Urban Recipe | COVID-19 Safety Plan

Purpose: The purpose of this document is to provide guidance and direction on how we as a staff will seek to work together and keep each other safe in the coming days and weeks ahead. This document may shift and change as needed and will be sent out in a revised version when such changes are made. It is the first priority and responsibility of each staff member to know and understand this document and to adhere closely to it.

Infection Control and Preventive Measures *(we may add more over time)*

Staff should work to continue to educate each other and clients or partners as needed about following the prevention guidance from the Georgia Department of Public Health (DPH):

- **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.**
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- **Stay home when you are sick.** Urban Recipe requires keeping staff to stay home until they are 24 hours fever-free without medication. Contact your physician for guidance. Current recommendations may be adjusted as more information about COVID-19 becomes available. Please contact your supervisor ASAP with questions.
- Cough or sneeze into a tissue, throw the tissue in the trash and then wash your hands.
- If persistent coughing or sneezing develops, an employee may be asked to go home to take care of themselves and protect others.
- Clean and disinfect frequently touched objects and surfaces.
- Do your best to stay calm.
- If two people must ride in a car together, they may not sit side by side. One must be in the front and the other in the back seat directly behind the driver. Both need to be wearing masks and the windows should be slightly cracked or open to increase the air flow in the car.

**Masking:**
- All staff and anyone coming into a space with other people in it must wear a mask at all times.
  - If everyone is wearing a mask, a cloth mask should be adequate.
- All staff must wear a mask if going into a public space or to a partner meeting while working and during work hours.
  - If everyone is wearing a mask, a cloth mask should be adequate.
- If everyone is not wearing masks, or if it is not known if everyone will be wearing masks, staff need to wear either an N95 mask or a cloth mask and a face shield. If you need either for a work related task or meeting, please ask a supervisor.
  - If a staff member is outside and at least 15 feet away from anyone else, the staff member may take off their mask.
- If a staff member is working outside alongside other people, staff must have at least a cloth mask on and be working to keep at least 10 feet of distance between others.
  - If there are concerns about masking, employees need to make those concerns known to their supervisor ASAP.
- We will be keeping doors open and not closed to reduce the number of times we need to clean door knobs. This may change slightly when we have guests in our office areas but we are not having many guests or volunteers at this point.
- If we need to meet as a staff, we will meet in a large open space with at least 10-15 feet of separation from each person.
- Wash your hands frequently!!

**UR Staff Daily Practice (these may change over time)**

- Morning of workday
  - Jeremy will text the entire group with a note to check in with everyone on how they are doing and to see if everyone is symptom free (see the list below).
    - The most common symptoms of COVID-19 are fever, tiredness, and dry cough. Some patients may have aches and pains, nasal congestion, runny nose, sore throat or diarrhea. These symptoms are usually mild and begin gradually. Some people become infected but don’t develop any symptoms and don’t feel unwell. Most people (about 80%) recover from the disease without needing special treatment. Around 1 out of every 6 people who gets COVID-19 becomes seriously ill and develops difficulty breathing. Older people, and those with underlying medical problems like high blood pressure, heart problems or diabetes, are more likely to develop serious illness. People with fever, cough and difficulty breathing should seek medical attention.¹
  - Staff will each respond back in a separate text to Jeremy to share how they are doing.

¹ [https://www.who.int/news-room/q-a-detail/q-a-coronaviruses#:~:text=symptoms](https://www.who.int/news-room/q-a-detail/q-a-coronaviruses#:~:text=symptoms)
Based on who is available, we will create a separate text thread for group communication throughout that day.

If you need to talk or work with another staff member on something, working by phone or from a distance of at least 15 feet is what we will need to do.

- We understand this will be strange and will take time to get used to.
  - Just take it as a challenge and we can all get through this.

Should one of our staff members get sick, please respect the privacy of that member. Details will not be shared about the employee's condition and no one is to ask that member about specifics. If that member wants to share, they can but it is not required.

- **Lunch**
  - There will be no eating together except if you eat in an outside area while at least 10-15 feet away from each other.
  - No going out to restaurants while working.
  - Please bring your own lunch for now.

- **Closing up**
  - All doors need to be closed when leaving the building.
  - Trash does need to go out in the trash cans.