



GOOD FOOD — CULTIVATING COMMUNITY

COVID-19

Preparedness and Response Plan

TABLE OF CONTENTS

Pandemic Planning and Coordination Team

- Plan Expiration Date

- Contact Information

Communication

- COVID-19 Media Policy

- Communication Policy

Prevention

- Understanding COVID-19

- Workplace Controls: Cleaning and Social Distancing

- Use of Face Masks

Mitigation

- Upon Notification of Employee's COVID-19 Diagnosis

- Identification and Isolation of Sick and/or Exposed Employees

 - Employee Self-Monitoring and Daily Screenings

HR Practices and Policies

- Reporting Discrimination or Failure to Follow Protocol

- Worker Exposure Classification

- Staff Considerations

- Working On-Site During COVID-19

- Return to Work Requirements

- Workplace Flexibilities and Potential Benefits

 - FFCRA

 - Executive Order 2020-36

 - Unemployment Compensation Benefits

 - FMLA and ADA

 - Paid Time Off

Programming

- As a Provider of Services to Homeless Individuals

 - Distribution Procedure Considerations

- As an Food Collection and Distribution Organization

Cleaning and Disinfecting

- Cleaning Supplies

- Cleaning of Heartside Gleaning Vehicles and Transporting Patrons

Letters to Employees and Volunteers

PANDEMIC PLANNING

In accordance with Executive Order 2020-59, Heartside Gleaning institutes this COVID-19 Preparedness and Response Plan (“Plan”).

Heartside Gleaning aims to protect its workforce by enacting all appropriate prevention efforts. Heartside Gleaning is continually monitoring guidance from local, state, and federal health officials and implementing workplace and Plan modifications where appropriate.

This Plan will expire upon conclusion of its need, as determined by the Board of Directors at Heartside Gleaning and in accordance with guidance from local, state, and federal health officials. The Chairperson of the Board of Directors at Heartside Gleaning will update this Plan and its corresponding processes as needed.

The information stated in this Plan is true for all phases of the COVID-19 pandemic:

- Preparation (Pandemic Alert Period: clusters of human-to-human spread that is localized)
- Response and Mitigation (Pandemic Period: increased and sustained transmission in general population)
- Recovery (Post Peak Period)

Employees with questions are encouraged to contact Lisa Sisson via phone at 616-648-3694 and/or email at Lisa@HeartsideGleaning.org. If you are unable to reach Lisa, please contact your supervisor.

COMMUNICATION

COVID-19 MEDIA POLICY

Whenever a crisis involving Heartside Gleaning occurs, actual or perceived, the Chairperson is to be notified immediately. The Chairperson (or his/her designee) will be the only person authorized to release information to the Press or Media. In his/her absence, the Vice-Chairperson is to be notified and will fill the role of communicating with the Press or Media. Heartside Gleaning recognizes that there are instances where the media may approach and ask an employee or volunteer a question. Before answering any questions, please contact the Chairperson.

Specific to the COVID-19 Pandemic, the following media policies are in place:

- Staff may not post their positive COVID-19 status or the positive status of another employee or patron on any form of social media including but not limited to Facebook, Twitter, Instagram, TikTok, or LinkedIn.
- Anyone requesting information about COVID-19 policies, procedures, or the status of employees or patrons, should be directed to the Chairperson.
- Heartside Gleaning will promote positive stories related to the pandemic.

COMMUNICATION POLICY

Heartside Gleaning is committed to open communication regarding COVID-19 and will:

- Stay updated on the local level of transmission of COVID-19 through our local and state health departments.
- Communicate clearly with staff and patrons.
- Use health messages and materials developed by credible public health sources, such as your local and state public health departments or the Centers for Disease Control and Prevention (CDC).
- Post signs in strategic places providing instruction on use of cloth face coverings, and social distancing.
- Provide educational materials about COVID-19 for non-English speakers or hearing impaired, as needed.
- Keep staff and patrons up-to-date on changes in procedures.
- Ensure communication with patrons and key partners about changes in program policies and/or changes in physical location.
- Identify and address potential language, cultural, and disability barriers associated with communicating COVID-19 information to workers, volunteers, and those we serve.
- Request employees speak to their Supervisor or the Chairperson regarding any concerns, rumors, or suggestions.

