

Reno County Economic Recovery Playbook:

Nonprofits

Current State	
Timeline	Current Phase.
General Principles	<ul style="list-style-type: none">• People are ordered to stay home, and they can leave their homes only to address essential needs.• Only businesses deemed essential can operate and are subject to restrictions.• Essential Nonprofits will be allowed to open for clients but must have no more than 10 clients allowed in the facility and they must practice social distancing of 6 feet.• Facilities must stage their waiting areas for social distancing. Community meetings should still be conducted via phone, zoom, skype, Facebook, etc.
Employers	<ul style="list-style-type: none">• Develop personnel policies and procedures regarding work-from-home with Board input and approval• Provide necessary IT support, supplies and equipment to ensure employee success• Ensure adequate operational funds and plan for gaps and/or potential loss revenue.• Develop and implement a public relations plan and notify all volunteers, donors, program participants, etc.• Research, monitor, and apply for Federal or State payroll protection funding.• Communicate to employees Federal or State employee benefits available in the event layoffs or furloughs are necessary.• If you have concerns with coronavirus disease 2019 (COVID-19). Consult with the local health department for additional guidance.

Employees	<ul style="list-style-type: none"> • Employees will check-in regularly with their supervisor via video conference calls or email as determined by said supervisor • Employees with symptoms associated with COVID-19 are to report them to their supervisors. Instruct sick employees to stay home and to follow the CDC's What to do if you are sick with coronavirus disease 2019 (COVID-19). Consult with the local health department for additional guidance. • Instruct employees who are well but know they have been exposed to COVID-19 are to notify their supervisor and follow CDC-recommended precautions.
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FINAL DRAFT: May 1, 2020

The following is a phased approach to reopening our Nonprofits in Reno County. These guidelines should be followed at a minimum, with organizations having the ability to enforce stricter parameters as they choose.

Phase 1 Guidelines	
Timeline	As early as May 4 th . To be determined by State and Reno County Authorities. These guidelines should be followed at a minimum; however, places of business may enforce stricter parameters as they choose.
Operating Statement	<ul style="list-style-type: none"> • All organizations can consider using an operating statement recognizing the risk of operating and entering our facility. • Clients or patrons that choose to use _____ facilities are doing so on a voluntary basis. Clients or patrons recognize the risk in coming to _____ and interacting with other patrons, guests, and staff. No person with a fever of 100 or greater, or with symptoms of COVID-19 may enter the facility. By entering our facility, you acknowledge this place of business is not liable for the spread or transfer of any virus or illness as a result of being on the _____ property.
General Principles	<ul style="list-style-type: none"> • Nonprofits will be allowed to open for clients and may have no more than 10 clients allowed. • Facilities must continue to stage their waiting areas for social distancing. • Create traffic flow within facility to reduce contact. • Community meetings should still be conducted via phone, zoom, skype, Facebook, etc. • Teleworking is encouraged, if feasible.
Employers	<ul style="list-style-type: none"> • Social gatherings are limited to 10 people

