**Old School by Steeple People – COVID-19  Policy (6/6/2020; revised 11/23/20, 2/4/21, 2/17/21)**

**Policy brief & purpose**

Old School by Steeple People is dedicated to mitigating the spread of infectious disease, particularly COVID-19, the novel coronavirus.  To ensure we do our part, we ask that the following rules be followed diligently. Our goal is to sustain a healthy and safe workplace during this pandemic, meaning to limit the spread of COVID-19 and reduce risk of infection for employees, volunteers, and customers. This policy is subject to change as more information becomes available and we receive new guidance from the governmental agencies.

**Scope**

This policy applies to employees and volunteers when physically present in the store.  For purposes of this policy, both employees and volunteers are referred to as “workers.”  All Old School employees, volunteers, and Board members should be familiar with this policy to ensure all affiliated people uniformly adhere to these standards.

**Reporting to work**

∙ Workers exhibiting symptoms of COVID-19 should stay home.

∙ During the COVID-19 pandemic, each worker must satisfactorily complete a daily check-off list before being permitted to work in the store (OSSP General Health Questions document). A log will be maintained to ensure these steps are actively taken. The check-off list will include the following inquiries:

o Have you been in close contact with a confirmed case of COVID-19 within the last 14 days?

o Are you experiencing a cough, shortness of breath, or sore throat?

o Are you experiencing any chills, unusual bruising, headache?

o Have you had a fever in the last 48 hours?

o Have you had any loss of taste or smell?

o Have you had vomiting or diarrhea in the last 24 hours?

* Have you traveled outside of Minnesota in the last two weeks?  (added 2/4/21)
* Have you taken a COVID test recently and the results are pending?  (added 2/4/21)

* Workers are expected to follow COVID behavioral guidelines from Governor Walz, the MDH, and the CDC. (2/17/21)

**Sick leave arrangements:**

∙ Any worker with symptoms indicative of COVID-19 infection must not work in the store and must alert Old School so that contacts can be notified (see Appendix A: Contact Tracing Procedure).  Symptoms are continually updated as more information about COVID-19 emerges, but current symptoms include:

o Fever

o Coughing, especially a dry cough

o Shortness of breath or difficulty breathing

o Persistent pain or pressure in the chest

o Chills

o Headache

o Fatigue

o Sore throat

o Sneezing

o Infected, red, or itchy eyes

o Loss of sense of taste and/or smell; loss of appetite

o Appearance of bruising on toes and feet

o Bluish lips or face

o Gastrointestinal symptoms including nausea, vomiting, diarrhea, pain, or cramping

∙ Old School encourages any employee or volunteer experiencing any of the above symptoms to consult a medical professional and request appropriate testing.

* Full-time employees may utilize accrued PTO if they must quarantine or if they contract COVID. (edited 2/17/21; FFCRA benefits expired 12/31/21 - see Appendix B)

∙ If a **symptomatic** worker is diagnosed with COVID-19, he or she may only return to Old School when:

o At least 1 day (24 hours) has passed sinceresolution of fever without the use of fever-reducing medications **and** improvement in symptoms (*e.g.*, cough, shortness of breath); **and**,

o At least 10 days have passed since symptoms first appeared.

(<https://www.health.state.mn.us/diseases/coronavirus/returntowork.pdf>)

∙ If an **asymptomatic** worker is diagnosed with COVID-19, he or she may only return to Old School when:

o At least 10 days have passed since worker tested positive.

(<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>)

**If OSSP is notified that an infected worker is/was in the store:**

1. Infected worker actively ill in the store:
   1. Send the person home; alert Board president who will activate contact tracing procedure
   2. Close off areas used by ill person if possible - if not, close store
   3. Increase air circulation
   4. wait as long as possible (up to 24 hours) to clean/disinfect
   5. clean and disinfect all areas used by ill person
   6. resume standard activities once cleaning and disinfection is completed
   7. <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
2. If we learn later that an infected worker was in the store:
   1. If less than 7 days since infected person was in the store:
      1. alert Board president who will activate contact tracing procedure
      2. clean and disinfect areas used by the worker
   2. If 7 days or more since the infected person was in the store:
      1. alert Board president who will activate contact tracing procedure
      2. continue routine cleaning and disinfection protocols; additional cleaning unnecessary
   3. <https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html#Reducing-the-Spread-of-COVID-19-in-Workplaces>

3. Cleaning and disinfection as per the CDC:

∙ Clean and disinfect all areas touched or used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment

