



Bi-County Collaborative
Making It Possible

COVID-19 Guidelines

for all Bi-County Collaborative employees

as of July 1, 2020

Overview:

To educate and train all employees, we are implementing general guidelines to limit the spread of COVID-19 which must be followed. These guidelines are based on CDC and MDPH best practices. As guidelines change, we will be updating requirements.

Current Information Suggests COVID-19 is Spread Through:

- Close personal contact, such as touching or shaking hands, followed by touching the mouth, nose or eyes.
- Airborne respiratory droplets expelled during regular talking and breathing as well as coughing and sneezing.
- Touching a contaminated surface or object, then touching the mouth, nose or eyes.
- Be aware that some employees may be at higher risk for serious illness - consider minimizing face-to-face contact between these employees or assign work tasks that allow them to maintain a distance of six feet from other workers, customers and visitors.
- Please refer to [the CDC.gov](https://www.cdc.gov) for additional guidance due to the changing information known about the virus.

Required Hand Hygiene:

- All employees, students and guests will be required to wash their hands upon entering the building, before and after meals, after bathroom use, after coughing or sneezing and before dismissal or end of school day.
- If handwashing facilities are not available then the use of hand sanitizer with at least 60% alcohol is acceptable. Dispensers are available in the common areas throughout the facility.

Sick? Please Stay Home:

- If you are exhibiting any of the symptoms noted, you must report this immediately to your supervisor (via phone, text or email) and follow the directions provided. If employees notice a co-worker showing signs or complaining about such symptoms, he or she should be directed to his/her supervisor (via phone, text or email) and asked to leave the worksite immediately.

- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
- Employees who are well but who have a sick family member at home with COVID-19 must notify their supervisor and follow CDC recommended precautions.

Symptomatic Employee with Suspected or Confirmed COVID-19

All employees will be excluded from working until:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
- At least 10 days have passed since symptoms first appeared
- Staff with immunosuppression should consult their healthcare provider before returning to work.

Employee Self Screening

Self screening for symptoms is required for all staff prior to entry into the facility. This may include a temperature and symptom checklist that will need to be submitted daily.

By coming to work you are Self-Certifying to your Supervisor that you:

- Have no flu-like symptoms, no signs of a fever or a measured temperature above 100.0 degrees or greater, a cough or shortness of breath within the past 48 hours.
- Have not had “close contact” with an individual diagnosed with COVID-19 or exhibiting flu-like symptoms in the past 48 hours.
- Have not been asked to self-isolate or quarantine by their doctor or a local public health official.
- Have been cleared by a Medical Professional to return to work if any COVID-19 symptoms were experienced.

Travel and Self-quarantine

As of June 30, 2020. Governor Baker has instructed out-of-state travelers to self-quarantine for 14 days with the exception of seven Northeastern states. **Employees traveling to and from Rhode Island, Connecticut, Vermont, New Hampshire, Maine, New York or New Jersey do not have to self-quarantine.**

Travel to and from other locations does require a 14-day self-quarantine period before returning to work. This is subject to change based on the latest information.

If a student is suspected of being ill, please follow the guidelines below:

- If you suspect that a student in your classroom may be ill, please call nursing to your classroom so the student can be assessed and appropriate measures can be taken.

General Guidance to Prevent Exposure & Limit the Transmission of the Virus:

- No handshaking.
- Wash hands often with soap for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol.
- While on the job, a "**No Congregation**" policy is in effect for safety purposes; individuals must implement social/physical distancing by maintaining a minimum distance of 3-feet or more from other individuals. This provision is in no way meant to limit the employee's rights under Chapter 150E.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.
- All surfaces should be regularly cleaned, including surfaces, door handles, laptops, etc.
- Avoid sharing equipment, pens, food, and other personal items
- Avoid face to face meetings – critical situations requiring in-person discussion must follow social distancing.
- Avoid touching eyes, nose, and mouth with your hand.

Work Site Risk Prevention Practices:

- **At all times, everyone will be required to wear a face mask when social distancing is not possible or in common areas.** Masks can be one of your own choosing or one provided by your employer. Use of scarfs or bandannas will not be allowed.
- In addition to the standard face mask, employees will be required to wear PPE appropriate to their task. ([see detailed list of PPE requirements according to service level](#)).
- We will continue to monitor and respond to federal, state and local health authorities to protect our employees and students and will adjust or add precautions as required.