PREVENTION

UNDERSTANDING COVID-19

This plan has been developed utilizing the following understanding of COVID-19:

How does COVID-19 spread? The virus is thought to spread mainly from person-to-person:

- Between people who are in close contact (within about six feet) of an ill person.
- Through respiratory droplets produced when an infected person coughs or sneezes.
- It also may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it, then touching their mouth, nose or eyes.

What is considered a “close contact”?

- Close contact is defined as: Being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time OR having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).
- We do not know exactly how long is necessary for close contact to occur, but it is thought to be between 10-30 minutes.
- Examples of close contact include:
 - Caring for, living with or visiting someone who has COVID-19.
 - Being near someone who has COVID-19 in a confined space if that person is not wearing a mask.
 - Being coughed or sneezed on by someone who has COVID-19.

Can the virus live on surfaces? The length of time the virus may live on a surface depends on the type of surface (e.g., hard, porous). This is why it is important to wash your hands frequently and disinfect frequently-touched surfaces often.

How can you prevent yourself from getting COVID-19?

1. Wash your hands with soap and water.
2. Avoid touching your eyes, nose or mouth with unwashed hands.
3. Cover your mouth and nose with a tissue or upper sleeve when coughing or sneezing.
4. Avoid contact with people who are sick.
5. Stay home if you are sick and contact your healthcare provider.
6. Keep at least six feet away from one another to the maximum extent possible.
7. Frequently clean and disinfect high-touch surfaces.
8. Wear a face mask or covering.

WORKPLACE CONTROLS: CLEANLINESS AND SOCIAL DISTANCING

For employees required to work onsite, Heartside Gleaning abides by the recommended social distancing and other safety measures and establishes the following:

- Large gatherings are minimized whenever possible and social distancing will be enforced.
- Employees are encouraged to maintain physical distance, as well as before and after working hours;
- Heartside Gleaning provides employees with, at a minimum, non-medical grade face coverings.

In addition, Heartside Gleaning is instituting the following cleanliness measures:

- Performing routine environmental cleaning and disinfection, especially of common areas; and
- Where available, providing hand sanitizer.

Employees are expected to minimize COVID-19 exposure by:

- Frequently washing hands with soap and water for at least 20 seconds;
- Disinfecting vehicle handles, steering wheels and other touch points after each use;
- Limiting items brought back and forth to work;
- Utilizing hand sanitizer when soap and water are unavailable;
- Avoiding touching their faces with unwashed hands;
- Avoiding handshakes or other physical contact;
- Avoiding close contact with sick people;
- Practicing respiratory etiquette, including covering coughs and sneezes by using your elbow, sleeve, or tissue and then washing your hands.
- Immediately reporting unsafe or unsanitary conditions at Heartside Gleaning operations to the Coordinator or Chairperson.
- Complying with Heartside Gleaning's daily screening processes;
- Seeking medical attention and/or following medical advice if experiencing COVID-19 symptoms; and
- Complying with self-isolation or quarantine orders.

USE OF FACE MASKS

A supply of face masks will be available during all operations. Please contact the Coordinator on duty if you are in need of a mask or have questions about using one properly.

Employees and volunteers who can medically tolerate a face covering should wear a covering over his or her nose and mouth—such as a homemade mask, scarf, bandana, or handkerchief—when working with near other employees, volunteers or the public. This includes:

- Walking in and out of buildings
- When in an elevator with another person (elevator limit is 2 people)
- When in meeting with more than 1 co-worker
- When at gleaning, packing or distribution sites
- When making deliveries of food or Good Food Boxes

Employees do not need to wear face coverings in the following situations:

- In 1-on-1 meeting with co-worker (assuming 6ft apart). If not, a covering should be worn.
- When alone in a vehicle

Patrons who can medically tolerate a face covering should wear a covering over his or her nose and mouth—such as a homemade mask, scarf, bandana, or handkerchief—

- When waiting in line
- While receiving food distributions outside
- When picking up bags or boxes of food from lobby areas

Patrons do not need to wear face coverings in the following situations:

- In 1-on-1 meetings with a staff member (assuming 6ft apart). If not, a covering should be worn.

MITIGATION

UPON NOTIFICATION OF EMPLOYEE’S COVID-19 DIAGNOSIS AND/OR SYMPTOMS

An employee or volunteer with a COVID-19 diagnosis or who displays symptoms consistent with COVID-19 must be immediately removed from the worksite.

