals served with low risk to no identifiable risk of exposure can continue work/services at Fraser as long as they have no symptoms.
  - d. Employees and individuals served who develop symptoms within 14 days of an exposure are excluded until they get tested. Their return date must be reevaluated based on the [Return to Work](#) and [Resume Services](#) policies.

**POLICY #16:****Cleaning of Cloth Masks****DATE ADOPTED:** June 2020**DATE REVISED:** 6/24/2020, 12/1/2020, 5/3/21**Policy**

This policy outlines how to properly wash and sanitize cloth face masks to assure the safety of Fraser co-workers and the individuals we serve.

**Procedure**

Employees will wash cloth masks after every use according to [CDC guidelines](#).

1. At the beginning of each work day, employees will start the day with a clean, sanitized face-mask.
2. When cleaning face masks, employees will use hottest setting of water and use normal detergent. You may wash with towels or other shared household items when appropriate.
3. Wash hands after putting masks in washer.
4. Wash hands prior to moving masks from washer to dryer. Use highest heat setting to dry. Do not use dryer sheets.

Prior to removing from dryer, employees should wash hands and place clean mask in space where it can remain uncontaminated until next use.

**POLICY #17:**                      **Travel Guidelines**

**DATE ADOPTED:**                  June 2021

**DATE REVISED:**                6/29/21

**Policy**

This policy outlines the procedures for domestic and international travel.

**Procedure**

Staff testing and/or quarantine requirements upon return from travel depends on the destination as well as vaccination status.

- 1) All staff must take the Travel Assessment – Staff to determine risk levels and whether quarantine or testing is required upon return. Travel Assessment Form guides staff on the CDC decisions they need to follow as well as informs supervisors of the result.
- 2) Travel within the United States quarantine requirements vary based on vaccination status as well as travel risk level.
- 3) International travel must follow the guidance based on their destination: [COVID-19 Travel Recommendations by Destination | CDC](#)