

RETURNING TO WORKSITE GUIDE FOR EMPLOYEES



LITERACY
PITTSBURGH

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Introduction

On March 6, 2020, pursuant to Section 7301(c) of Pennsylvania's Emergency Management Services Code, 35 Pa.C.S. § 7301(c), Governor Wolf issued a Proclamation of Disaster Emergency ("Proclamation") related to the novel coronavirus disease (COVID-19) outbreak. On March 13, 2020, President Trump declared a national emergency in response to the COVID-19 outbreak.

On April 22, 2020, Governor Tom Wolf presented a plan for reopening the commonwealth. The following guidance will be in place to support best public health practices to avoid negative impacts and adapt to the changing nature of the pandemic. This guidance will be in place for approved activities until further notice.

As the commonwealth moves through the red, yellow and green phases of the reopening plan, it is important to follow these basic tenets:

Safety First: Follow all guidance from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH); use the provided check lists and guidance to ensure compliance with the Secretary of Health's [Worker Safety Order](#).

Telework First: All employees that are able to telework should continue to do so unless told otherwise by their supervisor.

Personal Responsibility: We are all in this together, and everyone plays a role by following the CDC and DOH guidelines for handwashing, social distancing, wearing masks, and staying home if you are sick.

This guide is effective as of June 8, 2020 and will remain in effect until modified as circumstances and guidance evolve.

Worksite Policy

To ensure the health and safety of students and staff during the COVID-19 pandemic, on-site, in-person work will be limited to only the most essential administrative and programming needs.

Staff and students must adhere to the following practices while on-site at any Literacy Pittsburgh office in Allegheny or Beaver County:

- Enter the Literacy Pittsburgh facility wearing a mask that is compliant with the posted [CDC guidelines](#).
- Complete the health screening questionnaire upon entry (for students) or prior to coming to the office (for staff).
- Keep a social distance space of six feet apart at all times.
- Follow markers and posted signage for entry, exits, traffic flow, seating, bathroom usage, and any other directions.
- Wash your hands frequently using posted [CDC guidelines](#).
- Staff must keep workspaces clean.
- Follow the building guidance and rules.

Direct questions or concerns about any of these practices to Literacy Pittsburgh's Pandemic Safety Officer at pandemicsafety@literacypittsburgh.org.

Returning to the Worksite

The worksite may feel different upon your return and reflect what you are seeing in the commonwealth at large. There will be guidelines for social distancing, wearing masks, and cleaning, as well as potential health screenings when coming into the worksite.

Before you report to work, be sure to do the following:

- Watch this video and remind yourself of ways to take personal responsibility to stop the spread of COVID 19: [6 Ways to Stop the Spread of COVID 19](#).
- Check with your supervisor about working on site so that you can be registered and occupancy thresholds can be maintained.
- Complete the health screening questionnaire at least one-hour prior, but no more than three hours prior to entering the worksite.
- Enter the worksite wearing a mask that is compliant with the [CDC guidelines](#).
- Know that you will be required to:
 - Wash your hands frequently using [these guidelines](#).
 - Keep a social distance space of six feet apart at all times including during breaks and meal periods.
 - Follow markers and posted signage for entry, exits, traffic flow, seating, bathroom usage, and any other directions.
 - Keep your personal equipment and workstation clean.
- Staff assigned to community sites should obtain their host site policy and procedures for Literacy Pittsburgh's Pandemic Safety Officer's (Cheryl Garcia) review and approval before returning to their worksite.
- Staff and visitors who have traveled internationally can return to the worksite 14 days after returning from international travel.

If you still have questions about returning to work after reading this guide, please direct them to your supervisor.

Staying Safe at Work—Personal Safety

We all must do our part to protect our personal health and safety as well as the health and safety of others.

Wearing a Mask

Nonmedical masks must be worn by all employees in the worksite, until such time that the Secretary of Health's order requiring them is lifted.

Wearing a mask is meant to protect other people in case you are infected. Remember this saying: "My mask protects you; your mask protects me." Also note that wearing a mask is not a substitute for social distancing.

