

COVID-19 RETURN-TO-WORK PROTOCOL

Updated July 2020

MACC is fortunate that we have the kind of work and the kind of organization that is quite functional remotely, with very limited use of our building. That said, the state's COVID-19 restrictions to on-site work are being lifted, so we have some ability to allow staff back into the building if their jobs require it. If staff are able to perform their duties without coming into the office, they must continue to work remotely as much as possible.

Our first priority is to reduce as much as possible the potential for transmission of the COVID-19 virus in our workplace, and that requires careful planning and thoughtful actions by all MACC staff. Managers and their direct reports have a personal responsibility to implement and comply with all aspects of this protocol. MACC managers have full support in enforcing the provisions of this policy.

The following rules and procedures are being implemented to allow limited, careful return to working in the MACC office. Please abide by them until notified otherwise.

Staying Home Due to Symptoms

If you or a member of your household are experiencing symptoms or have been told by a healthcare provider to isolate or quarantine or have contracted the virus, you should notify your manager. Employees are allowed, as long as they feel able, to work remotely while ill. If needed, there are policies and [employer paid time off](#) to use to supplement the time in which you have contracted, are feeling symptoms or are caring for a family member with COVID-19. Here is guidance by the CDC on [how to prevent the spread](#) of COVID-19, which can be practiced as well.

In addition, if you come into the office you may be asked to leave if you are not feeling well, which may include some of all of the CDC's [symptoms for COVID-19](#).

MACC may inform other employees of their possible exposure to COVID-19, but will not disclose the identity of the employee. You are not required to provide a healthcare provider's note to return to work, but must stay away from the MACC office for 14 days to limit exposure to other employees, even if you are no longer displaying symptoms. If you are concerned or would like guidance about your specific situation, please contact your manager or Human Resources.

Special Staff Exposure Situations

- If you travel outside of Minnesota, please have a conversation with your manager before returning to the office. Depending on the nature and location of your travel, you may be asked to wait 10 days before returning to work and/or have a negative COVID-19 test.
- If you have been exposed to individuals who have tested COVID-19 positive or are displaying COVID-19 symptoms (esp. fever and cough), even if precautionary measures were used during exposure, you must stay away from MACC office for 14 days.
- If you test positive for COVID-19 or highly suspect you have it, you are asked to stay home for 10 days from onset of symptoms and 3 days with no fever (whichever is longer). Also, you are asked to take a COVID-19 test and receive a negative result before returning.

Pre-work Screening

The first priority for returning to work is to do it with the utmost safety and precaution. Please observe these rules when returning to the office:

- 1) Have you met any of the risk criteria above (travel, etc.)? If so, please work out some other way to get done what you need.
- 2) Think twice about whether you really need to go, and how often. Could you combine two trips into one? Is someone else in the office who could do something for you?
- 3) Evaluate yourself for existing sickness, including taking your temperature each time before going to work at the MACC building.

If you have an essential need to do something in the office, you must fill out the [COVID-19 Pre-Work Screening form](#) prior to arrival at the MACC office. Please complete this form even if you are heading into the office just for "something quick". This form automatically keeps a log, in case there is a concern and we need to review it. Your manager or Judy may encourage you to reschedule a planned trip to limit exposure to others.

Social Distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

- Conduct all meetings virtually by Zoom or Microsoft Teams.
- Stay in your office as much as possible, and keep a minimum 6-foot distance from others when traversing a common area.

- Bring and wear a facemask while you are in common areas of the building. MACC has facemasks available – notify Judy if you need one, and she can meet you outside with one. You may remove your facemask only within your private office, with the door closed. When leaving your office, wear your facemask and close your office door behind you.

Handwashing, Respiratory Etiquette and Hygiene During Work

While at work, observe established COVID-19 distancing and cleaning practices, including:

- Wear a facemask in all common areas within the MACC building. This includes hallways, restrooms, and while entering and leaving.
- Wash hands regularly for at least 20 seconds with soap and water - especially when you enter and leave the building. Use hand sanitizer when not near soap and water. Notify Judy if you need a bottle of hand sanitizer.
- All visitors to our building are required to wash their hands prior to or immediately upon entering the facility.
- Limit on-site food preparation, including only one person in the kitchen at a time. Do not share food.
- When touching surfaces outside of your office, clean after yourself with a disinfecting wipe. Notify Judy if you need disinfecting wipes.
- Cover your mouth and nose with your sleeve or a tissue when coughing or sneezing and avoid touching your face, in particular your mouth, nose and eyes, with your hands. You should dispose of tissues in the trash and wash or sanitize your hands immediately afterward. Please ensure you have a box of tissues in your office (extras are located in the downstairs supply closet).

Communications and training

This Return to Work Protocol was communicated at the All Staff Meeting on May 6, 2020 and will be available in writing on [MACC Connector](#). Additional communication and training will be ongoing through manager and leadership communication.

Managers are to monitor how effective the return has been implemented via check ins and team meetings. Leadership and employees are to work through this new return to work program together and expect to update the process as necessary.

Certification

Please sign below to acknowledge receipt.

Employee Name (Print)

Employee's Signature

Date

Change Log

Versions 1&2: Pre-release draft versions

Version 3: 5/6/2020

- Communicated via All-staff meeting 5/6/2020
- Return-to-Work Protocol circulated and signed by staff

Version 4: 7/1/2020

- Modified Pre-work Screening section
 - o Change from notifying Judy, to instead have all fill out the online form before coming into the office.
- Modified Social Distancing section:
 - o Change from always wear mask anywhere within MACC building, to allowing removal of facemask within private office with door closed.
 - o Change that facemasks not available from MACC, to MACC has masks available.
- Handwashing/ Etiquette/ Hygiene section:
 - o Change from always wear facemask, no exceptions, to allowing removal of facemasks within private office with door closed.
- Communicated via All-staff meeting 7/1/2020

Version 5: 7/28/2020

- Modified Special Staff Exposure section
 - o Modified policy regarding travel, from automatically quarantine for 14 days if any travel outside of MN, replaced with have a conversation with manager
 - o Removed policy regarding general exposure to 10 or more people for and hour or more.
 - o Added policy around return to work after having COVID-19 – 10 days since onset, 3 days since fever, plus negative test.
- Changed link to new Pre-work screen form under Pre-work Screen section