
Family Outreach, Inc. COVID-19 Safety Precaution Update April 4, 2022

Family Outreach, Inc. provides guidance to staff, families and the community regarding COVID-19 precautions for clients and staff. This memo replaces and supersedes previous COVID-19 Safety Precautions memos (e.g., those issued in 2020 and 2021).

The COVID-19 situation continues to improve with only 56 cumulative active cases in the three counties we serve as of March 29, 2022. Thank you all for your efforts in maintaining our safety precautions over the past two years.

This April 4, 2022 memo includes the following updates:

- *Face coverings are now voluntary unless requested by a consumer or family or directed by a manager (page 1).*
- *A revision of our Tier 1 precautions regarding face coverings (pages 1 and 2).*

Family Outreach, Inc. will continue to address Core Preparedness Responsibilities including:

- Protect the health and safety of those living and working with vulnerable populations.
- Maintaining protocols for social distancing and face-coverings (where appropriate or directed).
- Monitor for Covid-19 symptoms.

Masking:

Effective Monday March 23, 2022, we discontinued the requirement for staff and visitors to wear masks in the office. However, if a family or individual we serve requests we wear a mask, employees are required to honor that request. Management retains the right to require employees wear masks when appropriate. Please consider your own relative health risks in deciding whether to wear a mask. Family Outreach, Inc. reserves the right to restore mandatory masking if we return to higher COVID cases and health risks.

Sick Leave for COVID-19:

Family Outreach, Inc. will continue to authorize the use of sick leave for quarantine, isolation, or other management-approved COVID-19 related reasons, even if the employee is asymptomatic, until further notice. The use of sick leave is subject to all other policy provisions. Employees with questions or requests regarding sick leave should see their Program Manager.

Office and Meeting Guidelines:

Family Outreach is maintaining the tier system for determining the appropriate office and meeting guidelines based on the number of active cases in each community. Family Outreach will regularly review case statistics and update guidelines if needed. If two offices exceed a threshold, the entire agency will move to the next tier. Family Outreach will observe precautions appropriate for the community based on the risk of exposure as determined by infection rates.

Tier 1: Enterprise-wide precautions

Employees must observe the following precautions in all offices regardless of community infection rate:

- Staff may work in the office. A staff member with concerns about being at risk should immediately notify their supervisor.

Tier 1: Enterprise-wide precautions (continued)

- Offices are now open to the public.
- Employees who come to the office must be conscientious about gathering in large numbers and ensure proper precautions (e.g., sanitary practices and staying home if sick).
- When scheduling home visits and before going into client homes employees will inquire as to whether anyone in the household has been sick. Adult Services employees will take special precautions in this regard including monitoring their and client health and following program-specific guidelines and client/family preferences.

Definitions:

Program and office-specific measures	Measures specific to an office or program (e.g., children’s, adult, autism insurance, and business programs). This includes guidance defined by the State (e.g., for children’s services) and by the Program Manager. Measure may include closing offices, prohibiting in-person meetings of any kind or limiting meeting size, staggering work shifts, requiring work from home, workplace monitoring (e.g., temperature taking or testing), etc.
Social distancing	Means keeping a safe space between yourself and other people who are not from your household. To practice social or physical distancing , stay at least 6 feet (about 2 arms' length) from other people who are not from your household.
Tier 1:	<ul style="list-style-type: none"> • Observe all enterprise-wide precautions (defined above).
Tier 2:	<ul style="list-style-type: none"> • Observe all enterprise-wide precautions (defined above). • Reinstated face covering requirement. <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> • No in-person gatherings greater than 3 people.
Tier 3:	<ul style="list-style-type: none"> • Observe all precautions for Tiers 1 and 2 <p>AND</p> <ul style="list-style-type: none"> • Limit access to offices (i.e., if an individual has a compelling reason (i.e., essential services) to come in, they can with Program Manager approval. Approval will depend on office size and capacity; may close office to sanitize if someone in the workforce is affected). • Implement program and office-specific measures to protect employee and client health.

Active Cases and Restriction Levels:

Office (County)	County population (to nearest 500)	Tier 1	Tier 2	Tier 3
		Observe Tier 1 during Phase II (until we move to Phase III)	≥ 0.5% population active cases	≥0.6% population active cases
Bozeman (Gallatin)	114500		572	687
Butte (Butte Silver-Bow)	35000		175	210
Helena Offices (Lewis & Clark)	69500		347	417

These are guidelines only. The Executive Director and Program Managers retain authority to determine the appropriate restrictions or measures necessary to protect employee and client health at their discretion.