Employees will be provided with a mask that meets CDC guidelines for the work environment. Employees will have the option to wear their own mask, provided it meets the [CDC guidelines](#). Supervisors will have the discretion to require an employee to remove a mask if they deem it to be inappropriate and direct the employee to use an alternative mask.

When in the worksite, nonmedical masks:

- Must be worn when in a vehicle with another individual and when using drive-through services.
- Must always be worn around others, even if social distancing can be maintained.
- May be removed if it impedes vision, if an employee has a medical condition, or if it would create an unsafe condition in which to operate equipment or execute a task.
- May be removed to eat or drink during breaks and lunch periods, however, at those times, social distancing should be practiced.
- May be removed when driving alone or when isolated in a closed personal office.
- Must be worn by all visitors to the worksite.
- Must be worn by employees when conducting business at the worksites of other entities.

You should provide a mask to any visitors without one. If they refuse to wear a mask, you should ask them to return at another time, or determine if you can assist them while maintaining social distancing. Safety should be the first priority in considering how to handle the situation.

Medical Exceptions for Masks

Employees with medical conditions that prevents them from wearing a mask should contact their supervisor prior to returning to the worksite to discuss alternatives, such as social distancing.

Work Exceptions for Masks

Employees with work assignments where a mask may be considered a safety issue should contact their supervisor prior to returning to the worksite. An employee does not need to wear a mask if it impedes their vision, if they have a medical condition, or if it would create an unsafe condition in which to execute a task. In the event that the assignment was not identified prior to returning to work, employees should discuss this situation with their supervisor before removing the mask. If a mask cannot be worn, social distancing shall be maintained using alternative solutions.

Cleaning a Mask

Masks should be washed after every use. Sanitize nonmedical masks per manufacturer's recommendation prior to each use.

Gloves

Gloves will only be provided to employees who require them to perform certain job functions, such as handling mail. Gloves are not recommended for general protective use.

Employees who use cleaning chemicals are required to use disposable gloves. Other personal protective equipment may also be required by the chemical manufacturer. Check chemical warning labels and safety data sheets for appropriate personal protective equipment. Disposable gloves are required to be worn when cleaning, including trash removal, after a known or suspected exposure to an individual with COVID-19. These items shall be disposed of immediately after cleaning.

Mail Handling

Employees who handle and process mail should attempt to complete processing activities in

well-ventilated areas. They should avoid touching the mouth, eyes, or face when handling mail. If employees choose to wear gloves while handling mail, gloves should be made of breathable material and should be changed when grossly dirty or when perforated. Gloves should be removed when not completing mail processing activities and frequent handwashing and sanitization is strongly encouraged.

Social Distancing

Social distancing is a simple and very effective way to prevent the potential spread of infection. In practice this means:

- Staying six feet away from others as a normal practice.
- Eliminating physical contact with others, such as handshakes or embracing coworkers, visitors, or friends.
- Avoiding touching surfaces that are touched by others as much as possible.
- Avoiding anyone who appears to be sick or who is coughing or sneezing.

Locations where social distancing should be practiced include, but are not limited to, classrooms, common areas, entrance/exit areas of worksites, and offices.

Social Distancing through Telework

Subject to operational needs and the ability to continue full job duties, employees may be permitted to continue temporary telework to maintain social distancing. Employees should speak with their supervisor regarding telework options, if applicable.

Social Distancing in Meetings and Groups

Meetings and classes should be conducted using either Zoom or Microsoft Teams to avoid in-person gatherings whenever possible. If a meeting must be held in-person, the following protocols apply:

- In-person meetings and group sessions will be limited to 15 persons even when the meeting area is large enough to accommodate prescribed social distancing measures; and
- Meeting rooms must accommodate a social distancing requirement of six feet of separation for everyone in attendance.

Employees should work with the Technology Coordinator to ensure that proper software and technology are available to accommodate social distancing requirements.

