

Share's COVID-19 Policy

Purpose

Consistent with its duty to provide and maintain a workplace that is free of recognized hazards, Share has adopted this policy to safeguard the health and well-being of employees and their families, our clients, volunteers and visitors, others who spend time in our facilities, and the community from the risks associated with COVID-19. This policy is intended to comply with all state and local laws. It is based upon guidance provided by the Occupational Safety and Health Administration (OSHA), the Centers for Disease Control and Prevention (CDC) and other public health and licensing authorities, as applicable.

Office Etiquette:

Until further notice all staff and guests shall wear approved paper or cloth masks that cover their mouth and nose fully. Masks are provided for staff and guests if needed. **Shields, bandanas, crochet or knit** face coverings **will not** be considered as providing enough protection at this time. A shield may be worn in addition to a mask but not in lieu of a mask. Please always maintain 6 feet of distance from another person when possible. When meeting in common spaces use approved disinfectant to wipe down frequently touched places. Wash hands after touching, or before and after eating, with soap and water or if not available at least 60% alcohol-based hand sanitizer. Wipe down doorknobs and frequently touched spaces daily. If sharing a vehicle with a coworker or client you must wear your mask.

If a staff member or client has a positive diagnosis of Covid-19, please wear proper PPE handling materials, and spray or wipe the affected staff or client's most frequented area down with approved disinfectant.

Vaccination Policy

This policy applies to all employees. It does not apply to clients and visitors, a separate policy exists for clients, visitors and volunteers.

The policy applies to COVID-19 vaccinations that are available to our employees. Effective October 1, 2021, the Company will expect all covered employees to either (a) establish that they have been fully vaccinated; or (b) obtain an approved exemption as an accommodation working as unvaccinated. The process for seeking accommodation is explained below. For purposes of this policy, an employee is considered fully vaccinated two weeks after receiving the second dose of a two-dose vaccine (Pfizer or Moderna) or one dose of a single-dose vaccination (Janssen J&J). Employees who do not provide their vaccination card to HR Coordinator Becky Graff will be considered unvaccinated.

Employees choosing not to receive the vaccination will be required to sign a Vaccination Declination Form that includes the following understanding and agreement:

1. To participate in weekly COVID-19 testing.
2. To attend mandatory COVID-19 training and education sessions; and

3. To follow all Share and local DOH guidelines for personal protective equipment, social distancing, and quarantine/isolation measures.

To establish that they are fully vaccinated, employees must present a copy of a completed COVID-19 Vaccination Record Card to the HR Coordinator. The Company will treat all such information as confidential. To facilitate employees' ability to receive the vaccination, the Company will consider timely requests for appropriate schedule changes. In accord with its time-keeping policies, the Company will also pay employees for time spent receiving the vaccination.

Requests for Exemptions as Accommodations to assist any employee who is disabled, has a qualifying medical condition that contraindicates the vaccination, or who objects to being vaccinated based on religion will be discussed with an HR (Human Resource) Representative. Share will engage in an interactive process to determine if a reasonable accommodation can be provided so long as it does not create an undue hardship for the Share and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the employee. To request an accommodation for one of the above reasons, please notify the HR Coordinator in writing at bgraff@sharevancouver.org. Once Share is aware of the need for an accommodation, Share will engage in an interactive process to identify possible accommodations. If you believe that you have been treated in a manner not in accordance with this policy, please notify Share immediately by speaking to the Executive Director. You may request an accommodation without fear of retaliation

Exposure to COVID-19

If you have been exposed to Covid-19 notify your supervisor as soon as possible. If you are a supervisor, please also notify the HR Coordinator as soon as possible of your or your staffs' exposure.

If you have had [close contact](#) with someone who has confirmed COVID-19, and you are vaccinated with an approved vaccine, you should get tested 3-5 days after your exposure, even if you do not have symptoms. If the person lives in your household and you can safely quarantine from them, you may continue to work following the rest of this guidance. You should isolate yourself for 10 days if your test result is positive, **and this isolation time is paid with your sick or pto leave.**

If you have close contact with someone who has a positive diagnosis of COVID-19 and you are not vaccinated, you should quarantine for 14 days and test at day 3-5 because of your exposure to someone who has a positive COVID-19 diagnosis. You must have a negative COVID-19 test to return to work if you develop no symptoms. **The 14 days of quarantine can be paid through your sick or pto leave.**

If you test positive for COVID-19 please isolate yourself at home for 10 days while symptomatic. Once the 10 days of isolation have expired you may return to work if the following is true: No newly developed symptoms in the last 24 hours and no fever over 99 degrees in the last 24 hours and you have not taken medications to reduce said fever.

Quarantine vs. Isolation

You quarantine when you might have been exposed to the virus.

You isolate when you have been infected with the virus, even if you don't have symptoms.