



COVID-19 Policy & Procedure

This policy and procedure details the updated measures that the LGBT Center is taking to protect the health and safety of staff, volunteers, participants, and visitors from COVID-19. It is being updated at this time in response to the January 2022 surge in COVID-19 cases.

DEFINITIONS

Below are definitions of some important terms that will be referenced throughout this policy and procedure document. The COVID-19 definitions mirror the current Center for Disease Control (CDC) definitions, and will be updated on an ongoing basis based on any updates by the CDC.

Contractors: For the purposes of this policy and procedure, “Contractors” refers to independent contractor positions selected by the LGBT Center that provide a specific core service, to include the Contracted Passageways Program Coordinator, Contracted QTPOC Program Coordinator, and the Contracted PR & Marketing Coordinator.

Close Contact: Close contacts are someone who was less than 6 feet away from an infected person (laboratory-confirmed or a clinical diagnosis) for a cumulative total of 15 minutes or more over a 24-hour period. For example, three individual 5-minute exposures for a total of 15 minutes. (Source: [Quarantine and Isolation](#), CDC, updated Jan. 9, 2022)

Exposure: Contact with someone infected with SARS-CoV-2, the virus that causes COVID-19, in a way that increases the likelihood of getting infected with the virus. (Source: [Quarantine and Isolation](#), CDC, updated Jan. 9, 2022)

Fully Vaccinated: A person has received their primary series of COVID-19 vaccines. (Source: [Stay Up to Date with Your Vaccines](#), CDC, updated Jan. 16, 2022)

Isolation: Isolation is used to separate people with confirmed or suspected COVID-19 from those without COVID-19. (Source: [Quarantine and Isolation](#), CDC, updated Jan. 9, 2022)

Proof of Vaccination: A physical or digital copy of a person's COVID-19 Vaccination Record Card issued by the CDC.

Quarantine: A strategy used to prevent transmission of COVID-19 by keeping people who have been in close contact with someone with COVID-19 apart from others. (Source: [Quarantine and Isolation](#), CDC, updated Jan. 9, 2022)

Symptoms: People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. People with these symptoms may have COVID-19: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea. This list does not include all possible symptoms. (Source: [Symptoms of COVID-19](#), CDC, updated Feb. 22, 2021)

Up-to-date: A person has received all recommended COVID-19 vaccines, including any booster dose(s) when eligible. (Source: [Stay Up to Date with Your Vaccines](#), CDC, updated Jan. 16, 2022)

VACCINATION REQUIREMENT

Policy: All staff, as well as all contractors, interns, facilitators, and volunteers doing in-person work with the Center, are required to be fully vaccinated in order to protect themselves and those they are interacting with. They are also required to stay up-to-date with booster doses recommended by the CDC when eligible. Proof of vaccination for current staff and applicable contractors, interns, facilitators, and volunteers must be provided within 30 days of the final approval of this policy. Proof of vaccination for new staff and applicable contractors, interns, facilitators, and volunteers must be provided as a condition of employment and before their start date. Proof of vaccination showing additional doses of the COVID-19 vaccine must be provided within 7 days of receiving the additional dose.

Exceptions to this policy may be made for individuals who cannot be vaccinated because of medical conditions or due to a sincerely held religious belief. Requests for an exception may be made to the Executive Director. Medical or religious exemption requests require supporting documentation from a physician or religious leader. Exemptions or reasonable accommodations are not guaranteed, and employers are not required to accommodate secular or medical beliefs about vaccines. Personal or philosophical reasons for not getting vaccinated are also insufficient, and requests of this nature will be denied. People with disabilities may request accommodation under the Americans with Disabilities Act. Unvaccinated individuals must follow the MASK

MANDATE requirements at all times while working inside or outside, and get tested for COVID-19 weekly.

Failure to comply with the VACCINATION REQUIREMENT may result in disciplinary action, up to and including termination of employment, contract, internship, facilitation, or volunteering.

Procedure:

- The Executive Director will notify current staff and applicable contractors, interns, facilitators, and volunteers of the vaccination requirement in this policy within 7 days of the final approval of this policy.
- Current staff and applicable contractors, interns, facilitators, and volunteers must provide proof of vaccination digitally (an image file or PDF) via e-mail to the Executive Director within 30 days of the final approval of this policy. The proof of vaccination must be readable, and contain the person's first name, last name, date of birth, and vaccination record.
- Current staff and applicable contractors, interns, facilitators, and volunteers must plan for and complete booster doses when eligible as soon as possible, and provide an updated proof of vaccination showing the additional dose(s) digitally (an image file or PDF) via e-mail to the Executive Director within 7 days of receiving the additional dose.
- New staff and applicable contractors, interns, facilitators, and volunteers must provide proof of vaccination digitally (an image file or PDF) via e-mail to the Executive Director as a condition of employment or relationship with the Center as a contractor, intern, facilitator, or volunteer, and before their start date. Failure to do so will result in the rescission of a conditional offer of employment, contract, internship, facilitation, or volunteer service.
- The Executive Director will store the proof of vaccination in each person's file, and maintain a regularly-updated spreadsheet of documentation provided.