In response to a confirmed diagnosis or display of COVID-19 symptoms, Heartside Gleaning:

- Will inform all employees with and near whom the diagnosed/symptomatic employee/volunteer worked of a potential exposure;
- Keep confidential the identity of the diagnosed/symptomatic employee/volunteer; and

IDENTIFICATION AND ISOLATION OF SICK AND/OR EXPOSED EMPLOYEES

Risk and exposure determinations are made without regard to employees’ protected characteristics, as defined by local, state, and federal law. Any health-related information and documentation gathered from employees is maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separate from employees’ personnel documentation.

Employees’ Self-Monitoring

The following employees should **not** report to work and, upon notification to Heartside Gleaning, will be removed from the regular work schedule:

- Employees who display 1 or more COVID-19 symptoms, such as a fever over 100, cough, shortness of breath, sore throat, chills, muscle pain, headaches, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting, whether or not accompanied by a formal COVID-19 diagnosis;
- Employees who, in the last 10 days, have had close contact with and/or live with any person having a confirmed COVID-19 diagnosis; and

- Employees who, in the last 10 days, have had close contact with and/or live with any person displaying COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting.

Such employees may only resume in-person work upon meeting all return-to-work requirements, defined below.

If an employee is unsure if their symptoms or circumstances require removal from the workplace, they should contact Heartside Gleaning's Chairperson.

Daily Screenings

To prevent the spread of COVID-19 and reduce the potential risk of exposure, Heartside Gleaning screens employees on a daily work basis at the beginning of their shift.

Employees are asked the following questions before beginning work:

1. Are you currently suffering from any of the following symptoms – fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting?
 - If yes, employee is advised to self-isolate/self-quarantine at home for 10 days, until employee is permitted to return to work as defined below.
2. Have you lived with, or had close contact with, someone in the last 14 days diagnosed with or displaying the symptoms of COVID-19?
 - If yes, employee is advised to self-isolate/self-quarantine at home for 10 days, until employee is permitted to return to work as defined below.
3. Have you travelled via airplane internationally or domestically in the last 14 days?
 - If yes, employee is advised to self-isolate/self-quarantine at home, until at least 10 days after the international or domestic travel or following a negative test result. The employee will not be paid during this time.

Employees who develop symptoms during their shift must immediately report to their supervisor

HR PRACTICES & POLICIES

REPORTING DISCRIMINATION OR FAILURE TO FOLLOW PROTOCOL

Discrimination and retaliation are strictly prohibited. Employees have varying levels of physical limitations, mental and emotional experiences and limitations, and vulnerability to COVID-19. Others may be dealing with childcare challenges, financial burdens, stress from a loved one suffering from COVID-19, grief from loss, or numerous other burdens. Discrimination, disrespect, and harassment will not be tolerated.

Discrimination should not be made to employees working remotely or utilizing FMLA, as they are still contributing members of the team and may be dealing with hardships and challenges of their own. Equal treatment should be given to employees regardless of their work status or location.

If you are a victim of discrimination or witness a negative interaction, please report the incident to your direct supervisor or Chairperson immediately.

If you have concerns about an employee failing to adhere to the policies in this Plan, please report your concerns to your direct supervisor or the Chairperson.

WORKER EXPOSURE CLASSIFICATION

Heartside Gleaning’s “worker exposure” is classified as high risk by the Occupational Safety and Health Administration’s guidance because they have a high potential for exposure to known or suspected sources of COVID-19.

Given this classification, Heartside Gleaning provides the controls summarized in this Plan including: offering appropriate personal protective equipment and complying with all infectious-disease requirements.

STAFF CONSIDERATIONS

Heartside Gleaning is committed to equipping our staff. Heartside Gleaning will:

- Provide training and educational materials related to COVID-19 for staff and volunteers.
- Staff and volunteers who are at higher risk for severe illness from COVID-19, can speak to their manager about how to continue working while minimizing direct contact with patrons.
- Put in place plans on how to maintain social distancing (remaining at least 6 feet apart) between all patrons and staff while still providing necessary services.
- Staff should avoid handling patron belongings. If staff are handling patron belongings, they should use disposable gloves, if available.

RETURN-TO-WORK REQUIREMENTS RELATED TO COVID-19

Employees who were themselves diagnosed with COVID-19 may only return to work upon confirmation of the cessation of symptoms and contagiousness, proof of which may be acquired via the test-based strategy or the non-test-based strategy.