Social Distancing at Your Workstation

- Employees should disinfect their personal workspace multiple times a day, giving special attention to frequently touched surfaces, such as computer keyboards, phones, and desktops.
- Employees will need to adhere to a clean desk policy. This ensures all areas are accessible to be disinfected by both the employee and building cleaning personnel
- Employees should avoid touching their face and must wash their hands thoroughly with soap and water several times during the day to reduce the risk of potential person-to-person infections.
- Employees that serve the public are permitted reasonable time each hour to wash their hands.

Social Distancing During Restroom Breaks

Social distancing guidelines for restroom breaks include the following:

- Occupy alternate urinals and restroom stalls to maintain separation of six feet.
- Avoid congregating in the restroom. Be courteous and aware of others' need to use the restroom.
- To the extent possible, do not touch doorknobs, faucets, paper towel dispensers, etc. with clean, bare hands. See the [CDC guidance on handwashing](#) for proper precautions and hand washing techniques when using the restroom.

The Downtown Center facilities management has increased the frequency of cleaning for all restroom facilities.

Social Distancing with the Public

Employees that serve the public may follow additional social distancing practices, including:

- Conducting business by appointment only. If appointments are not feasible, limiting building occupancy to 50% of the total occupancy.
- Arranging points of service to encourage six feet of distance between visitors and posting signs about social distancing requirements.
- Requiring a mask to enter the office
- Using shields or other barriers in situations where social distancing cannot be maintained.

Other Infection Prevention Protocols

Employees should also use hand sanitizer, wipes, and tissues to prevent potential infection. For more information on how to stop the spread of COVID-19 please refer to [Help Stop the Spread](#).

Take a moment and watch the video below for information on how to protect yourself from COVID-19.



Noncompliance with Personal Safety Guidelines

Employees who do not comply with the personal safety guidelines outlined herein will be subject to corrective action up to and including removal from employment.

Cleaning Personal Workspace

Frequently touched areas or personal workstations—including tables, desktops, light switches, phones and keyboards—should be cleaned regularly.

Clean desk policy: all workspaces must be kept as clean and organized as possible. This ensures the ability of the employee and building cleaning personnel to access as many surfaces as possible.

The CDC recommends [cleaning appropriate surfaces](#) with soap and water, if dirty, followed by a disinfectant. Many products recommend keeping the surface wet for a period of time or wearing gloves when using, so it is important to follow the instructions on the product label.

Specifically, for electronics, remove visible contamination if present. If manufacturer guidance for cleaning is unavailable, consider cleaning these surfaces with alcohol-based wipes or sprays containing at least 70 percent alcohol. Dry surfaces thoroughly to avoid pooling of liquids. Sprays should be applied to paper towel prior to disinfecting electronics.

Cleaning products will be supplied by Literacy Pittsburgh.

Worksite Safety

Students/Visitors and Screening Guidance

Students/Visitors will be prohibited from entering the office unless otherwise approved by the CEO or Chief Program Officer. All but the most essential programming and administrative functions should take place virtually to practice social distancing.

To reduce the possibility of COVID-19 exposure, all staff and students coming onto a Literacy Pittsburgh site will be expected to complete a screening questionnaire. Staff will complete the electronic survey at least one hour, but no more than three hours, before reporting to the office. Students will complete the screening questionnaire upon entry to Literacy Pittsburgh offices.

All visitors must wear a [mask](#). The meeting organizer must inform visitors of this requirement in advance. If a visitor does not have a mask:

- A mask will be available
- The student will need to fill out a questionnaire certifying they are not ill. This questionnaire will then be attached to their Salesforce account.

Meeting organizers must ensure visits are conducted in a manner that limits exposure to employees to the extent feasible by:

- Ensuring visitors and contractors take a direct route to the meeting or work areas and do not unnecessarily interact with employees.
- Practicing [social distancing](#) themselves at all times and instructing visitors regarding expectations to follow social distancing.
- Following expected [hygiene practices](#) and instructing visitors regarding expectations to follow this guidance.
- Using dedicated meeting rooms where possible and ensuring that common surfaces are disinfected between meetings. Visitor service areas will be closed for cleaning no less than once per hour.