MASK MANDATE

Policy: All staff, contractors, interns, facilitators, volunteers, participants, and visitors must wear a mask inside the LGBT Center's building or inside any offsite location where LGBT Center programs, meetings, or events are being held. Staff, contractors, interns, facilitators, and volunteers must wear a N95 or K-N95 or disposable surgical + cloth masks, provided by the LGBT Center. Disposable surgical masks will be available to participants and visitors, who will be encouraged to wear a disposable surgical mask

instead of or in addition to a cloth mask to provide greater protection. (See more information from the CDC regarding [Types of Masks & Respirators](#).)

The only exceptions to this mask mandate are: 1) If someone is the only person in the building. 2) If someone is in an office or room by themselves with the door closed. Food will no longer be served during LGBT Center programs, meetings, or events, and no one is permitted to remove their mask to eat in common areas. A person may only remove their mask to eat if they are in an office or room by themselves with the door closed. People may briefly remove their mask to drink a beverage in common areas and then replace the mask right away.

Failure to comply with the MASK MANDATE may result in disciplinary action, up to and including termination of employment, contract, internship, facilitation, or volunteering.

Procedure:

- The Executive Administrative Associate will keep supplies of disposable surgical masks, N95/K-N95 masks in stock as part of their monthly inventory and supply order, and additionally as needed.
- The Executive Administrative Associate will place disposable surgical masks in all common areas, and replace them as needed.
- The Executive Administrative Associate will distribute N95/K-N95 masks to staff, contractors, interns, facilitators, and volunteers.
- If any of these supplies run out, staff should contact the Executive Administrative Associate so that they can order more.
- The Executive Administrative Associate will post signage at the front door and in common areas reminding everyone that masks are required and showing the proper way to wear a mask.
- Staff and applicable contractors, interns, facilitators, and volunteers will remind participants or visitors to put on their mask or wear it correctly.
- If participants or visitors are reminded to put on their mask or wear it correctly twice in the same day, a staff member will meet with them individually to emphasize the importance of correctly wearing a mask, and to inform them that if it happens a third time then they will be asked to leave. Sample language will be provided by the Executive Director.

SCREENINGS

Policy: All staff, contractors, interns, facilitators, volunteers, participants, and visitors must complete a COVID-19 screening upon entering the LGBT Center's building or

entering any offsite location where LGBT Center programs, meetings, or events are being held. Staff are expected to self-screen upon arrival, and then to screen any non-staff members. After asking the questions, a temperature check will be done.

- Anyone with any of the **symptoms** listed need to leave the building or offsite location, and will be provided information about where to get tested.
- Anyone who has had a **positive test result** for COVID-19 in the past 10 days will need to leave the building or offsite location, go home and isolate themselves.
- Anyone who has been **diagnosed** with COVID-19 or been told that they were suspected to have COVID-19 by a licensed healthcare provider in the past 10 days will need to leave the building or offsite location to go home and isolate.
- Anyone who is not fully vaccinated and boosted who has been in **close contact** with someone with COVID-19 in the past 10 days will need to leave the building or offsite location. They will be advised to get tested and quarantine, and provided information about where to get tested and where to get vaccinated.

Procedure:

- The Executive Administrative Associate will ensure that copies of the [COVID-19 Screening Form](#) are printed and available at the front desk, along with a charged digital thermometer.
- Staff will print copies of the [COVID-19 Screening Form](#) and secure a charged digital thermometer for any offsite meetings, programs, or events.
- Staff will complete the [COVID-19 Screening Form](#) and take their temperature upon arrival at the Center or at an offsite meeting, program, or event and initial it.
- Staff will complete the [COVID-19 Screening Form](#) and take temperatures for all non-staff members entering the Center (except for mail/package delivery people) or attending offsite meetings, programs, or events and initial it.
- If staff answer “yes” to any of the questions on the [COVID-19 Screening Form](#), they must leave the building or offsite location and contact their supervisor.
- If non-staff members answer “yes” to any of the questions on the [COVID-19 Screening Form](#), the staff member must follow the script provided by the Executive Director asking them to leave the space and provide referral information as appropriate.

