

Updated April 2022

## 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:

Staff at this time are not required to wear masks. They may do so if preferred. As a matter of respect if your coworker is wearing a mask please wear a mask when in their or your work space. 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, consider wearing 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.

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 or boosters.

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.

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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 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](mailto: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 accommodation without fear of retaliation

If you get a positive test result or are exposed to COVID-19, please follow the instructions below — and check with your state’s official guidelines for updates as they happen.

### **For everyone who tests positive for COVID-19, regardless of vaccination status**

- Stay home for 5 days
- If you have no symptoms or your symptoms are resolved after 5 days, you can leave your home
- Continue to wear a mask anytime around others for at least 5 additional days
- If you have a fever, continue to stay home for at least 24 hours after your fever resolves without the need for fever-reducing medications

### **What to do if you are exposed to someone with COVID-19**

**If you are exposed to someone with COVID-19 and have been boosted or completed your primary two-dose series of Pfizer or Moderna vaccine within the last 6 months or received the J&J vaccine within the last 2 months:**

- Wear a mask around others for 10 days
- Test on day 5, if possible
- If you develop symptoms, get a test and stay home

**If you are exposed to someone with COVID-19 and you are not vaccinated or have been vaccinated but you received your Pfizer or Moderna two-dose primary series more than 6 months ago or received the J&J vaccine over two months ago and have not been boosted:**

- Stay home for 5 days. After that continue to wear a mask around others for 5 additional days
- If you can’t quarantine, you must wear a mask for 10 days
- Test on day 5 if possible

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- If you develop symptoms, get a test and stay home

### Covid Sick Pay

- New in 2022 (evolving with the changes and recommendations of the CDC). Share will offer 40 hours annually (January 1, 2022 – December 31, 2022) for Covid sick (this is separate from your 64-hour sick bucket).
- The 40-hour Covid sick pay will not roll over at the end of the year.
- You must send Becky Graff [bgraff@sharevancouver.org](mailto:bgraff@sharevancouver.org) proper documentation.

Allowable covid sick hours are for the following only:

- Positive covid 19 tests
- Note from child's school that child has been exposed and cannot attend school
- Positive covid 19 tests for family members you must care for
- Feeling Ill from booster shot, send snapshot of booster appointment
- Time to get vaccinated/booster send snapshot of appointment

### 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.

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