Worksite Exposure Protocol

With the reopening of Literacy Pittsburgh operations comes the possibility of employees entering the office having had exposure to COVID-19. **Employees are required to stay home if they are ill.**

An employee who exhibits [symptoms](#) (i.e., fever, cough, shortness of breath, sore throat, headache, muscle pain, or new loss of taste or smell) at the office should will be sent home and advised to seek medical assistance immediately. (If an employee does not have a health care provider, they will be referred to their local health department or 1-877-PA-HEALTH.)

The employee should be provided with a copy of the Return to Work Status Form, which must be completed by a medical provider and submitted to cgarcia@literacypittsburgh.org These forms provide instructions to employees on the medical documentation needed to return to work and how to obtain guidance on the proper leave to use.

Office protocols should be implemented if it is determined an individual that has been in the worksite is a positive case of COVID-19.

Worksite Exposure Protocol:

1. Close off and ventilate areas of exposure, if possible.
2. There is no need to close the entire office/worksite. Staff may remain at work if they did not have close contact with the individual diagnosed with COVID-19. (See #4 below)
3. Management will work with the building to arrange for enhanced cleaning and disinfection of the impacted work and common areas.
4. The individual who is a positive case of COVID-19 will be asked to identify others at the worksite with whom they had close contact so they can be notified. The identity of the employee or visitor that has been deemed a positive case will be kept confidential. (Close contact is defined as being within six feet for ten minutes or more. This includes the period of 48 hours before symptom onset.)
5. Employees who had close contact will be informed and advised to contact their health care provider. They also should be provided with the Referral to Medical Services Notice–Employees and the Return to Work Status Form. As mentioned previously, these forms provide instructions to employees on the medical documentation needed to return to work as well as how to obtain guidance on the proper leave to use. For more information about leave, contact Cheryl Garcia at cgarcia@literacypittsburgh.org.

Additional Information for Employees Diagnosed with COVID-19

An employee that has been diagnosed with COVID-19 should follow [the guidance provided by the CDC](#). An employee is not to return to the worksite until the CDC criteria to discontinue home isolation are met, in consultation with the employee's health care provider.

Post-Exposure Health Screening

Health screening is to be implemented for all employees entering a worksite upon discovery that the worksite has been exposed to a person who is a positive case of COVID-19. Health screening is intended to help prevent the spread of COVID-19 and lower the risk of exposure for the worksite.

- Once health screening has been implemented at the office, every individual entering the worksite will undergo a health screening.
- Individuals should practice social distancing and wear masks as they wait to be tested.
- Individuals will be asked questions about their well-being. Those exhibiting [symptoms](#) of COVID-19, as well as those that have had close contact with someone who is a positive COVID-19 case, should be sent home and told to consult with their health care provider. (If an individual does not have a health care provider, they will be referred to their local health department or 1-877-PA-HEALTH.) (See [CDC guidance](#) for those who are ill.)
- An individual being sent home will be provided with the Referral to Medical Services Notice and a Return to Work Status Form, which must be completed by a health care provider. Employees must submit the completed Return to Work Status Form to the Pandemic Safety Officer, Cheryl Garcia, at cgarcia@literacypittsburgh.org. (The Return to Work Status Form, once completed, documents that the employee has been cleared to return to work.) The Pandemic Safety officer will advise them on the type of leave to be used.

Post-Worksite Exposure Cleaning and Disinfecting

To ensure protection for employees at worksites, cleaning and disinfection must occur. Although transmission of COVID-19 occurs primarily through respiratory droplets, it is believed that transmission could occur through materials such as furniture, utensils, and soft surfaces. Cleaning and disinfecting surfaces after suspected or confirmed positive

exposure to COVID-19 shall occur in compliance with current [CDC guidelines](#). If more than seven days have passed since the person with suspected or confirmed COVID-19 infection visited or used the worksite, additional cleaning and disinfection is not necessary.