POSITIVE TEST RESULTS/DIAGNOSIS

Policy: All staff, as well as all contractors, interns, facilitators, and volunteers doing in-person work with the Center, are required to report a positive COVID-19 test result or diagnosis by a licensed healthcare provider immediately. This information will be kept confidential. Regardless of vaccination status, anyone with a positive COVID-19 test cannot do in-person work and will be told to isolate for 10 days. The LGBT Center will notify all staff, contractors, interns, facilitators, and volunteers doing in-person work at that site of possible exposure - and will specifically notify all persons (including participants and visitors, to the extent possible) who are known to have had close contact with a person who tests positive starting two days prior to when they began having symptoms or when their positive test sample was taken that they have been exposed. Staff may use COVID-19 Paid Time Off while they recover at home. Staff may work from home if they feel well enough to do so, and will communicate with their supervisor regarding this.

Procedure:

- Staff and applicable contractors, interns, facilitators, and volunteers must report a positive COVID-19 test result or diagnosis by a licensed healthcare provider to their supervisor via phone call or text message immediately.
- The supervisor must talk with the staff or applicable contractor, intern, facilitator, or volunteer by phone to see how they're doing and advise them of next steps. Sample language will be provided by the Executive Director.
- Staff and applicable contractors, interns, facilitators, and volunteers must complete the [COVID-19 Reporting Form](#) to document a positive COVID-19 test result or diagnosis by a licensed healthcare provider the same day after speaking with their supervisor, and notify their supervisor that the form has been completed. Only the Executive Director and supervisors will have access to the information entered in this form, which they will keep confidential.
- After reviewing the information entered in [COVID-19 Reporting Form](#), the supervisor must follow-up via e-mail with the staff or applicable contractor, intern, facilitator, or volunteer to provide next steps in writing and confirm when they can return to work in-person. Sample language will be provided by the Executive Director.
- The supervisor must notify the Executive Director of a positive COVID-19 test or diagnosis.
- The Executive Director will notify all staff, contractors, interns, facilitators, and volunteers doing in-person work at that site of possible exposure. Sample language will be provided by the Executive Director.

- The supervisor will notify all persons (including participants and visitors, to the extent possible) who were identified in the [COVID-19 Reporting Form](#) as having been in close contact with the person with a positive COVID-19 test or diagnosis. Sample language will be provided by the Executive Director.
- The supervisor will work with the rest of the team members to cover any onsite shifts or other immediate responsibilities for the person with a positive COVID-19 test or diagnosis so as to minimize interruptions to the operations of the Center.
- The supervisor will ensure that affected work areas are sanitized according to [CDC guidance](#).
- Staff may use COVID-19 Paid Time Off (80 hours provided annually) while they recover at home from COVID-19. Staff will communicate with their supervisor if they feel well enough and would like to work from home.

SYMPTOMS

Policy: All staff, as well as all contractors, interns, facilitators, and volunteers doing in-person work with the Center, are required to report any COVID-19 symptoms immediately to their supervisor. This information will be kept confidential. Regardless of vaccination status, anyone with symptoms should isolate and get tested for COVID-19. They may not return to in-person work until they are free of symptoms, even with negative COVID-19 test results.

Procedure:

- Staff and applicable contractors, interns, facilitators, and volunteers must report any COVID-19 symptoms to their supervisor via phone call or text message immediately.
- The supervisor must communicate with the staff or applicable contractor, intern, facilitator, or volunteer to see how they're doing and advise them of next steps. Sample language will be provided by the Executive Director.
- If scheduled to work onsite, staff and applicable contractors, interns, facilitators, and volunteers with COVID-19 symptoms will work with their supervisor and team members to cover their shift as necessary so as to minimize interruptions to the operations of the Center.
- Staff may use COVID-19 Paid Time Off (80 hours provided annually) while they are isolating due to symptoms. Staff will communicate with their supervisor if they feel well enough and would like to work from home.

EXPOSURE

Policy: If a staff member or a contractor, intern, facilitator, or volunteer doing in-person work with the Center has close contact with someone with COVID-19, they must follow [CDC guidance](#). If they are up-to-date with their COVID-19 vaccinations (including any boosters, if eligible), they should continue coming to work, get tested at least 5 days post-exposure, and monitor for symptoms until 10 days post-exposure. If they are not up-to-date with their COVID-19 vaccinations (including any boosters, if eligible), they should quarantine for 10 days, get tested at least 5 days post-exposure, and monitor for symptoms until 10 days post-exposure.

