

POL-35 – COVID-19 POLICY



Version: 1

Date: March 28, 2022

POLICY APPROVAL

Approved By: Tanya M. Muñiz, Chief Financial and Administrative Officer

Approved Date: March 28, 2022

Effective Date: March 28, 2022

PURPOSE

The purpose of this policy is to provide Valley of the Sun United Way's (VSUW) requirements as related to COVID-19 in an effort to protect the health and safety of its employees and guests, maintain productivity and function as an operational business, and provide a safe and clean environment to the fullest extent possible. This policy is subject to change at any time as Federal, State, and local guidance may evolve, and/or as the status of the COVID-19 pandemic changes.

SCOPE

This policy applies to all VSUW employees and guests (including vendors) who enter the VSUW office at 3200 E Camelback Road, Suite 375, Phoenix, Arizona 85018 (VSUW Office), as well as all employees who perform off-site work for VSUW. Off-site work includes any business activities outside of the VSUW Office or a home office.

POLICY

It is the responsibility of all employees and guests to know the requirements as set forth in this policy, and to conduct their activities accordingly.

- All individuals entering the VSUW Office must complete a Wellness Certification each day of a visit. If an individual does not complete a Wellness Certification on the day of visit, they are not permitted to enter the VSUW Office that day. The Wellness Certification for office entry must be completed through Envoy.
 - Any individual who receives a **"Denied"** message through Envoy is not permitted to enter the VSUW Office that day.
 - Employees who are not entering the VSUW Office are not required to complete the Wellness Certification through Envoy. However, employees are not permitted to engage in off-site work if they presently, or within the last 24 hours, exhibit(ed) any signs or symptoms of COVID-19 (which can be found at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>); have tested positive for COVID-19 in the last 5 days; and/or are waiting on the results of a COVID-19 test.
- All individuals entering the VSUW Office should do so through the front doors and immediately use the temperature kiosk located inside of those doors, to the right, before moving into any other location in the VSUW Office.
 - To use the temperature kiosk, walk up to it so that your face is in the outline on the screen, and let it scan your temperature.

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- If it shows as green, you have a “normal temp” (under 100.4). If it is green, you are OK to proceed into the VSUW Office that day.
- If it shows as red and reads NO ENTRY, it is detecting a temperature of 100.4 or higher. In this case, do not proceed any further into the VSUW Office; instead, please leave immediately and work from home if you are able to do so.
- Individuals should not congregate or line up around the temperature kiosk. If another individual has walked in before you, please wait outside the front door until the individual in front of you has finished using the temperature kiosk.
- VSUW strongly encourages all employees and guests to be fully vaccinated and stay up to date with COVID-19 vaccines, in accordance with Centers for Disease Control and Prevention (CDC) guidance. The CDC’s definition of “fully vaccinated” is located at <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html>.
- The following points outline VSUW’s requirements related to wearing masks while in the VSUW Office (for employees and guests) or while performing off-site work (for employees). When required, masks must cover an individual’s nose and mouth. Please note that regardless of the requirements below, individuals may choose to wear a mask at any time, and employees and guests are expected to respect anyone’s decision to do so.
 - Masks are not required for any employee, or any guest entering the VSUW Office, who is “fully vaccinated” against COVID-19 when Maricopa County COVID-19 data demonstrates a Community Level of “Low” or “Medium” (as described in more detail below).
 - Masks are required for all employees, as well as all guests entering the VSUW Office, when Maricopa County COVID-19 data demonstrates a Community Level of “High”, unless the employee or guest is (1) in a room with a closed door, and no other individuals are present, or (2) outdoors. This requirement applies to all employees who are engaging in off-site work.
 - Masks are required for any employee, or any guest entering the VSUW Office, who is not “fully vaccinated” against COVID-19 at all times, unless the employee or guest is (1) in a room with a closed door, and no other individuals are present, or (2) outdoors. This requirement applies to unvaccinated employees who are engaging in off-site work.
 - More information on CDC Community Levels is located at <https://www.cdc.gov/coronavirus/2019-ncov/science/community-levels.html>.
 - To determine the current Community Level in Maricopa County, please visit <https://www.maricopa.gov/5460/Coronavirus-Disease-2019>. While VSUW may provide notice when a Community Level changes, employees and guests are responsible for reviewing the Community Level on a regular basis, and adhering to the masking requirements when Maricopa County’s Community Level is High (regardless of vaccination status).
 - Employees traveling to a different county for business reasons are responsible for checking the Community Level of that county and adhering to the same mask requirements as stated above. A COVID-19 Community Level County Check Tool for all counties across the country is located at <https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html>.
 - Extra face coverings will be available in the VSUW Office in the event any individual needs one.