FOR PEOPLE WHO TESTED POSITIVE AND HAD SYMPTOMS OF COVID-19: Remain in isolation until:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath)
- After 10 days of isolation since symptoms first appeared
- After returning to work, they should wear a facemask after 10 days of isolation and until all symptoms are resolved

FOR PEOPLE WHO TESTED POSITIVE AND HAD NO SYMPTOMS OF COVID-19: Remain in isolation until:

- 10 days have passed since the date of their first positive COVID-19 diagnostic test and they have not developed symptoms since their positive test
- If they develop symptoms, then they should follow the guidance above

This information should be documented on the COVID-19 screening form and reviewed by the Chairperson prior to the employees return to work.

RETESTING:

- While there are no indicators that guarantee 100% safety, the above indicators are considered the best way to know when a person is no longer infectious.
- Retesting is often not reliable as some people will continue to test positive for weeks after they are able to transmit the virus to others. If someone develops new symptoms 4-6 weeks after a positive diagnosis, the decision to retest can be made on a case by case basis.
- Retesting everyone is not an optimal use of limited testing supplies and does not accurately indicate if a person is still shedding the virus. The Kent County Health Department and Heartside Gleaning chooses to follow the CDC symptom-based strategy regarding when a person can discontinue isolation. <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

Employees are typically required to submit a release to return to work from a healthcare provider; given the current stressors on the healthcare system, Heartside Gleaning may accept written statements from employees confirming all the factors supporting their release.

Employees who came into close contact with, or live with, an individual with a confirmed diagnosis or symptoms may return to work after either 10 days have passed since the last close contact with the diagnosed/symptomatic individual, or the diagnosed/symptomatic individual receives a negative COVID-19 test.

WORKPLACE FLEXIBILITIES AND POTENTIAL BENEFITS FOR EMPLOYEES AFFECTED BY COVID-19

Employees may be eligible for paid and unpaid leaves of absence. Employees may be permitted to utilize available paid-time off provided under Heartside Gleaning policy concurrently with or to supplement any approved leave.

FFCRA

Employees may qualify for two different types of paid leave under the Families First Coronavirus Response Act (“FFCRA”).

Under the Emergency Paid Sick Leave Act (“EPSLA”), employees may seek up to two weeks (i.e., 10 business days) of paid leave for the following reasons:

1. Subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Advised to self-quarantine due to concerns related to COVID-19;
3. Experiencing symptoms of COVID-19 and seeking a medical diagnosis;
4. Caring for an individual subject to a quarantine or isolation order or advised to self-quarantine due to concerns related to COVID-19;
5. Caring for a son or daughter whose school or childcare provider is closed or unavailable due to COVID-19 precautions; and
6. Experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretary of the Treasury and the Secretary of Labor. (Please note, the Secretary of Health and Human Services has not defined conditions which trigger this subpart under the EPSLA.)

For full-time employees, two weeks of leave equates to 80 hours; for part-time employees, two weeks of leave equates to a number of hours equivalent to the number of hours usually worked in a two-week period.

Paid leave for reasons 1, 2, and 3, above, is paid at the employee’s regular rate of pay. Paid leave for reasons 4, 5, and 6, above, is paid at a rate equivalent to two-thirds of an employee’s regular rate of pay or minimum wage, whichever is greater, capped at \$200/day.

Under the Emergency Family and Medical Leave Expansion Act, employees may seek up to twelve weeks of leave to care for a son or daughter whose school or childcare provider is closed or unavailable due to COVID-19 precautions. The first two weeks of leave, which run concurrently with the EPSLA leave, may be unpaid; the remaining ten weeks of leave are paid at a rate equivalent to two-thirds of an employee's regular rate of pay or minimum wage, whichever is greater.

Executive Order 2020-36

Employees who require leave beyond the EPSLA because of their own COVID-19 diagnosis/symptoms, or because they have had close contact or live with an individual with a COVID-19 diagnosis/symptoms, may be eligible for unpaid leave under Executive Order 2020-36 until permitted thereunder to return to work.

Unemployment Compensation Benefits

Under Executive Order 2020-57, and the federal CARES Act, unemployment compensation benefits are expanded in terms of eligibility, amount, and duration.