Responsibilities

- Literacy Pittsburgh, building cleaning personnel, or contracted cleaning staff shall be responsible for cleaning office areas, restrooms, and common areas. Soft surface cleaning may be limited depending on the contract specifications.
- Literacy Pittsburgh shall be responsible for cleaning desk surfaces, electronic equipment, and soft surfaces not cleaned by building cleaning personnel or the contracted cleaning staff.

Procedure for Cleaning and Disinfecting

Refer to guidance from CDC on [how to clean and disinfect](#). Disinfection shall occur using an [EPA-registered disinfectant](#) for COVID-19, provided by Literacy Pittsburgh

Cleaning Staff Protection

Staff who are cleaning shall:

- Wear disposable gloves for all tasks associated with the cleaning process, including trash removal.
- Wash their hands thoroughly immediately after all cleaning activities.
- Share the [COVID-19 Sanitation and Chemical Exposure Safety](#) information sheet with employees prior to all cleaning activities.

Vehicle Cleaning

Follow [CDC guidelines for disinfecting vehicles](#) used to transport a positive case from the worksite.

Sanitation and Chemical Exposure Safety

It is important to remember that while cleaning and disinfecting surfaces to prevent the spread of COVID-19, employees should also be protecting themselves and others from exposure to the chemicals they are using. When using cleaning products always remember to:

- Only use cleaning products as directed.
- Avoid contacting your skin with cleaning chemicals.
- Dispose of gloves and wash hands thoroughly with soap and water when cleaning is complete, and gloves have been removed.

Travel Guidance

See the CDC's website for a [full list of travel precautions](#).

Traveling by Vehicle

Employees should ride alone in vehicles where feasible if travel is required for work. If the driver is alone throughout the trip, a mask is needed only when interacting with others,

such as at a tollbooth or other drive through window. If more than one person is in the vehicle, all occupants should wear masks. An employee does not need to wear a mask if it impedes their vision, if they have a medical condition, or if it would create an unsafe condition in which to operate equipment or execute a task.

It is recommended that employees limit stops when traveling between their home and their worksite.

Upon arrival at the worksite and prior to departing, employees should wash their hands as recommended.

Traveling on Mass Transit

Transit riders should wear masks unless there is a medical reason that prevents them from wearing a mask, or unless they are unable to provide themselves with a mask or a suitable option (bandanna, scarf, etc.) because of economic reasons. Employees should not use buses if they suspect they are sick or if they have [symptoms](#) such as fever or difficulty breathing.

Resources

[Center for Disease Control](#)

[Allegheny Health Department](#)

[PA Department of Health](#)

Employee Assistance

As we all work hard to continue serving our students during this challenging time, it is also important to focus on our own well-being.

Literacy Pittsburgh in conjunction with UPMC offers the following services:

UPMC MyHealth 24/7 Nurse Line
Registered nurses provide expert advice over the phone.
1-866-918-1591 (TTY: 711)

UPMC Health Plan behavioral health services resources
Specialized, robust resource center that can help members with mental health and substance use issues.
1-888-251-0083 (TTY: 711)

Health coaching
Specialized, hands-on programs that can help members improve their health.
1-866-778-6073 (TTY: 711)

ACKNOWLEDGEMENT AND CERTIFICATION

By signing below, I certify that I have read and agree to the policies and procedures outlined in Literacy Pittsburgh’s Return to Work Guide for Employees (effective as of June 8, 2020)

Employee Name (printed): _____

Employee Signature: _____

Date: _____

EMPLOYEE AND STUDENT SCREENING QUESTIONS

1. Are you feeling ill today?
2. Do you have a fever?
3. Have you been in contact with a person known to be infected, potentially infected, or exposed to someone infected with COVID-19 within the previous 14 days?
4. I certify that I will follow Literacy Pittsburgh's COVID-19 policy
5. I certify that all answers are true and correct to the best of my knowledge