

CAW COVID-19 Policy & Protocol

(updated 03.13.2023)

The following Policy & Protocol is to help ensure that the CAW community take care of itself and the people we serve. Our collective health and well-being depend on everyone doing their part to make this policy a success.

1. Vaccination

- a. All employees must be fully vaccinated with their COVID-19 vaccine primary series and boosters, recommended based on their age, as a condition of their employment.

2. Masks

Masking while in the employ of the organization is now optional, provided that one is asymptomatic and is not within the recommended 10-day precautionary period following illness as outlined by the Centers for Disease Control.

3. COVID testing

- a. All employees are strongly encouraged to test if experiencing symptoms of COVID-19, to minimize the introduction of COVID-19 into the CAW workplace, and exposure of staff and those we serve to the virus. CAW has provided and may continue to provide a limited supply of free antigen tests for the convenience of the staff in its headquarters offices.
- b. Employees must report a positive COVID-19 test or COVID-19 diagnosis to their manager or HR as soon as reasonably possible.
- c. After traveling, employees should take a COVID-19 test the day before or morning of returning to the office, with a negative result.

4. Quarantine & Return to Work

- a. If an employee has just received a positive COVID-19 test or diagnosis, they should stay home or immediately leave the workplace.
- b. Employees should quarantine for five days after the earlier of the onset of symptoms or a positive COVID-19 test and can return to work on the sixth day, provided (i) they have no fever (without fever reducing medication), (ii) their symptoms have declined and (iii) a 95-style mask is worn at times whenever in the office for at least ten days after the onset.
- c. If an employee develops a fever (over 100.4), they should remain out of the workplace until fever-free for at least 24 hours without analgesics.
- d. If an employee develops symptoms (other than from an existing medical condition, e.g. migraines or seasonal allergies) such as shortness of breath or difficulty breathing, unusual fatigue, muscle or body aches, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting or diarrhea, they should use their best judgment as to whether they can work without exposing others to illness, and mask until symptom-free (and thoroughly and regularly wash hands regardless).

5. Miscellaneous & Applicable Law

- a. CAW provides COVID-19 related leave in accordance with applicable federal, state, and local laws.

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- b. CAW will not retaliate against employees who request or take leave in accordance with this policy.
- c. If any employee fails to comply with CAW's COVID-19 Policy & Protocol, the employee's manager or other supervisor notified and the employees may be subject to immediate to disciplinary action.
- d. *If you become aware of suspected policy violation or non-compliance, or if you have any questions about this protocol, please contact your manager, HR or reach out to the Executive Director directly.*
- e. This Policy & Protocol replaces any past communication regarding the organization's related policies and procedures in regard to COVID-19 and in the event there are any conflicts with any such earlier communique, this version shall govern. As governmental and medical guidance evolve, this Policy & Protocol may change from time to time to time.