∙ worker to wear disposable gloves during cleaning/disinfection

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

**Exposure to COVID-19**

∙ As COVID-19 continues to spread, a worker may learn that he or she has had contact with an individual who has been diagnosed with COVID-19.  To ensure we minimize additional spread, we ask that any worker who has been in close contact (within 6 feet for 15 minutes minimum over 24 hours) with any individual who has been diagnosed with COVID-19 to refrain from coming to the store until a full 14 days have passed (since close contact) and the worker remains asymptomatic.  Workers are also asked not to come into physical contact with any OSSP workers during this time.  (<https://www.health.state.mn.us/diseases/coronavirus/contact.pdf>)

* If a worker lives with a family or household member with an active infection we request the worker not come to the store.  Workers will be permitted to return 24 days from household member’s first symptoms or, if asymptomatic, 24 days from positive test) AND if the worker remains asymptomatic.  (<https://www.health.state.mn.us/diseases/coronavirus/contact.pdf>) (edited 2/4/21)

**Commuting and meeting measures:**

∙ All meetings will be conducted virtually whenever possible, including Board meetings, employee and volunteer updates, and any interviews.

∙ If a worker normally commutes to the store using public transportation, we request the worker to wear a mask, attempt to physically distance during the commute, and avoid individuals exhibiting symptoms.

**General hygiene rules:**

∙ Washing hands for a minimum of 20 seconds is effective in reducing transmission of viruses such as influenza and COVID-19.

∙ Hand washing must be performed multiple times during a shift, including:

o immediately when coming into the store;

o after a face-to-face interaction;

o after handling merchandise or display items;

o after contact with door handles;

o after using the toilet;

o before and after eating;

o after coughing or sneezing (please cough/sneeze into your elbow). If tissues are used, place used tissue into no-touch receptacle immediately; and

o before and after putting on or taking off mask.

∙ Practice sensible physical distancing, maintaining at least six feet from other people where possible. Request that customers abide by markers on the floor by the register to allow for proper spacing.

∙ To the greatest extent possible, doors and windows should remain open to facilitate airflow through the facility and improve ventilation.  Run the ventilation system continually.

∙ Each worker should avoid touching his or her face.

∙ Each worker must wear a face mask that fully covers the mouth and nose at all times while in the store.  Workers should resist touching or adjusting the mask.  Do not remove mask even if working alone in a room. Masks may be rotated so that a “new” mask is worn every third day. (2/17/21)  Disposable masks will be available if a worker forgets their own.  Consider double masking, with a cloth mask over a KN95 or surgical mask.

∙ Congregating in the break room, common areas, or office is prohibited.

∙ Breaks, meals and shift starting times will be staggered to allow for one at a time.

**Interacting with customers**

∙ Managers or volunteers will monitor the number of people in the store.

∙ Customers will be required to wear masks in the store, fully covering mouth and nose per Mayor of Minneapolis order.

∙ If customers have questions about store health policy or become belligerent, a manager should be involved.

**Environmental Cleaning**

∙ Routinely clean all frequently touched surfaces in the store, such as workstations, countertops, touchscreens, and doorknobs.

∙ Use cleaning agents approved by the EPA for killing COVID-19, and follow the directions on the label.

∙ Disposable wipes or other disinfecting solution will be provided so that employees can wipe down surfaces.

∙ Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces and equipment.

∙ A daily log will be maintained of areas requiring cleaning and time performed.

**Travel and COVID-19 (draft language 1/28/21)**

OSSP will utilize CDC and MDH data on COVID-19 and travel risk.  Any volunteers or staff who travel will be required to quarantine according to MDH Quarantine Guidance before returning to Old School to work.

https://www.health.state.mn.us/diseases/coronavirus/quarguide.pdf

The quarantine period may last 10-14 days depending upon circumstances.  Board Officers will discuss a Return to Old School plan with each traveler.

**Appendix A: Contact Tracing Procedure**

If an employee, Eastside staff person, or volunteer is ill or tests positive for COVID-19:

1) worker is sent home

2) manager reports information to the Board president

3) Following MDH Contact Tracing Guidelines and in consultation with Board president and other officers, managers identify possible Workplace Contacts (people who interacted within six feet of the infected worker for at least 15 minutes over a 24 hour period).

**If worker is symptomatic**: look at all workplace interaction beginning 48 hours before symptoms developed until worker left the store.

**If worker is not symptomatic** but tests positive: look at all workplace interaction starting 48 hours before testing until worker left the store.