	<ul style="list-style-type: none"> • Personal Protective Equipment (PPE) is optional for employees and service workers. We strongly encourage businesses to enforce service workers to wear PPE masks and follow CDC guidelines for hygiene. • It is recommended that temperatures be taken of all staff before they enter the facility and clock in. Anyone with a temperature of 100 degrees or greater must be sent home immediately. • All communal areas including lobbies, bathrooms, doors, etc. should be routinely sanitized. For any multi-use essential business transaction amenities (i.e.- pens, credit card machines, etc.), the organization must have sanitization gel available for use. • Waiting areas should be clearly marked and spaced out at least 6 feet apart. • Create entry and exit doors with clear signage to reduce flow and contact. • Using established guidelines, host training and orientation with staff to ensure understanding and compliance. • Create a visitors self-screening checklist printed and available as needed. • Vehicles are cleaned after each transport of clients. • Implement workplace controls to reduce transmission among employees, such as those described below that are included in CDC's Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19. <ul style="list-style-type: none"> ○ Employers - Pre-screen (e.g., take temperature and assess symptoms prior to starting work). ○ Employers - Disinfect and clean workspaces and equipment and consider more frequent cleaning of high touch surfaces. ○ Employees - Regularly self-monitor (e.g., take temperature and assess symptoms of coronavirus). ○ Employees - Wear a mask or face covering. ○ Employees - Practice social distancing and stay at least 6 feet from other people whenever possible.
Employees	<ul style="list-style-type: none"> • Employees with symptoms associated with COVID-19 are to report them to their supervisors. Instruct sick employees to stay home and to follow the CDC's What to do if you are sick with coronavirus disease 2019 (COVID-19). Consult with the local health department for additional guidance. • If an employee is sick at work, send them home immediately. Clean and disinfect surfaces in their workspace. Others at the facility with close contact (i.e., within 6 feet) of the employee during this time should be considered exposed.

	<ul style="list-style-type: none"> • Instruct employees who are well but know they have been exposed to COVID-19 to notify their supervisor and follow CDC-recommended precautions. • Inform fellow employees of their possible exposure to COVID-19 in the workplace, if an employee is confirmed to have COVID-19, while maintaining confidentiality.
Intakes	<ul style="list-style-type: none"> • Conduct intake activities via phone, Skype, Facetime, Zoom, email, etc. if possible. • Provide intakes on an appointment basis if possible. Screen all family members before meeting with new participants, using the following questions as a wellness assessment: <ul style="list-style-type: none"> ○ Do you have a fever; have you had a fever in the last two days? ○ Are you experiencing any symptoms that are similar to a cold or flu, specifically cough or shortness of breath? ○ Do you know if you have been in close contact with anyone who has been diagnosed with COVID-19? ○ Have you or someone close to you traveled in the last 14 days to an area with widespread or sustained community transmission of corona virus? (Note the presence of a cough, runny nose or other audible or visual signs that contradict verbal response to the questions above. Do not admit if symptomatic and refer to a health care provider.) • Meet in large open spaces, if available, as opposed to confined offices to complete intake paperwork. Move seating to 6 feet apart to ensure proper distancing. Provide new participants with their own pen to sign necessary documents; do not share pens. • Clean and disinfect the space after completing intake paperwork. • Participants needing material assistance, such as food, hygiene and cleaning supplies, etc. should be provided these items through a system that allows for a low/no contact delivery system as possible, such as prepackaged or boxed items.
Case Management	<ul style="list-style-type: none"> • Conduct case management and home visit activities via phone, Skype, Facetime, Zoom, email, etc. • When service needs require an in-person visit, schedule this in the office setting, meeting in a large open space that allows for privacy and social distancing.

	<ul style="list-style-type: none"> • Before meeting with anyone, do a wellness assessment using the questions above. • Disinfect the area after all meetings.
Phase 2 Guidelines	
Timeline	As early as May 18 th . To be determined by State and Reno County Authorities. These guidelines should be followed at a minimum; however, places of business may enforce stricter parameters in they choose.
General Principles	<ul style="list-style-type: none"> • Nonprofits will be allowed to open for clients and may have no more than 30 clients allowed. • Facilities can ease restrictions on social distancing but are still encouraged to practice the 6 ft rule if possible. • Teleworking is encouraged, if feasible. • Community meetings are still encouraged to be conducted via phone, zoom, skype, Facebook, etc. • If you need to attend or host a meeting in person, please remember the sanitation and space protocols for your safety and those of the facility you will be returning to. • Fundraising events will be restricted to no more than 30 people in attendance with plans to ensure safe conditions.
Employers	<ul style="list-style-type: none"> • Personal Protective Equipment (PPE) is optional for employees. • All communal bathrooms should be routinely sanitized at a minimum of 2 times a day. • Remove all materials, i.e. pens, resource lists that people could handle and discard. These will be made available through request and stay with the participant or be discarded by them. • Sign in sheets, when utilized, should be completed by reception staff. Staff should avoid sharing of supplies (i.e. pens) when possible. • Alcohol-based hand sanitizers that contain at least 60% alcohol should be provided for clients and staff. • Vehicles are cleaned after each transport of clients. • Disinfect door handles, phones, keyboards and other surfaces that are touched by staff and visitors at a minimum of twice daily but more often with an increased flow of traffic. • Implement workplace controls to reduce transmission among employees, such as those described that are included in CDC's Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19.
Employees	<ul style="list-style-type: none"> • Employees with symptoms associated with COVID-19 are to report them to their supervisors. Instruct sick employees to stay home and to follow the CDC's What to do if you are sick