Working from home

Upon authorization from the Executive Director and with appropriate technology, devices, and mandatory technology safeguards, employees may work from home. Employees working from home must comply with the Work at Home policy and may be required to sign a telecommuting agreement if required by the Executive Director.

Family Outreach, Inc. will not reimburse employees for the use of the remote office space including personal equipment and supplies. Certain equipment and supplies will be allowed to be temporarily utilized from Family Outreach facilities as determined by supervisors in consultation with the Business Office and information technology staff.

Program Managers (or their designee) will provide specific direction to employees regarding the ability to work from home, as well as specific direction on work hours and schedule for non-exempt employees. Family Outreach expects employees working from home to communicate frequently with their supervisor and coordinate interruptions in this work accordingly. Employees are expected to accurately report hours worked.

Employees who can work remotely and who are impacted by COVID-19 as described herein must communicate with their supervisor as to their individual capacity to continue to work remotely as their individual or household situations change. Employees shifting between working remotely and using leave must clearly delineate and report their time.

Health Screening. To protect the health and welfare of employees and the community and ensure employees are healthy and safe, all employees are required to complete a health self-screening assessment at the start of their work shift if they are working from their normal place of work (i.e., the screening is not required of employees while working from home). The intent of the health screening is to engage all employees in preventing the spread of the disease. To complete the health self-screening assessment, employees must ask themselves the following questions:

- Do I have a fever (temperature of 100.4 degrees Fahrenheit or more using an oral thermometer)?
- Am I experiencing acute respiratory illness symptoms (i.e., fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea¹) or symptoms of any other contagious illness (e.g., cold or flu)?

“No” Answer: If the employee answers “No” to all the questions on the self-screening assessment, the employee stays at work. If any answers to the self-screening assessment change while the employee is at work, the employee must immediately notify their immediate supervisor by phone, email, or personally, making sure they adhere to safe social distancing (6 feet away), leave the workplace, and seek assistance from their healthcare provider.

If “Yes” Answer: If the employee answers “Yes” to any one (1) of the questions, the employee must leave immediately and notify their immediate supervisor or follow the normal call- in/out procedures for leaving or not reporting to work and seek assistance from a healthcare provider.

¹ <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

If an employee realizes prior to reporting to work they will answer “Yes” to any one (1) of the self-screening assessment questions, the employee should not report to work, follow the normal call-in/out procedures for not reporting to work, and seek assistance from a healthcare provider.

Symptomatic Employees. Employees who are sick MUST STAY HOME and are strongly encouraged to seek assistance from a healthcare provider or the Public Health Office. Managers can send employees exhibiting signs of a contagious illness home. Employees with conditions that manifest like contagious illness (e.g., allergies or hay fever) should notify their supervisor. Employees who were ill must follow the CDC guidelines and be symptom free before returning to work and/or provide a release from a medical provider to return to work. Employees who experienced symptoms are encouraged to test for COVID-19 before returning to work.

COVID-19 positive employees. Employees who test positive or are diagnosed with COVID-19 must stay out of the workplace and observe requirements from the Centers for Disease Control (CDC) and/or receive clearance from a medical provider to ensure they are not infectious before returning to work.

Employees Who Had Close Contact with Infected Persons: Employees who have had close contact with an infected person must follow all instructions from health officials including observing any quarantine or isolation orders. Employees should monitor themselves for symptoms of COVID-19, especially if they’ve been around someone who is sick. Employees with symptoms of COVID-19 must follow the protocols for **Symptomatic Employees.** Employees subject to a quarantine or isolation order must complete and/or be released from that order before returning to work.

Quarantine and Isolation Orders. Quarantine keeps someone who was in close contact with someone who has COVID-19 away from others. Isolation keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home. Employees subject to a quarantine or isolation order must provide a copy of the notice to Discontinue Home Isolation from Public Health or their medical provider and complete the requirements of the Quarantine Order before returning to work.

Additional guidance for employees:

- If you are feeling ill, but can work, stay home and request to work from home.
- If you need to care for an individual infected by COVID-19, you may work from home or request leave. You must meet the above requirements for returning to work after close contact. You may not to come into physical contact with any colleagues or clients prior to meeting these requirements.

We need to continue to exercise caution. Please take the time to care for yourself and support each other.

Sincerely,

Jackie Mohler

Jackie Mohler M.Ed., LBA
Executive Director