

COVID-19 Policy

Update: August 1, 2022

This full policy will be reviewed a minimum of every 60 days.

Since our previous update, Food Bank of the Albemarle (FBA) has continued to carefully monitor developments regarding the global spread of COVID-19 (coronavirus). Our leadership team meets regularly to ensure our guidelines are appropriate for the current climate.

It remains important to note that we hear a lot from the media – some of the information is accurate, some is outdated, and some information is wrong.

To ensure you have the most accurate information, please continue to review the main FAQs provided by the CDC (Center for Disease Control and Prevention) [on the organization's website.](#)

Risk Reduction Guidelines

1) **Masks** – All staff, volunteers, and guests are required to wear masks, when working in the Pantry, the warehouse and Huge Cale office. FBA maintains a supply of masks for guests and has provided all staff with multiple masks. Staff are expected to remind guests and volunteers of this policy in advance of their visit, when at all possible, and request that they bring their own masks. Partner agencies or other guests who will enter a food bank facilities must wear masks.

2) **Proper Use of a Mask** – Proper use of masks is also required. This includes covering the area from your chin to your nose. No exceptions!

Failure to comply with our mask policy will result in graduated occurrence notices and being sent home from work without pay.

3) **Temperature monitoring** – All staff and volunteers will check their temperature at the designed monitoring station at each facility.

4) **Vaccines** – Every employee is required to be fully vaccinated. Fully vaccinated is defined as two doses of the Pfizer or Moderna mRNA vaccine or a single dose of the Johnson and Johnson vaccine and a booster. Exceptions will be made for religious and medical restrictions if requested.

- Employees electing not to get the booster vaccination after complying with vaccination policy at initial hire date will not be eligible for COVID-19 paid leave. Employees will be required to use their accrued sick/vacation time or take the time off without pay if they test positive or while quarantining.
- **Weekly COVID-19 testing will be required for unvaccinated employees. Test resulting must be presented at the start of shift on Monday mornings.**

5) **Group gatherings** – No more than 10 people will be in any enclosed gathering/meeting space at any time. Teams or other teleconference style gatherings are expected for groups of 10 or more or when social distancing of at least six feet between parties is not guaranteed. Staff may gather outside in groups no larger than 10 as long as masks are worn, and social

distancing protocols are observed.

Note: Volunteer spaces, where appropriate social distancing can be achieved, will be permitted to have the maximum number allowed under CDC guidelines and safety guidelines for social distancing.

- 6) **Lunch\Break Room Protocols** – A Maximum of 2 people are allowed in the breakroom or any room that is being utilized for lunch. Management should designate alternative space for meals and stagger lunches to enable compliance with COVID-19 protocols. If there are 2 people in the room when you go to eat you must wait outside until a person leaves. Mask use will be needed while in line. Individuals should make effort to distance themselves from others while eating. We have a picnic table and covered patio where staff and volunteers may eat. In order to accommodate the large number of people needing to eat, we encourage you to separate into smaller groups and adhere to the six foot social distancing standard.

There are spaces available for eating lunch: main breakroom, patio, benches in the front of the building. Please use these areas to accommodate room maximums. We also encourage staff with an office to eat their lunch in their office if the space is not shared.

This policy applies to all staff, temporary personnel, volunteers and guests.

FBA is taking the health of our employees seriously. Please contact Andy Spencer or Liz Reasoner with concerns or questions.

- 7) Please engage in regular and frequent hand washing with soap and water for at least 20 seconds. This remains one of the best methodologies to reduce the spread of viruses. If you do not have access to soap and water, alcohol-based hand sanitizers that contain 60%-95% alcohol can be used as an alternative, but soap and water should be your first choice. It is especially important to clean hands after going to the bathroom; before eating; and after coughing, sneezing or blowing your nose.
- 8) If you are coughing and sneezing, please change your mask after the episode but cover your nose and mouth with your mask or a tissue and throw them away in trash baskets.
- 9) If you are experiencing symptoms of COVID-19 or another illness, **do not report to work** seek medical attention. As a reminder, if you are on our health insurance, you may virtually see a tele-medicine physician allowing you to get treatment without exposing others. However, seeking virtual medical assistance will not allow you to be tested for the COVID-19 virus. **Every home in the U.S. is eligible to order a 3rd round of free at-home tests.** Visit [COVID-19.gov/tests - Free at-home COVID-19 tests](https://www.cdc.gov/COVID-19.gov/tests - Free at-home COVID-19 tests) to request home test kits.
- 10) **Do not come to work if you are actively ill or are not fever-free for 24 hours.** If you feel that you are able to work but do not want to spread germs, you can arrange with your manager to work from home, if your job allows. If you are ill or unable to work from home, take sick time, rest and recover.
- 11) **Positive COVID-19 test** – Please take a photo of the test stick and forward it to your Director. If you are symptomatic but you are fully vaccinated with a booster, the CDC guidelines recommend sitting out for at least 5 days and wearing a mask around people in your home and the public for 5 additional days.

A close family member living in your home (a child, parent, partner or roommate). You are fully vaccinated with a booster, the CDC guidelines recommend wearing a mask around people in your home and public for 10 days. Do not share a bathroom or bedroom with the infected member of the household.

- 12) **Travel Policy** – This is a critical element toward protecting each other and our work. It must be followed without exception. The Food Bank policy for travel as of this update is as follows:

Regardless of when and where a staff member will be traveling, everyone is expected to follow safe practices and CDC guidelines in order to keep other personnel as safe as possible upon return and our operations running at full capacity.

