



Bi-County Collaborative

Making It Possible

Healthy Together Code of Conduct

Dear Bi-County Collaborative Staff Member,

As we reopen our program locations we are committed to providing you with a work environment that is clean and safe.

When you arrive at the facility, you will see we have posted our notice to all employees and visitors that we have completed a COVID-19 Control Plan in accordance with the Massachusetts reopening guidance. We assure our employees and visitors that we have taken steps to comply with the Massachusetts mandatory standards for workplaces, including:

- Our employees are wearing face coverings in all common areas
- Social distance measures have been put in place
- We have developed and implemented thorough cleaning and disinfecting protocols
- We provide handwashing options and sanitizer dispensers
- We are regularly sanitizing high touch areas
- Our staff have been trained regarding social distancing and hygiene protocols

Below are updated expectations of all staff. Please review each one and, if you agree, please sign below. If you have questions, please contact your direct supervisor. We know that together we can keep our community as healthy as possible!

1. HEALTH AND SAFETY

- Before I come to work each day, I will conduct a personal assessment of my health in accordance with CDC guidance and Massachusetts guidance to determine if there is any indication that I may have symptoms and/or may have been exposed to COVID-19.
- When I come to work each day, ***I recognize that I will be confirming that I do not have any symptoms related to, and have not been knowingly exposed to, COVID-19.*** If this status changes, I agree to immediately leave the workplace and immediately contact my supervisor.
- I agree to contact my supervisor and not come into work if I am feeling ill.
- I understand that, if my temperature exceeds 100.0 degrees Fahrenheit, I will not be permitted to come to or remain at work.
- While some coughs and sneezes are unrelated to COVID-19, like allergies, no matter the situation, when coughing and/or sneezing, I agree to cover my mouth and nose with a tissue or use the inside of my bent elbow. I will follow-up immediately with washing my hands with warm water for at least 20 seconds or use hand sanitizer with at least 60% alcohol.
- All employees must successfully complete COVID-19 Training.

2. FACE COVERING

- I agree to wear a face mask at all times when moving about the facility and in all common areas and when physical distancing is not possible.
- I understand that I may be issued a mask for use while at work. I confirm it is my responsibility to wear a clean mask each day and wash any reusable masks after each use.
- Forget your mask? No problem – we will provide you with another mask, but we strongly encourage you to come prepared.

3. SOCIAL DISTANCING

- I agree to keep at least 3 feet between myself and others while on TEC property.
- I will follow all posted arrows and signs.
- Refrain from using another person's equipment, phone, computer, desk, or entering private offices without an invitation from the respective manager, and only when the three foot social distancing protocol can be followed.
- Social distancing in our environment will be tricky. Please refer to your organization's specific guidelines for working with students.

4. GLOVES

- I understand gloves are optional for employees with the exception of certain positions that work directly with students. If I do choose to wear gloves, I recognize they DO NOT stop the spread of germs but are a barrier for skin and I will still need to wash my gloved hands or use sanitizing gel as if I were wearing no gloves at all.
- Please refer to PPE guidelines for the proper use of gloves.

5. CLEANLINESS

- I agree to keep my hands washed/sanitized while at any BICO program.

6. FACILITY CLEANLINESS

- Every member of the BICO community is required to contribute to routine disinfection of surfaces particularly in their work area.
- I agree to follow all protocols for meals and snacks.

7. EMPLOYEE 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 automatically self-quarantine.
- Travel to and from other locations may require a 14-day self-quarantine period before returning to work and should be reported to your supervisor.
- This is subject to change based on the latest information.

8. MISCELLANEOUS

- Delivery of food from vendors **must be outside of the facility** and received in strict accordance with social distancing standards.
- Signing for UPS and other deliveries must be done with appropriate use of PPE.

9. ACCOMMODATIONS AND TIME OFF

Qualified Individuals with a Disability

It is possible that employees, including those with and without a disability who have been working remotely may request to continue working remotely for various reasons. In general, under the Americans with Disabilities Act (ADA) only a qualified individual with a disability is entitled to a reasonable accommodation that allows the employee to perform the essential functions of the job.

If you are unable for any reason to comply with any of the above, please contact your organization's HR contact.

10. ACKNOWLEDGMENT:

By signing this document below you will be acknowledging and agreeing to comply with this policy. You will be agreeing to help us ensure that we are all maintaining all of the proper precautions put in place to keep the workplace safe and make sure our reopened workplace is a healthy environment for both employees and our students and families.

Failure to comply with these requirements may result in disciplinary action.

A copy of this document will be part of your personnel record.

Print Name

Sign

Date
