

Neighborhood House COVID-19 Exposure Protocol

Preventing COVID-19 in the Food Market(s)

COVID-19 is known to spread mainly through close contact from person to person, including between people who have been within 6ft of each other. Individuals can be asymptomatic (exhibit no symptoms), but still can spread the virus to others. Measures to prevent spread of COVID-19 in the Food Market(s):

- Socially distance.
 - Try to keep all volunteers, interns, and staff 6 ft. apart at all times
- Wear masks.
 - Per Neighborhood House policy, all individuals who enter the premises MUST be wearing a mask. A mask must be worn at all times while in the building- no exceptions. Masks will be provided to individuals who do not have one.
- Hygiene.
 - Increased hygiene practices should be followed. Hand sanitizer and disinfecting products will be available at all work stations and throughout the Food Market for everyone's convenience.
- Sanitation.
 - Increase sanitation practices should be followed. Wiping down all hard surfaces, and high-touch areas at the beginning and end of each shift. Sanitation should also occur throughout the shift to prevent spread of COVID-19.
- Isolation and quarantining.
 - When sick- all individuals should remain at home and monitor health. Please refer to the recommendations and guidelines below for returning to work.

Before the Food Market(s) open, the Maintenance Team will deep clean daily.

Exposure

In the event of a COVID-19 exposure, all staff, interns, and volunteers are to quarantine. The CDC defines exposure as an "Individual who has had close contact (within 6 feet for a total of 15 minutes or more)". Due to the nature of the work in the Food Market(s), anyone who was present at a shift with an individual(s) who test positive for COVID-19 should quarantine.

All individuals who were exposed are to be notified immediately of exposure, given recommendations for next steps, and guidelines for returning to work.

Recommendations:

- Quarantine yourself.
 - Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. Once you have been symptom free, contact HR and coordinate with your supervisor for your return to work.
- Get tested.
 - Information for testing below.

- Stay home and monitor your health.

Resources for testing:

Minneapolis & St. Paul Community Sites

The City of Minneapolis is offering free COVID-19 tests in Minneapolis communities. All are welcome.

You do not need insurance for the test.

- Free COVID-19 tests at Masjid An-Nur Mosque, 1729 N. Lyndale Ave, Minneapolis, MN
 - Somali interpreters will be available.
 - Register onsite.
 - You can expect to get your test results in about two business days.
- Free COVID-19 tests at Phelps Park, 701 E. 39th St.
 - American Sign Language and Spanish interpreters will be available.
 - Register onsite.
 - You can expect to get your test results in about two business days.
- Free COVID-19 tests and flu shots at Phelps Park, 701 E. 39th Street, Minneapolis, MN.
 - The flu shots are covered by insurance. If you have insurance, bring your insurance card for the flu shot. If you don't have insurance, the flu shot is free.
 - American Sign Language and Spanish interpreters will be available.
 - Register onsite.
- St. Peter's AME, 401 E. 41st Street, Minneapolis, MN
 - Make an appointment if possible, or register onsite.
 - You can expect to get your test results in about two business days.
- Focused on the Cedar-Riverside community hosted by Pillsbury United
 - Every Friday and Monday, from 1-4 p.m., at the Brian Coyle Center, 420 15th Ave. South, Minneapolis, MN.
 - Note: Double-check with Pillsbury United for possible updates before heading over.

Testing for other communities: If you are unable to attend one of these testing events, you can use this [directory to find a testing location near you.](#)

- Free COVID-19 testing will be available in Saint Paul later this month at New Hope Baptist Church and United Church of God in Christ. Testing is free and open to everyone, with or without symptoms. No insurance and no ID is required. Drive-thru and walk-thru testing will be available with interpreters onsite. Registration is strongly recommended to reduce wait times and is available online at ramseycounty.us/testingsites.
 - New Hope Baptist Church (711 Bradley Street), Saint Paul, MN
 - United Church of God in Christ (277 W. Lafayette Frontage Road), Saint Paul, MN
 - Testing has been organized by Saint Paul – Ramsey County Public Health and the Minnesota Department of Health with the support of multiple partners, including the Minnesota National Guard, which will be onsite to help with testing on weekdays.

Guidelines for returning to work:

- Receive a negative test result*.

- If you obtain test results and they are negative and you are asymptomatic, you may return back to work onsite.
 - Quarantine yourself, stay home for 14 days after your last contact with a person who has COVID-19, and monitor your health. After the quarantine period, if you remain asymptomatic, you may return back to the onsite work location*.
 - If you test positive, before returning to work you should isolate at home for at least 10 days AND have no fever for at least 24 hours (without the aid fever-reducing medications). *Please notify HR and myself if you have tested positive for COVID-19.
 - If you tested positive- please notify the Food Support Manager and HR immediately.
- *Individuals can decide to quarantine, get tested, or both. Everyone must meet the guidelines above before returning.

Next steps if you meet the guidelines to return to work:

1. Email the Food Support Manager, (Social Work Field Instructor if an intern), and HR notifying us that you meet the guidelines and provide proof of a negative test result (if applicable).
2. Wait to be cleared by me or HR by reply email before returning to work. If you have not heard from the Food Support Manager or HR, please do not come to your shift.

After an exposure, the Food Market(s) are to be deep cleaned. The Maintenance Team will come in to fog the Food Market to disinfect. Regular increased hygiene and sanitation practices are to resume once the deep cleaning has been completed.

In the event that the Food Support Team has to quarantine, the “Back-up Team” will be activated. The Back-up Team will be comprised of volunteer Neighborhood House staff from other departments who DO NOT regularly work with the Food Support Team. The Back-up Team will receive quarterly trainings on Food Market(s) procedures and protocols. Once activated, the Back-up Team will take over all Food Market(s) daily operations.

Once cleared, individuals can return to work. Phasing out of the Back-up Team will be on-going until all members of the Food Support Team are able to return and normal Food Market procedures can resume.

For Neighborhood House Employees

Leave

The Families First Coronavirus Response Act (FFCRA)

- Has two parts to the paid leave requirements; paid sick leave or expanded family and medical leave. The act provides staff members with the following:
 - Two weeks (up to 80 hours; based on their FTE) of paid sick leave at the staff member’s regular rate of pay where the staff member is unable to work because they are 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 staff member’s regular rate of pay because the staff member 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 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.

- Qualifying reasons for this leave:
 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.
- How long can I use this leave?
 - **For reasons (1)-(4) and (6):** A full-time employee is eligible for up to 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.
 - **For reason (5):** A full-time employee is eligible for up to 12 weeks of leave at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.