

WORKPLACE WELLNESS POLICY

The following policy applies to all employees of Community Council of Greater Dallas and strict adherence is expected.

General Tips

1. Stay at least six feet away from people who are sick or showing symptoms such as coughing or sneezing.
2. Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
3. Avoid touching your eyes, nose, and mouth when out in public.
4. Do not use facemasks *unless* you are sick or caring for a person who is sick.
5. If you recently traveled internationally or to a location where citizens have tested positive for the COVID-19 virus, monitor for symptoms (coughing, sneezing, or fever) and contact your healthcare provider for advice if you have symptoms or want to be tested. If you recently traveled abroad to a country with an outbreak of coronavirus, do not visit a client for 14 days and until you are symptom free of any illness.
6. Resources:
 - a. *What You Should Know* <https://www.cdc.gov/coronavirus/2019-ncov/about/index.html>
 - b. *What You Should Do If You Are Sick* <https://www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html>
 - c. *What You Need to Know about Handwashing* <https://youtu.be/d914EnpU4Fo>

Employee policies

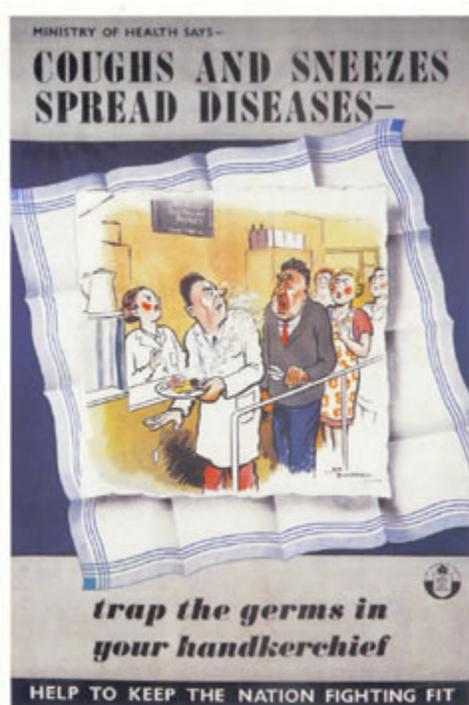
1. Employees who have symptoms of respiratory illness must stay home and not come back to work until they are free of fever, signs of fever or any other symptoms for 24 hours without the use of fever reducing or symptom-altering medications (e.g. cough suppressants).
2. You are encouraged to see your physician if you have respiratory illness symptoms.
3. Any employee demonstrating such symptoms must also avoid contact with any clients.
4. Directors and managers should assure that their staff are aware of and adhering to Community Council's sick leave policies.
5. Employees should be allowed to stay home to take care of sick family members as necessary but should conduct a risk assessment of their potential exposure before returning to work using the CDC recommended procedures. <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>
6. Employees who demonstrate symptoms of respiratory illness (i.e. cough shortness of breath) should be separated from other employees and/or sent home.
7. Tissues and hand sanitizer should be at the front desk and in the waiting room at all times.

8. Employees are encouraged to wash their hands for 20 seconds often and to make liberal use of hand sanitizer.
9. See attached coughing and sneezing etiquette.
10. Frequently touched surfaces such as front desk pens, visitor badges, entry bell, break room tables, icemaker, refrigerator and doorknobs should be cleaned regularly with disinfecting wipes.
11. Check the CDC's traveler's health notices before travel.
12. Any employee who is diagnosed with COVID-19 (Coronavirus) should notify HR immediately. HR will not release the name of the employee but will let staff know that they may have been exposed. At that time, all employees who are able to work virtually from home, will be asked to do so until a determination is made that it is safe for them to come back to work.

Client Policies

1. Clients or potential clients who demonstrate symptoms of respiratory illness should be encouraged to go home and call in for services.
2. If you are visiting a client who displays such symptoms off site, please remove yourself from their presence as quickly as possible and conduct any necessary conversation over the phone.
3. If anyone at CCGD is diagnosed with the COVID-19 virus, all employees will be required to postpone any visits with clients and to notify their funders to get further guidance.
4. If any client notifies CCGD that they have been diagnosed with COVID-19, all employees who came in contact with the client must self-quarantine for 14 days and get tested for the virus if they show any symptoms.
5. If your clients are older adults, please review the guidance at the website below and share with your clients:
<https://time.com/5794374/coronavirus-seniors/>

Coughing & Sneezing



This vintage British poster from World War II shows that coughing and sneezing has long been a public health concern. Today, we know that handkerchiefs aren't always the best way to handle coughing and sneezing! For modern methods, read the text at left.

Hygiene etiquette involves practices that prevent the spread of illness and disease. A critical time to practice good hygiene etiquette is when you are sick, especially when coughing or sneezing. Serious respiratory illnesses like influenza, respiratory syncytial virus (RSV), whooping cough, and severe acute respiratory syndrome (SARS) are spread by:

- Coughing or sneezing

- Unclean hands
 - Touching your face after touching contaminated objects
 - Touching objects after contaminating your hands

To help stop the spread of germs:

- [Cover your mouth and nose](#) with a tissue when you cough or sneeze.
- Put your used tissue in a waste basket.
- If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.

Remember to [wash your hands](#) after coughing or sneezing:

- Wash with soap and water, or
- Keeping hands clean through improved hand hygiene is one of the most important steps we can take to avoid getting sick and spreading germs to others. Many diseases and conditions are spread by not washing hands with soap and clean, running water. If clean, running water is not accessible, as is common in many parts of the world, use soap and available water. If soap and water are unavailable, use an alcohol-based hand sanitizer that contains at least 60% alcohol to clean hands.

Cough etiquette is especially important for infection control measures in healthcare settings, such as emergency departments, doctor's offices, and clinics. More information on respiratory hygiene and cough etiquette in healthcare settings may be found on CDC's [seasonal flu](#) pages.

One final practice that helps prevent the spread of respiratory disease is avoiding close contact with people who are sick. If you are ill, you should try to distance yourself from others so you do not spread your germs. Distancing includes staying home from work or school when possible.

For more information on stopping the spread of germs, please visit CDC's [Good Health Habits for Preventing Seasonal Flu](#) pages.

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