Procedure:

- Any staff or applicable contractor, intern, facilitator, or volunteer who needs to quarantine must notify their supervisor via phone call or text message immediately. If they are unsure whether they need to quarantine or not, they should contact their supervisor immediately for clarification.
- The supervisor must communicate with the staff or applicable contractor, intern, facilitator, or volunteer to see how they're doing and advise them of next steps. Sample language will be provided by the Executive Director.
- The supervisor must follow-up via e-mail with the staff or applicable contractor, intern, facilitator, or volunteer to provide next steps in writing and confirm when they can return to work in-person. Sample language will be provided by the Executive Director.
- If scheduled to work onsite, staff and applicable contractors, interns, facilitators, and volunteers with a COVID-19 exposure will work with their supervisor and team members to cover their shift as necessary so as to minimize interruptions to the operations of the Center.
- Staff may use COVID-19 Paid Time Off (80 hours provided annually) while they isolate due to an exposure. Staff will communicate with their supervisor if they feel well enough and would like to work from home.

TESTING

Policy: The LGBT Center encourages staff members to get tested for COVID-19 on a weekly basis, although this is not a requirement due to the difficulty in accessing COVID-19 tests as of the date of this policy being approved. The LGBT Center will share information with staff regarding what local testing sites are available, where to get at-home COVID-19 tests and how to get reimbursed through our health insurance for purchasing at-home tests, and will explore the feasibility of providing at-home

COVID-19 tests or onsite testing once the currently supply chain issues improve. Staff are encouraged to share helpful information they find regarding testing with the team.

Procedure:

- The Executive Director will share and update this [COVID-19 Resources](#) document with staff regarding local testing sites available, where to get at-home COVID-19 tests and how to get reimbursed through our health insurance for purchasing at-home tests.
- The Executive Director will explore the feasibility of providing at-home COVID-19 tests or onsite testing and provide a recommendation by March 31, 2022.

CLEANING/HYGIENE

Policy: While surface transmission is no longer thought to be a primary mode of COVID-19 infection, it is important to maintain a clean work environment and good personal hygiene practices. Staff will keep offices and common areas clean and organized. Before leaving the Center, staff will disinfect and clean their work area and high-traffic common areas (i.e. door knobs, light switches, toilet handles, faucets, remote controls, refrigerator handles, microwave handles and buttons, backs of chairs, tables, printer, and other frequently shared surfaces).

All contractors, interns, facilitators, volunteers, participants, and visitors are expected to practice good personal hygiene practices while at the Center or at Center programs or events. This includes frequent and thorough handwashing, and using alcohol-based hand sanitizers. Disinfecting wipes, hand sanitizer pumps, and individual hand sanitizer are available at the Center.

Procedure:

- The Executive Administrative Associate will keep supplies of disinfecting wipes, hand sanitizer pumps, and individual hand sanitizers in stock as part of their monthly inventory and supply order, and additionally as needed.
- The Executive Administrative Associate will place disinfecting wipes, hand sanitizer pumps, and individual hand sanitizers in all common areas and in each office, and replace them as needed.
- If any of these supplies run out, staff should contact the Executive Administrative Associate so that they can order more.
- The Executive Administrative Associate will post signage in common areas and restrooms reminding staff to disinfect/clean their work areas and high-traffic

common areas before leaving the Center, and supervisors will remind their staff as needed.

- The Executive Administrative Associate will post signage in common areas and restrooms reminding everyone to practice good personal hygiene, including examples of handwashing procedures by each sink.

VIRTUAL MEETINGS, PROGRAMS & EVENTS

Policy: The LGBT Center will make decisions as to when to move meetings, programs, and events from in-person to virtual or from virtual to in-person based upon the current COVID-19 data and recommendations by health officials. These changes will be communicated to staff, contractors, interns, facilitators, volunteers, participants, and the general public as quickly as possible using a variety of methods of communication.

Procedure:

- The Executive Director will regularly monitor the current COVID-19 data and recommendations by health officials.
- The Executive Director will make any decisions to move meetings, programs, and events from in-person to virtual or from virtual to in-person, consulting with Board leadership as needed.
- The Executive Director will communicate these decisions in writing to the staff, Board, relevant contractors and interns, and the general public.
- The staff and relevant contractors will communicate these decisions to facilitators, volunteers, and participants for the programs/events they oversee.
- Questions or concerns regarding these decisions should be directed to the Executive Director via e-mail or phone.