4) Notify Workplace Contacts of possible exposure while protecting confidentiality of infected worker.

5) Workplace Contacts self-quarantine at home for 14 days since the last day of exposure.  If they develop symptoms during the quarantine, they should be tested.  Even if they test negative, they must remain in quarantine for 14 days.

6) Workplace Contacts who remain symptom-free during quarantine may return to the store on day 15.  No testing is necessary to return to work.

7) Store employees in self-quarantine due to COVID-19 exposure at Old School will be paid, provided they meet the definition of a Workplace Contact (see #3 above).  If store employees self-quarantine but do *not* meet the definition of a Workplace contact, employees may use PTO or sick time.

8) Eastside staff in self-quarantine will receive compensation according to Eastside Senior Services policies.

(<https://www.health.state.mn.us/diseases/coronavirus/guidebusinessct.pdf>)

**Appendix B: FFCRA - Families First Coronavirus Response Act - benefits expired 12/31/20** (<https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>)

1. Paid Sick Leave:

The FFCRA “provides that employees of covered employers are eligible for:

* *Two weeks (up to 80 hours) of paid sick leave at the employee’s regular* rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
* *Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee’s regular rate of pay* because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and
* *Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee’s regular rate of pay* where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.”

1. Qualifying Reasons for Sick Leave:

“Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (or unable to telework) due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.”

Appendix C: Sample Infected Worker Letter

To:

From:

Date:

A worker at Old School by Steeple People recently tested positive for COVID-19. We have no reason to believe that you had close contact with this employee (defined as being within six feet for more than 15 minutes) during the time the employee was contagious and are notifying you only out of an abundance of caution. For reasons of confidentiality, we cannot disclose the identity of the worker.

We take the health and safety of our staff, customers, and volunteers very seriously. We are adhering to the protocols and guidance from the U.S. Centers for Disease Control (CDC) and the Minnesota Department of Health.  Specifically, please note that we are:

* following MDH contact tracing procedures
* advising staff who test positive not to return onsite until cleared in accordance with MDH guidance
* following CDC cleaning and disinfection recommendations

You may wish to discuss testing with your health care provider.  If you test positive and/or develop symptoms, you may return onsite when:

* At least 1 day (24 hours) has passed sinceresolution of fever without the use of fever-reducing medications **and**
* improvement in symptoms (*e.g.*, cough, shortness of breath) **and**
* at least 10 days have passed since symptoms first appeared.

If you have any questions, please contact Brenda Lewis, Old School Board President ([info@oldschoolthrifty.org](mailto:info@oldschoolthrifty.org)).

Appendix D: Sample Return-to-OSSP Letter

Dear Old School Volunteers:

Thank you so much for your continued assistance during these challenging times.  We wanted to provide you with some information around a few specific scenarios related to COVID-19:

1. If you are ill or test positive for COVID: Please do not come to the store.  If you worked at Old School in the 48 hours prior to developing symptoms, please contact Brenda Lewis, Board president ([info@oldschoolthrifty.org](mailto:info@oldschoolthrifty.org))  so that we can proceed with our Contact Tracing Procedure.  We will ask you questions to help determine whether you had close contact (15 or more minutes closer than 6 feet) with anyone while working at Old School.

You may return to Old School once you are free of fever for 24 hours (without the assistance of fever-reducing medication) **AND** at least 10 days have passed since you developed symptoms (or tested positive) **AND** you are well again.

1. If you have been in close contact with a person outside your household who has COVID-19: Please do not come to the store.  You may return to Old School once 14 days have passed since you had close contact **AND** if you remain well.

1. If you are caring for or live with someone who has COVID-19: Please do not come to the store.  You may return to Old School once 24 days have passed since the COVID+ person developed symptoms (or tested positive if asymptomatic) **AND** if you remain well.

1. If you have traveled outside Minnesota in the past two weeks: Please do not come to the store.  Please follow quarantine guidelines from the State of Minnesota (<https://www.health.state.mn.us/diseases/coronavirus/quarguide.pdf>) and contact Brenda Lewis ([info@oldschoolthrifty.org](mailto:info@oldschoolthrifty.org)) for a return-to-Old-School plan.

1. If you have taken a COVID test and don’t have the results back yet: Please do not come to the store.  Please contact Brenda (info@oldschoolthrifty.org) for a return-to-Old-School plan.

Thank you and stay safe.  If you have any questions about Old School COVID policies, please contact Brenda Lewis, Board President (info@oldschoolthrifty.org).