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- Employees and guests should continue to practice best hygiene and sanitation practices, such as the following:
 - Wash or sanitize hands frequently, including but not limited to after touching an item/surface that may be frequently touched by other people, which may include door knobs/handles, desk/countertops, printers, and conference room chairs/surfaces; before touching eyes, nose, or mouth; and/or after coughs or sneezes.
 - Cover mouth and nose with a tissue when coughing or sneezing. If a tissue is not available, cough or sneeze into elbows, not your hand.
 - Keep the office and the specific workstation/conference rooms used in a day as clean as possible. Use VSUW-provided disinfectant wipes to wipe down items such as workstation/desk/table surfaces, doorknobs/handles, keyboards, mice, and chair arms.
- Employees must use the Envoy system to reserve a workstation and check into the VSUW Office each day. The Envoy system will control capacity and workstation assignments, and VSUW will adjust capacity limits in Envoy as needed, to ensure a socially distanced office environment.
 - For each day an employee visits the VSUW Office, they must reserve one of the following 93 individual work stations that are for employees:
 - 27 private stations, which include private offices and cubicles, and
 - 66 socially distanced stations, which include open workspaces and/or shared office.
 - With respect to overall employee capacity in the VSUW Office:
 - When Maricopa County COVID-19 data demonstrates a Community Level of “Low” or “Medium”, employee/workstation capacity will not be restricted except when all available workstations are reserved.
 - When Maricopa County COVID-19 data demonstrates a Community Level of “High”, employee/workstation capacity will be restricted to 50% of staff.
- Employees must adhere to this policy as a minimum requirement. However, employees also must respect and adhere to any requests/guidelines/rules regarding COVID-19 prevention/mitigation protocols that are more stringent than VSUW’s policy when visiting client sites, stores, and/or any other location.
- As with all VSUW policies, VSUW’s policies with respect to Disabilities and Requests for Accommodation, Religious Accommodations, and Lactation Accommodation (as set forth in the Employee Handbook) apply. An employee in need of an accommodation to this policy and its procedures should follow the procedures outlined in the relevant VSUW Employee Handbook section.
- If VSUW determines, in its sole discretion, that violation of this policy has occurred, appropriate disciplinary action, up to and including termination, may be taken.

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RESPONSIBILITIES

Role	Responsibility
Executive Team	Overseeing, implementing, and enforcing this policy, as well as determining whether changes should occur
Human Resources	Assisting with enforcement of this policy, as well as handling employee disciplinary action that may arise from continued non-adherence to this policy
General Counsel & VP, Administration	Researching COVID-19-related rules, regulations, guidance, and Community Level status, as well as informing the Executive Team as updates occur and/or as requested
All Employees	Adhering to the requirements of this policy, as well as using the embedded links to stay up to date on relevant CDC definitions and county Community Level data
All Guests	Adhering to the requirements of this policy, as well as using the embedded links to stay up to date on relevant CDC definitions and county Community Level data

REFERENCES

Frameworks	None
Regulations and Requirements	CDC Guidance, as notated throughout this policy
Supporting Standards and Procedures	PRO-01 – Workplace Management System / Envoy Procedure

REVISION HISTORY

This section contains comments on any revisions that were made to this document and the date they were made.

Revision Number	Date	Description	Approved by (Name)
1	March 28, 2022	Initial Version	