



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.
 - Fever exceeding 100F
 - New Cough
 - Shortness of breath
 - Sore throat
 - Body aches
 - Abnormal headache

- **Quarantine/Isolation Requirement:**

The Volunteer Center requires the following:

- If you **test POSITIVE**, and

- You are:

- Fully vaccinated

- Stay home for 10 days
- If you develop new symptoms during the 10 days or symptoms begin to get worse, the clock resets and you must stay home for an additional 10 days

OR

- You are:

- Unvaccinated OR

- Not up to date on your vaccinations

- Stay home for 14 days
- If you develop new symptoms or symptoms get worse during the 14 days, you must stay home for another 14 days

- If you **are exposed**, and:

- You are:

- Fully vaccinated

- You may return to the office immediately
- You must test for COVID after 5 days regardless of symptoms
- You must continue to monitor for symptoms
 - If developed, isolate, stay home, and notify your supervisor (continue to test)
- You must wear a N-95/KN-95 mask for 10 calendar days at all times while at the office

OR

- You are:

- Unvaccinated

- Not up to date on your vaccinations

- You must stay home for 5 day
 - You must test negative after 5 days
 - You must wear a N-95/KN-95 mask for 5 days after returning to the office.
- You must wear a N-95/KN-95 mask for 5 calendar days at all times once you return to the office. 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; however, if working with participants, face coverings must be worn, regardless of vaccination status. 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: **All persons, regardless of vaccination status**, are required to wear face coverings in all common areas of each site (to include bathrooms and reception). When working with participants, masks must be worn by everyone, regardless of vaccination status, or location. **Fully vaccinated staff** may remove their masks while in shared offices only upon mutually agreement with other staff in the office. If participants/volunteers are present, masks must be worn by all, regardless of their vaccination status.
 - If stricter rules are in place in an offsite meeting place, the stricter rules will apply to everyone.
 - If the Volunteer Center has the stricter rules than an offsite meeting place, VC rules still apply.
 - 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 and provided it to HR
 - If you have a **medical exemption** from vaccination you must:
 - You must wear an N95/KN95 mask at all times when you are in the office, meeting with clients and/or out in the field meeting clients.
 - Any activity such as drinking or eating must be done outside of the office.
 - 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.).
 - All **unvaccinated employees** must wear a N95/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/volunteers 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.
 - watch for cough, or trouble breathing
 - check temperature twice daily
- Those employees/volunteers who are **vaccinated**, and who use airline travel for domestic (inside the USA) for travel, **must** test 3-5 days after returning to Santa Cruz County, as well as self-monitor for symptoms, and may return to work without quarantining if not experiencing any symptoms, but it is ***strongly encouraged*** modifying your work schedule to work remotely for the first 3-5 days.
- Those employees/volunteers who are **vaccinated**, and who use airline travel for international travel, must test 3-5 days after returning to the US, as well as self-monitor for symptoms, and may return to work without quarantining, but it is ***strongly encouraged*** modifying your work schedule to work remotely for the first 3-5 days.
- CDC suggests avoiding all non-essential air travel and strongly encourages testing as close to travel for both international and domestic travel.

Face-to-Face Contact Protocol

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 only enter the residence of a participant if it is necessary for the meeting. If an employee and/or volunteer must enter the residence, they must:
 - Both employee/volunteer and participant must wear their mask the entire time
 - Maintain 6-feet distance
 - Wipe down all touched surfaces
 - Use hand sanitizer before and after being inside their home
- **Outdoors/Indoors: All staff and participants, regardless of vaccination status**, must wear face coverings while providing or receiving services
- If stricter rules are in place in an offsite meeting place, the stricter rules will apply to everyone.
- If Volunteer Center rules are stricter than the offsite meeting place, VC rules still apply.

Individual Services in the Office

- **All staff and participants, regardless of vaccination status**, must wear face coverings while providing or receiving services.
- Designated rooms will be set up for individual services that include:
 - Hand sanitizer, tissues and trash can
 - Ventilation
 - Space for 6-foot distancing between chairs

Group Services in the Office

- All Staff and participants will wear face coverings for the entire duration of the group.
- All Participants refusing to wear face covering will be asked to leave the site.
- 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 and keep windows open.
- All vehicles will be equipped with a transportation kit which includes;
 - Hand Sanitizer
 - Gloves
 - Disinfectant Wipes
 - Masks
- 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 coverings. 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

- Signage explaining that face coverings are required for everyone, regardless of vaccination status, will be posted at all sites.
- Signage must be posted in Spanish and English for:
 - face covering
 - handwashing.

Harvey West

Waiting room will be closed

17th Ave

Kitchen will be closed/staff only

Carr St.

Kitchen will be closed to participants and visitors

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

Group room maximum occupancy: 11 people
Multi-purpose room occupancy: 15 people
Kitchen: 6 people

17th Ave

Waiting area occupancy: 4 people
Outdoor balcony: 9 people
Community Room: 10 people
Smaller Community Room: 6

Carr St.

Group room maximum occupancy: 8 people
Mariposa group room occupancy: 6 people
Kitchen: 4 people [Computer Labs](#)

- Computer labs can be used with an appointment only. Participants must schedule appointments with a site/program 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.

Cleaning Schedule

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

Compliance and Training

- 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.
- Training will be provided to all staff prior to implementation of the new protocols.
- 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.