



Volunteer Center of Santa Cruz County COVID-19 Safety Plan

Protocols are subject to change in accordance to Santa Cruz County Public Health Orders. The Safety Plan applies to Employees, Volunteers, Contractors, Board Members and Participants.

Employee, Volunteer and Participant Safety Protocol

- All Employees, Volunteers and Participants will self-screen for any flu or cold-like symptoms before leaving home for a Volunteer Center site or any type of work-related activity in the community. If an **unvaccinated employee/ Volunteer or Participant**, has any of the following symptoms, they are to remain home, until for at least 7 days of onset and 72 hours after the symptoms disappear.
 - Fever exceeding 100F
 - New Cough
 - Shortness of breath
 - Sore throat
 - Body aches
 - Abnormal headache

New signage explaining that face coverings are required for unvaccinated persons and stating that removing one's face covering is a self-attestation that one is fully vaccinated will be posted at all sites.

- If an employee, Volunteer or Participant, has a member in their household who has suspected COVID-19 or who has tested positive for COVID-19, the unvaccinated person must not come in for work and must follow the county public health department's direction by calling (831) 454-4242. The employee must contact their manager immediately if this situation arises. Fully vaccinated employees may return to work without quarantine.

Face coverings are still required regardless of vaccination status in the following settings:

- Healthcare Settings
- Correctional Facilities/Detention Centers
- Homeless Shelters and Disaster/Emergency Shelters
- Indoors in youth programs/settings
- Outdoors: **Fully vaccinated** persons will no longer be required to wear face coverings. It is *recommended*, but not required, that unvaccinated persons continue to wear face coverings outdoors if they come within six feet of other persons.
- Indoors: **Fully vaccinated** persons will no longer be required to wear face coverings.

- If stricter rules are in place in an offsite meeting place, the stricter rules will apply to everyone.
- To be considered **fully vaccinated** a person must meet both the following criteria:
 - It has been at least 14 days since they received either a single dose COVID-19 vaccine (i.e., Johnson & Johnson), or the second dose of a two-dose vaccine (i.e., Pfizer or Moderna).
 - The person has self-attested to their vaccination status.
- All employees, volunteers and visitors must sign-in when entering a Volunteer Center Site. The sign in process will include: Date of visit, Time, Reason for Visit and Sign out time. This will help with Contact tracing, should someone on site test positive for COVID
- All employees, volunteers and visitors must sign-out when leaving a Volunteer Center Site. It is the responsibility of the person or Program to make sure that this occurs. This will help with Contact tracing, should someone on site test positive for COVID
- Employees are responsible for regularly cleaning shared surfaces after use with a disinfectant wipe (such as printers, appliances, counter tops, microwaves, phones, etc.).
- There will be no shared food at any Volunteer Center Site.
- All unvaccinated employees must wear a KN95 mask while inside any Volunteer Center Site.
- All unvaccinated employees must adhere to six-foot distancing in shared offices. If out-of-compliance workstations cannot be changed, a reasonable accommodation request may be submitted.

Air Travel

Those employees who are unvaccinated, and who use airline travel for domestic (inside the USA), or international travel should not return to work until a 7-day quarantine period has ended.

- If you have been vaccinated and are not experiencing any symptoms, you may return to work immediately.
- If you have not been vaccinated, you will need to quarantine for 7 days after travel.
 - watch for cough, or trouble breathing
 - check temperature twice daily
- CDC suggests avoiding all non-essential air travel.

Face-to-Face Contact Protocol

1. Face-to-Face Services in the Community

- Employees and Volunteers will self-screen for symptoms related to COVID-19 before meeting any participants in the field using the [Employee & Volunteer Self-Screening](#) tool.
- Employees and volunteers will never enter the residence of a participant
- Outdoors: **Fully vaccinated** persons will no longer be required to wear face coverings. It is *recommended*, but not required, that unvaccinated persons continue to wear face coverings outdoors if they come within six feet of other persons.

- Indoors: **Fully vaccinated** persons will no longer be required to wear face coverings.
- If stricter rules are in place in an offsite meeting place, the stricter rules will apply to everyone.

Individual Services in office

New signage explaining that face coverings are required for unvaccinated persons, and stating that removing one's face covering is a self-attestation that one is fully vaccinated will be posted at all sites.

