

Northwestern Ohio Community Action Commission

SAFE AND HEALTHY WORKPLACE PLAN

This document is designed as guidance to support employees in the safety precautions for all persons utilizing Northwestern Ohio Community Action Commission (NOCAC) services and buildings as we transition out of the pandemic. NOCAC works to align with the guidance and rules set forth by the Center for Disease Control (CDC). **This document will be updated as needed.**

IF YOU ARE EXPOSED TO COVID-19, START PRECAUTIONS IMMEDIATELY:

1. **Wear a high-quality mask** as soon as you find out you were exposed. Wear the mask any time you are around others inside. Continue wearing the mask for 10 full days*

* **Start counting from Day 1 (first full day after your last exposure), making day 0 the day of your last exposure.**

Watch for symptoms

- fever (100.4°F or greater)
- cough
- shortness of breath
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

2. **If you develop symptoms**, isolate immediately, get tested, and stay home until you know the results. If your test result is positive, follow the isolation guidance.

3. **Get tested Day 6 (get tested at least 5 full days after your last exposure)**, even if you don't have symptoms.

- If you test **negative**, continue taking precautions through day 10 and wear a high-quality mask when around others at home and indoors in public.
- If you test **positive**, isolate immediately.

ISOLATION GUIDANCE (date of exposure or positive viral test = day 0)

1. **If you test positive or have symptoms and are awaiting test results:**

- **Stay home for 5 days and isolate from others.**
- End isolation after day 5 if you are fever free for 24 hours and your symptoms are improving OR if you had no symptoms
- If severely ill, stay home for 10 days and consult with healthcare provider.
- Wear a well-fitted mask around others and take precautions until day 10

2. **If you test positive and have no symptoms:**

- **Stay home for 5 days and isolate from others.**
- If no symptoms develop, end isolation after day 5
- Wear a well-fitted mask around others and take precautions until day 10

SAFE AND HEALTHY STAFF WORK PROTOCOLS

NOCAC posts proper handwashing procedures at all handwashing sinks encouraging washing hands with soap and water for at least 20 seconds. If handwashing facilities are not readily available, alcohol-based hand sanitizers with at least 70% alcohol must be used.

1. **The most reliable way to prevent infection is to regularly wash hands or use hand sanitizer.**

- Hand sanitizer's will continue to be made available for all staff working in office areas
- Hand sanitizer's will be kept in common areas (conference rooms, kitchens, guests waiting areas).

2. Upon request, NOCAC will provide staff with the tools to maintain a safe environment when working face to face with clients. Such as plastic barriers, disposable masks, etc.