

 Sept. 22, 2021

Updated COVID-19 Staff Office Protocols

If you have not been vaccinated, please get one. That is the most important step any of us can take for our own safety and the safety of our fellow staff members and clients/patients – as well as family, friends and the community.

Protocols:

* Wear a mask when in any shared space (in other words, when not in your office or working space). This is true for both for vaccinated and unvaccinated staff.
* Maintain social distancing (6 feet); avoid being within 6 feet of anyone for a total of 15 minutes in a 24-hour period (the definition of a COVID ‘close contact’).
* Avoid in-person meetings (even internal meetings); use Zoom.
* Where an in-person meeting is necessary, wear a mask and maintain 6 feet separation.
* Continue to use COVID protective barriers; ask your supervisor if a barrier is possible in your area if you don’t have one.
* Wash hands regularly (soap and water for 20 seconds), use hand sanitizer.
* Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

As a reminder, Nasson, Head Start classrooms and Transportation vehicles have own guidelines.

As we have been doing throughout the pandemic, we will continue to monitor conditions and adjust our protocols accordingly. At this point, we are paying particular attention to vaccination rates and infection rates.

Thanks everyone for continuing to work together to ensure that we maintain a safe work environment during the pandemic. If you have any questions, please don’t hesitate to let Missy or me know.

Carter Friend

Deputy Director

**York County Community Action Corporation**