- Indoors: **Fully vaccinated** persons will no longer be required to wear face coverings in public areas.

All staff conducting individual services may remove their mask after asking the following statement: *Hi, Public Health regulations allow for fully vaccinated persons to remove their masks. Is it o.k. if I remove my mask?"*

- All individual services must adhere to social distancing requirements including 6-foot distancing.
- Designated rooms will be set up for individual services that include;
- Hand sanitizer, tissues and trash can
- Ventilation
- 6-foot distancing between chairs

Group Services in office

- All Staff and participants will wear face coverings for the entire duration of the group.
- All un-vaccinated Participants refusing to wear face covering will be asked to leave the site.
- All group spaces must adhere to 6 ft. social distancing requirements. Group spaces will be limited to the maximum capacity per site space.
- Hand sanitizer, tissues, and a trash can will be included in all group counseling spaces.
- Shared surfaces must be disinfected before and after all groups.
- Participants will be encouraged to wash hands before attending a group.
- Group rooms must be properly ventilated.

Transportation

- All Drivers must wear masks when transporting clients.
- All vehicles will be equipped with a transportation kit which includes;
 - Hand Sanitizer
 - Gloves
 - Disinfectant Wipes
 - Masks and face shields
- Drivers must disinfect all shared surfaces with a disinfectant wipe after use including door handles, steering wheel, radio, and all levers.
- Drivers must ensure all passengers wear face masks. Drivers may transport the maximum number of passengers that the vehicle allows, with the windows down.
- Passengers will be encouraged to use hand sanitizer before and after entering and exiting the transportation vehicle.

Building Signage

New signage explaining that face coverings are required for unvaccinated persons and stating that removing one's face covering is a self-attestation that one is fully vaccinated will be posted at all sites.

- Signage must be posted in Spanish and English for: mask use, social distancing, hand washing and 6 ft. distancing.

Harvey West

Kitchen will be closed to participants and visitors
Bathroom in the kitchen will be closed
Waiting room will be closed

17th Ave

Kitchen will be closed to participants and visitors

Carr St.

Kitchen will be closed to participants and visitors
Computer lab will be closed
Waiting room will be closed

Shared Surfaces

- One designated participant phone is allowed at the following locations. Participants will be asked to clean the phone before and after each use with a disinfectant wipe. Participants must ask staff before using a shared phone.
 - Harvey West- phone located in lobby. Only participants that have passed screening may use the phone.
 - Carr Street- phone located on the desk near the building exit.
 - 17th Ave- phone located in CCSP office for CCSP and FO participants.
- All employee should disinfect shared surfaces before and after use including keyboards, desk, mouse, phone, copier, etc.
- Bathrooms must be thoroughly cleaned with proper disinfectant at least once daily.

Shared Space Occupancy

Harvey West

Classroom maximum occupancy: 7 people
Pathways group room occupancy: 4 people
Multi-purpose room occupancy: 9 people
Kitchen: 4 people

17th Avenue

Waiting area occupancy: 4 people
Outdoor balcony: 9 people
Community Room: 7 people
Smaller Community Room: 4

Carr St.

Classroom maximum occupancy: 5 people
Mariposa group room occupancy: 4 people
Kitchen: 2 people

Computer Labs

- Computer labs can be used with an appointment only. Participants must schedule appointments with a site manager.
- Hand sanitizer and disinfectant wipes will be available at designated computer stations.
- Employees are responsible for cleaning the computer lab after use.
- Participants must wash hands for at least 20 seconds and wear a face covering while using a shared computer.
- Computer labs must adhere to 6 ft. distancing in order to be used.

Cleaning Schedule

All sites must have an individual designated to disinfect shared surfaces. Janitorial services must be completed before or after program hours.

- **17th Ave** Monday – Friday: Jack
- **Harvey West** Monday – Friday: Jack
- **Carr St.** Monday- Friday: Mikeala

Compliance and Training

1. All new employees will be trained during orientation. They will receive a hard copy of the Safety plan and they will sign the [Safety Plan Acknowledgement](#) form acknowledging that understands the required protocols.
2. Training will be provided to all staff prior to implementation of the new protocols.
3. Compliance to safety protocols will be enforced by supervisors using the [Safety Plan Compliance Checklist](#). The checklist will be completed by supervisors weekly until further notice.