Employees who are unable to report to work for reasons related to COVID-19 are referred to Lisa Sisson for information on unemployment compensation benefits. Such reasons include the following:

- Being under self-isolation or self-quarantine in response to elevated risk from COVID-19 due to being immunocompromised;
- Displaying at least one of the principal symptoms of COVID-19 (i.e., fever, atypical cough, atypical shortness of breath);
- Having close contact in the last 14 days with a confirmed COVID-19 diagnosis;
 - Contact for the purposes of healthcare exposures is defined as: a) being within approximately 6 feet of a person with COVID-19 for a prolonged period of time without appropriate PPE; or b) having unprotected direct contact with infectious secretions or excretions of a patient;
- Needing to care for someone with a confirmed COVID-19 diagnosis; and
- Fulfilling a family care responsibility as a result of a government directive (e.g., caring for a child whose school or childcare provider is closed or otherwise unavailable due to COVID-19).

FMLA and ADA

Employees may be entitled to unpaid leave under the Family and Medical Leave Act ("FMLA") if their absence is related to their own serious health condition or that of a family member. COVID-19 may constitute a serious health condition where "complications arise."

Heartside Gleaning is also mindful of its obligations under the Americans with Disabilities Act ("ADA"). Specifically, if an employee requests an accommodation because of a condition that may be complicated by COVID-19 (e.g., cystic fibrosis, emphysema, COPD), then Heartside Gleaning engages in the interactive process to provide a reasonable accommodation. This may mean allowing the employee to work remotely (if reasonable) or work an alternative schedule.

PROGRAMMING

HEARTSIDE GLEANING AS A PROVIDER OF SERVICES TO HOMELESS INDIVIDUALS

People experiencing homelessness are at risk for infection during community spread of COVID-19.

Transmission of COVID-19 in our community could cause illness among people experiencing homelessness, contribute to an increase in emergency shelter usage, and/or lead to illness and absenteeism among homeless service provider staff. Heartside Gleaning is taking action to slow the spread of COVID-19 to help keep staff and volunteers healthy, and help our organization maintain normal operations.

Distribution Procedure considerations

Heartside Gleaning will plan to maintain regular operations to the extent possible. We will also:

- Keep in mind that patrons and staff might be infected without showing symptoms.
 - Create a way to make physical distancing between patrons and staff easier, such as staging social distancing barriers and space markings for lining up at food distribution sites.
 - All patrons should wear cloth face coverings any time they are in line outside of their vehicles or receiving produce.
 - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
 - Clean and disinfect frequently touched surfaces at least daily and shared objects between use using an approved disinfectant.

HEARTSIDE GLEANING AS A FOOD COLLECTION AND DISTRIBUTION ORGANIZATION

Heartside Gleaning will implement the following protocols as deemed appropriate by the organization's leadership to prevent the spread of Covid-19 during food collection and distribution.

1. Provide handwashing and sanitizing (when available) at entrances and throughout the Fulton Street Farmers Market;
2. The Gleaning Coordinator and Good Food Box Coordinator are responsible for ensuring hand sanitizer is available and accessible at all work locations throughout all shifts;
3. Require employees who have contact with patrons to wear coverings over their noses and mouths, such as homemade masks, scarves, bandanas, or handkerchiefs;
4. Allow employees sufficient break time to wash hands as needed;
5. Use best efforts to ensure employees disinfect their hands between patrons to prevent cross-contamination;
6. Use best efforts to provide employees and patrons access to an alcohol-based hand sanitizer that contains at least 60% alcohol, as recommended by the CDC;
7. Regularly clean and disinfect frequently touched surfaces, such as scales, cart handles, etc. with an alcohol-based hand sanitizer that contains at least 60% alcohol;
8. Use best efforts to ensure that both employees and patrons remain at least six feet apart to the maximum extent possible, place X marks on the ground at distribution locations;
9. Patrons are not allowed to self-serve food;
10. Extra tables are placed between the food and patrons being served to maintain social distancing and maintain a touch-free food distribution;
11. Signage is placed at the distribution market with CDC-recommended safety and behavior guidelines;
12. Adopt procedures to meet the environmental cleaning guidelines set by the CDC, including by cleaning and disinfecting frequent touchpoints throughout the day.
13. Prohibit employees who are sick from reporting to work and send employees home if they display symptoms of COVID-19. Employees who test positive for COVID-19 or who display one or more of the principal symptoms of COVID-19 should follow the procedures listed in this Plan on pages 4 and 5.

14. If an employee tests positive for COVID-19, we must notify other employees of the positive test result as soon as possible and in no case later than 12 hours after receiving the test result, without revealing the personal health-related information of any employee.