Staff and volunteers will be asked to confirm whether they have been exposed to a confirmed COVID-19 case, been quarantined or had any symptoms related to COVID-19 within the last 5 days prior to and again upon arrival to our facilities and show a negative test result.

- 13) **See something, say something.** Please be aware that sometimes the greatest thing you can do to help prevent the spread of an illness like COVID-19 in the workplace is to speak up. If you notice a co-worker seems to not feel well or is displaying signs of a fever, ask if they are okay. If you don't feel comfortable asking, then see your manager or a member of leadership team and ask for help.

14) **Confirmed COVID-19 Cases**

- A. If a staff member, or volunteer is confirmed to have COVID-19 and has been to work with symptoms present, the affected staff members* will be sent home and the affected areas of the of our facilities professionally disinfected beyond our already heightened protocols.

*"Affected team members" reflects staff, or volunteers who are deemed to have been within 6 feet of the confirmed case or otherwise potentially exposed due to coming into direct contact for cumulative 15 or more minutes.

- B. When a member of the staff member's, or volunteer's household receives a confirmed positive result for COVID-19 or begins displaying symptoms, the staff member, or volunteer will quarantine away from our facilities and work sites for a period of at least 5 days.
- C. When a staff member, or volunteer or a member of their household is exposed to a confirmed case of COVID-19, the staff member will quarantine from our facilities and work sites for a period of five days (inclusive of weekends) and tested no earlier than the fifth day after exposure. If the individual AND their immediate household members test negative with no prior positive test, he/she may return to work immediately.
- D. Management will conduct tracing and notify affected staff members if tracing deems it necessary. Employees that were not affected will not be notified.

15) Suspected COVID-19 Cases

- A. If a staff member, or volunteer presents with symptoms at work, they will immediately leave and be required to see a doctor for a COVID-19 test. The team member will quarantine away from our facilities until at least the results have returned. If the results are negative, the team member may return to work immediately. If the results are positive, the staff member, or volunteer will follow the protocols listed under **11) Confirmed COVID-19 Cases**.
- B. When a member of the staff member's, or volunteer's household begins displaying symptoms of COVID-19, the staff member, or Volunteer will quarantine away from our facilities until it is determined whether or not this is a confirmed case of COVID-19. If the results return as negative, the staff member, or Volunteer may return to work immediately. If the results are positive, the staff member, or Volunteer will follow the protocols listed under **11) Confirmed COVID-19 Cases**.
- C. When a staff member, or volunteer or a member of their household is exposed to a suspected case of COVID-19, the staff member, or volunteer will quarantine from our facilities at least until the results of testing are returned. If they return negative, they may return immediately. If the results are positive, the staff member, or Volunteer will follow the protocols listed under **11) Confirmed COVID-19 Cases**.

Your Manager must be contacted immediately upon knowledge of any of the above situations so we can determine how to internally proceed.

Manager must also notify their Director any time a team member is out of work, especially when it involves feeling unwell or due to illness.

A documented confirmed negative test is not required because some people may test positive for up to 90 days after contracting the virus. This does not mean they are contagious.

Collective Responsibility

- 1) See something, say something. Help everyone to be safe and comply with the policy.
- 2) Wear masks correctly (mouth and nose covered) and support your team members in wearing them correctly too.
- 3) Remember that wearing of masks is mainly for the protection of your fellow team members and not a personal protection. You are being personally protected by your team members complying and respecting you by wearing the masks.
- 4) We will provide people additional masks as requested. All masks worn should adhere to guidelines of providing real protection.

Return to Campus for Those Who Have Been Assigned Remotely

The majority of our staff who have been assigned to work onsite or quasi-remotely by being assigned to work at the Hugh Cale or the Pantry. This is for multiple reasons.

Two are:

- 1) The potential long-term threat of the virus is known. Due to the nature of the mission of Food Bank of the Albemarle, it is important that we maintain a back-up string of staff who are ready to work onsite should the need arise.
- 2) By limiting traffic within our facilities, we also limit the spread of the virus throughout our team and to those we serve.

Positions considered to be essential for onsite work will be evaluated on a case-by-case basis and determined by the individual department leader in partnership with Executive Director. The number of these positions within each department will determine the graduated re-entry time of the staff. All guidelines previously listed must be followed.

Additional updates on who, when and where will be addressed to all staff via email as appropriate

Exposure Protocols

Since the stay at home order in North Carolina has been eliminated, the potential for community spread is unknown, but very possibly greater.

While we will make every effort to learn of the exposure point for any cases reported by staff, volunteers or guests, this is not a guarantee. We are, however, committed to reducing the threat of spread throughout our organization by maintaining the guidelines listed above, to continue with our heightened cleaning protocol and to limit traffic inside of our buildings.

When a confirmed COVID-19 case is reported and it is clear that staff, volunteers or guests have been exposed, we will take utmost pre-caution to respect the privacy of the individual while also respecting the health of those exposed.

Exceptions and Emerging Situations

There may be exceptions made to this policy based on emerging best practices and the changing environment created by the pandemic. We will seek to inform all staff of any changes to the policy as quickly as possible.

When a decision is made that is in exception to the policy, it will be done in consensus with at least the Executive Director and Directors with a practice that in every case possible the Department will also be involved and when necessary, the entire Food Bank of the Albemarle leadership team.