	<p>with coronavirus disease 2019 (COVID-19). Consult with the local health department for additional guidance.</p> <ul style="list-style-type: none"> • If an employee is sick at work, send them home immediately. Clean and disinfect surfaces in their workspace. Others at the facility with close contact (i.e., within 6 feet) of the employee during this time should be considered exposed. • Instruct employees who are well but know they have been exposed to COVID-19 are to notify their supervisor and follow CDC-recommended precautions (see below). • Inform fellow employees of their possible exposure to COVID-19 in the workplace, if an employee is confirmed to have COVID-19, while maintaining confidentiality.
Intakes	<ul style="list-style-type: none"> • Can resume back to regular office space if safe protocols can be enforced. • Provide new clients with their own pen to sign necessary documents; do not share pens. • Clean and disinfect the space after completing intake paperwork. • Participants needing material assistance, such as food, hygiene and cleaning supplies, etc. should be provided these items through a system that allows for a low/no contact delivery system as possible, such as prepackaged or boxed items.
Case Management	<ul style="list-style-type: none"> • Home visits resume but practice safe protocol for staff. • Before meeting with anyone, do a wellness assessment using the questions above. • Disinfect after all meetings.
Phase 3 Guidelines	
Timeline	<ul style="list-style-type: none"> • As early as June 1. To be determined by State and Reno County Authorities. These guidelines should be followed at a minimum; however, places of business may enforce stricter parameters in they choose.
General Principles	<ul style="list-style-type: none"> • Nonprofits will be allowed to be open for clients and will have no restrictions on clients served. • Use common sense with social distancing practices. • Fundraising events will be restricted to no more than 90 people in attendance.
Employers	<ul style="list-style-type: none"> • Using good judgement with routine cleaning and sanitizing of facilities. • Continue to implement workplace controls to reduce transmission among employees, such as those described that are included in CDC's Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19.

Employees	<ul style="list-style-type: none"> • Employees with symptoms associated with COVID-19 will report them to their supervisors. Instruct sick employees to stay home and to follow the CDC's What to do if you are sick with coronavirus disease 2019 (COVID-19). Consult with the local health department for additional guidance. • If an employee is sick at work, send them home immediately. Clean and disinfect surfaces in their workspace. Others at the facility with close contact (i.e., within 6 feet) of the employee during this time should be considered exposed. • Instruct employees who are well but know they have been exposed to COVID-19 are to notify their supervisor and follow CDC-recommended precautions (see below). • Inform fellow employees of their possible exposure to COVID-19 in the workplace, if an employee is confirmed to have COVID-19, while maintaining confidentiality.
Intakes	<ul style="list-style-type: none"> • Continue to use good judgement with social distancing practices. • Clean and disinfect the space after completing intake paperwork.
Case Management	<ul style="list-style-type: none"> • Home visits continue but practice safe protocol for staff. • Disinfect after all meetings.