CLEANING & DISINFECTING

CLEANING SUPPLIES

- The Gleaning Coordinator will oversee the purchase and distribution of all cleaning supplies, keep a supply inventory, and monitor for supply disruptions.
- Heartside Gleaning will seek to have a minimum of a 30-day supply of products.
- Heartside Gleaning will have a Safety Data Sheet (SDS) for each product used. An SDS is a standardized document that contains occupational safety and health data.
- Employees and volunteers are encouraged to bring water for drinking in their own containers.
- Employees should keep their coats, bags, and other personal items in their cars.
- If a shared item is used, the employee is responsible to disinfect the item and area surrounding it.

CLEANING OF VEHICLES USED BY HEARTSIDE GLEANING

If you are an approved driver at Heartside Gleaning, upon returning a vehicle,

- You must clean all surfaces, seats, dashboards, door handles, seatbelts, etc., with a disinfectant solution.
- Make sure there is a supply of cleaning materials and antibacterial gel/hand sanitizer for the next driver to use. If not, report it to the Gleaning Coordinator or Chairperson who will make sure it is stocked before the next use.
- Agree not to drive the vehicle if you are sick or have been in recent contact with someone who has tested positive for COVID-19.
- No more than one person is allowed in a vehicle provided by Heartside Gleaning for operations/programs.



June 2020

Dear Heartside Gleaning employees,

As we address the COVID-19 pandemic, you'll notice new practices and protocols. We understand these changes may be difficult and we are here to support you. Our goal is to collaboratively ensure you feel safe and secure so together we can navigate the complexities of our "new normal." Please know we value you and the safety of all our employees, patrons, and volunteers.

Here are some things we are implementing to help keep our workplace safe and to support you:

- More frequent cleaning and sanitizing.
- Access to cleaning and disinfecting supplies throughout the workplace.
- Daily screenings of employees and volunteers.

Here are some things we expect you to implement to help keep our workplace safe. While we will implement various protocols to ensure your safety, it's up to you and your co-workers to execute on these protocols daily.

- Go home if you feel sick.
- Wash your hands often, and for the recommended 20 seconds.
- Stay at least 6 feet apart when moving through the workplace.
- Wear a face mask or cloth face covering in the work environment.
- Be considerate of your co-workers (remember, we're all in this together).
- Call, email, or video conference as much as possible rather than meet face to face when appropriate.
- Be conscious and understanding of your co-workers who may be dealing with child care issues, illness or loss of loved ones, financial insecurity, and other issues.
- Agree to daily self-monitoring and at-work screenings (see page 7-8 for details).
- Speak with your supervisor or contact me if you have questions or concerns.

More details can be found in Heartside Gleaning's COVID-19 Preparedness and Response Plan posted on our website. Thank you for your patience and cooperation!

Sincerely,

Lisa Sisson, Chairperson

I have read and understand the attached Employee Response Plan and agree to comply with all company policies listed in the Plan.

Employee Name: _____ **Date** _____



June 2020

Dear Heartside Gleaning volunteer,

As we address the COVID-19 pandemic, you'll notice new practices and protocols. We understand these changes may be difficult and we are here to support you. Our goal is to collaboratively ensure you feel safe and secure so together we can navigate the complexities of our "new normal." Please know we value you and the safety of all our employees, patrons, and volunteers.

Here are some things we are implementing to help keep our workplace safe and to support you:

- More frequent cleaning and sanitizing.
- Access to cleaning and disinfecting supplies throughout the workplace.
- Daily screenings of employees and volunteers.

Here are some things we expect you to implement to help keep our workplace safe. While we will implement various protocols to ensure your safety, it's up to you and your co-workers to execute on these protocols daily.

- Go home if you feel sick.
- Wash your hands often, and for the recommended 20 seconds.
- Stay at least 6 feet apart when moving through the workplace.
- Wear a face mask or cloth face covering in the work environment.
- Be considerate of your co-workers (remember, we're all in this together).
- Call, email, or video conference as much as possible rather than meet face to face when appropriate.
- Be conscious and understanding of your co-workers who may be dealing with child care issues, illness or loss of loved ones, financial insecurity, and other issues.
- Agree to daily self-monitoring and at-work screenings (see page 7-8 for details).
- Speak with your supervisor or contact me if you have questions or concerns.

More details can be found in Heartside Gleaning's COVID-19 Preparedness and Response Plan posted on our website. Thank you for your patience and cooperation!

Sincerely,

Lisa Sisson, Chairperson

I have read and understand Heartside Gleaning's COVID-19 Response Plan and agree to comply with all company policies listed above.

Signature of Volunteer: _____ **Date** _____