COVID-19 WORKPLACE SAFETY & HEALTH GUIDE
WELCOME BACK TO YOUR MAAC WORKSITE!

Starting in July, we will implement a phased return to our worksites. We understand that many employees are concerned about their health and safety. MAAC has initiated numerous operational changes to reduce the risk of COVID-19 exposure. We want every employee to be assured that we continue listening to concerns and ideas for improvements. The well-being of staff and program participants remains our highest priority and your help in maintaining a safe workplace is greatly appreciated!

Following is general guidance about the health and safety measures that have been instituted by MAAC and our staff’s role in adhering to them. Additional detail about department-specific measures will be provided by your supervisors.
WHAT TO EXPECT FROM MAAC

- All employees and visitors entering MAAC worksites will be screened for COVID-19 symptoms and possible exposure.
- Common areas and frequently touched surfaces are being cleaned daily. Cleaning supplies are available and employees are encouraged to clean and disinfect workspaces throughout the workday.
- Hand sanitizing stations are provided at MAAC worksites.
- Posters are displayed with reminders on how to prevent the spread of germs and to wear face coverings when unable to keep a safe distance.
- Where necessary, schedules have been modified to allow for staggered work shifts to reduce the number of people in certain areas at the same time.

- Workspace layouts and seating arrangements have been changed, where necessary, to allow for social distancing.
- Meeting rooms, break rooms and other communal areas have reduced seating and capacity limits.
- Business trips remain restricted to essential travel and must be pre-approved by a supervisor.
WHAT MAAC EXPECTS FROM YOU

- Stay home or go home if you are sick.
- Maintain social distancing practices in the workplace.
- Wear a face covering / mask.
- Keep your work area clean.
- Wash your hands frequently or use hand sanitizer.
- Cover your nose and mouth when sneezing or coughing.
- Avoid touching your face.
- Replace handshakes with head nods and waves.
- Avoid using other employees’ phones, desks, offices or other work tools and equipment, when possible.
- Talk to your supervisor if you have concerns specific to your circumstances, such as a health condition that places you at high risk.

- Complete any required training and call Human Resources if you need any related assistance.
- Be extra kind and patient. Understand that this is a stressful time for everyone. An extra bit of kindness right now can go a long way.
FREQUENTLY ASKED QUESTIONS

CAN I CONTINUE TO WORK FROM HOME?
We expect all employees to have discussions with their supervisors about their designated work locations and schedules. MAAC continues to permit temporary remote work options for some employees, depending on the nature of the staff member’s role and work responsibilities. Please discuss your specific circumstances with your supervisor.

IS IT SAFE TO RETURN TO WORK?
We are taking every precaution to ensure our workplace is safe. MAAC is following federal health and safety guidelines, as well as guidance from our state and local governments. We are also implementing practices such as employee health screenings and social distancing practices to keep our workplace healthy.
WHAT IF I AM UNABLE TO WORK DUE TO A PERSONAL ILLNESS OR CARE OF A FAMILY MEMBER?

If you are unable to work due to a personal illness or as a result of having to care for a sick family member, please inform your supervisor and provide a doctor’s note. Should you require leave, you will need to draw on your personal allocation of sick and/or annual leave time.

If you have a specific situation that you need to discuss please contact your supervisor and Human Resources for further information about available options and next steps.
FREQUENTLY ASKED QUESTIONS

WHAT IF I CAN’T GET TO WORK?

It is likely that some employees will have to change their normal commuting practice. Using mass transit may not be an option or may be considered too risky for some. You should take steps now to identify all potential options for a safe commute, such as using a personal vehicle or ride-share services. If you have difficulty with transportation to work, please discuss this with your supervisor.

HOW WILL STAGGERED WORK SHIFTS IMPACT ME?

We are staggering the start and end times of work shifts to reduce the number of people coming and going at any given time. For example, instead of everyone working a traditional 8 a.m. to 5 p.m. schedule and entering the common areas at the same time, we will have some employees stagger start and end times (and/or days of the week). Your supervisor will reach out to you to discuss any scheduling changes.
FREQUENTLY ASKED QUESTIONS

DO I HAVE TO ANSWER MEDICAL QUESTIONS WHEN REPORTING TO WORK?

All employees and visitors will be required to answer questions regarding COVID-19 symptoms daily before entering MAAC worksites. Individuals who refuse to answer health screening questions will not be permitted to the worksite. Employees will be marked with an unexcused absence in these circumstances and may be subject to disciplinary action.

WHAT SHOULD I DO IF I FEEL SICK?

Employees who feel ill should notify their supervisor before their scheduled shift and not report to work. If you are already at work and begin feeling sick, you should notify your supervisor and Human Resources – then go home immediately. If you come into contact with someone that has been diagnosed with Covid-19, please follow the advice of your medical provider and contact Human Resources. Qualifying employees will be able to use accrued leave or request leave without pay. Contact Human Resources for information related to leave options based on specific circumstances. Additional resource and contact information is available in the last slide.
FREQUENTLY ASKED QUESTIONS

DO I HAVE TO WEAR A MASK AT WORK?
Yes. As directed by Governor Newsom on June 18, 2020, the California Division of Public Health issued face covering guidelines which include provisions for the workplace. If you are in a shared space with a colleague or member of the public, or are unable to maintain social distancing, you are required to wear a mask.

WILL WE CONTINUE TO HAVE IN-PERSON MEETINGS?
In order to promote social distancing in the workplace, most meetings will remain virtual, through the use of various technologies available to MAAC employees. You may be asked to attend in-person meetings, with limited attendees, in a space that is large enough to allow for distancing between participants.
HOW WILL POSITIVE CASES OF COVID-19 BE HANDLED IN THE WORKPLACE?

Despite all precautionary measures, there is always a risk of workplace exposure to communicable diseases. Should an employee contract COVID-19 and potentially expose others in our workplace, MAAC Human Resources will immediately inform any employee who has a heightened risk of exposure (typically due to close proximity). Employees who have been potentially exposed will be sent home and asked to monitor symptoms, consult with their physician about testing, and possibly quarantine for up to 14 days. A thorough cleaning of the workspace used by the infected individual will be conducted after the area has been closed off for at least 24 hours.

DO I PAY FOR HEALTH INSURANCE PREMIUMS IF I WAS NOT WORKING?

Employees are responsible for paying their portion of their selected health insurance premiums that may have been missed while on unpaid leave or furlough. Employees can contact Human Resources for payroll deduction options.
Employees who think they may have been exposed to Covid-19 should seek medical attention and immediately inform their supervisors along with MAAC’s Human Resources department.

**MAAC HUMAN RESOURCE CONTACTS**

Janet Schimke: jschimke@maacproject.org
Yvonne Reid-Hairston: yreid-hairston@maacproject.org
Belina Sanchez: bsanchez@maacproject.org

**KAISER PERMANENTE**

Website: https://kp.org
COVID-19 Updates: https://healthy.kaiserpermanente.org/health-wellness/coronavirus-information

**STATE OF CALIFORNIA PUBLIC HEALTH ADVISORIES:**

RESOURCES

continued

MEDIEXCEL
Website: https://www.mediexcel.com/
COVID-19 Updates: https://conta.cc/2IzaTPI

EMPLOYEE ASSISTANCE PLAN
Link – www.resourcesforliving.com
Phone number – 800-342-8111
Username: maac  Password: eap

SAN DIEGO COUNTY PUBLIC HEALTH ADVISORIES:
https://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/community_epidemiology/dc/2019-nCoV.html
Download the [Covid-19 Related Leave & Accommodation Form](#) or request a printed form from Human Resources.