Phase Out	
Timeline	As early as June 15. To be determined by State and Reno County Authorities. These guidelines should be followed at a minimum; however, places of business may enforce stricter parameters in they choose.
General Principles	<ul style="list-style-type: none"> • Nonprofits will be allowed to be open for clients and will have no restrictions on clients served. • Use common sense with social distancing practices. • Fundraising events will be restricted to no more than 250 people in attendance.
Employers	<ul style="list-style-type: none"> • Using good judgement with routine cleaning and sanitizing of facilities.

	<ul style="list-style-type: none"> • Continue to implement workplace controls to reduce transmission among employees, such as those described that are included in CDC's Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19.
Employees	<ul style="list-style-type: none"> • Employees with symptoms associated with COVID-19 will report them to their supervisors. Instruct sick employees to stay home and to follow the CDC's What to do if you are sick with coronavirus disease 2019 (COVID-19). Consult with the local health department for additional guidance. • If an employee is sick at work, send them home immediately. Clean and disinfect surfaces in their workspace. Others at the facility with close contact (i.e., within 6 feet) of the employee during this time should be considered exposed. • Instruct employees who are well but know they have been exposed to COVID-19 are to notify their supervisor and follow CDC-recommended precautions (see below). • Inform fellow employees of their possible exposure to COVID-19 in the workplace, if an employee is confirmed to have COVID-19, while maintaining confidentiality.

The following are Guidelines and Best Practice Recommendations made by the Federal Food & Drug Administration:

Managing Employee Health (Including Contracted Workers)

- Instruct employees with symptoms associated with COVID-19 to report them to their supervisors. Instruct sick employees to stay home and to follow the CDC's What to do if you are sick with coronavirus disease 2019 (COVID-19). Consult with the local health department for additional guidance.
- If an employee is sick at work, send them home immediately. Clean and disinfect surfaces in their workspace. Others at the facility with close contact (i.e., within 6 feet) of the employee during this time should be considered exposed.
- Instruct employees who are well but know they have been exposed to COVID-19, to notify their supervisor and follow CDC-recommended precautions (see below).
- Inform fellow employees of their possible exposure to COVID-19 in the workplace, if an employee is confirmed to have COVID-19, while maintaining confidentiality.
- Implement workplace controls to reduce transmission among employees, such as those described below that are included in CDC's Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19.
 - Employers - Pre-screen (e.g., take temperature and assess symptoms prior to starting work).

- Employers - Disinfect and clean workspaces and equipment and consider more frequent cleaning of high touch surfaces.
- Employees - Regularly self-monitor (e.g., take temperature and assess symptoms of coronavirus).
- Employees - Wear a mask or face covering.
- Employees - Practice social distancing and stay at least 6 feet from other people whenever possible.
- For additional information when employees may have been exposed to COVID-19, refer to CDC's Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19.
- For additional information on employee health and hygiene and recommendations to help prevent worker transmission of foodborne illness, refer to FDA's Employee Health and Personal Hygiene Handbook.
 - If FDA recommendations differ from CDC's regarding employee health and COVID-19, follow CDC.
- For returning previously sick employees to work, refer to CDC's Guidance for Discontinuation of Home Isolation for Persons with COVID-19.
- Follow CDC and FDA information on PPE (i.e., gloves, face masks/coverings, and protective gear).
- Frequently review CDC's CDC's Interim Guidance for Business and Employers to Plan and Respond to Coronavirus Disease 2019.
- Understand risk at the workplace — use OSHA's Guidance on Preparing Workplaces for COVID-19.

Personal Hygiene for Employees

- Emphasize effective hand hygiene including washing hands for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
- Always wash hands with soap and water. If soap and water are not readily available, then use an alcohol-based hand sanitizer with at least 60% alcohol and avoid working with unwrapped or exposed foods.
- Avoid touching your eyes, nose, and mouth.
- Use gloves to avoid direct bare hand contact with ready-to-eat foods.
- Before preparing or eating food, always wash your hands with soap and water for 20 seconds for general food safety.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash hands after.