

YWCA COLUMBUS RETURN TO WORK PROTOCOLS

These protocols apply to all employees of YWCA Columbus and will be updated as changes are determined by the Health Departments of the City of Columbus, Franklin County, and the State of Ohio. Each employee will receive a hardcopy to include with their personal copy of the YWCA Employee Policy and Procedures Manual. Electronic versions will be saved on the YWCA Public drive <H:HR/Policies>.

The guiding principles for these protocols are:

- 1) Protect the health of employees, residents, visitors, and their families
- 2) Support community efforts to control the spread of the virus
- 3) Lead in responsibly getting the company and Ohio back to work

Workplace Safety

We have implemented an employee, resident, and visitor health screening process. Employees will be required to have their temperature taken upon entering the building at the beginning of their assigned shift. Residents and visitors entering any YWCA Columbus facility will be required to have their temperature taken when they arrive, and any time they leave and return to the facility. The employee agrees to conduct a self-assessment every week using the COVID-19 screening questions and notify their supervisor if any changes occur immediately. Please note, we are taking these additional precautions to protect our employees, residents, and visitors.

All YWCA Columbus employees will be provided with three (3) washable, reusable face masks for their protection. Employees are expected to wear their mask when not isolated. Residents will be furnished with disposable masks and are encouraged to wear them also. We have substantially increased cleaning and disinfecting of workspaces, offices, bathrooms, common areas, and shared equipment. Disinfectant wipes and hand sanitizer are available in all public areas and resupplied as needed during the day. Employees also are encouraged to wash their hands as often as appropriate to the assigned tasks during each in-office shift.

Recall Procedures

YWCA Columbus has instituted a 3-phase return to work schedule beginning June 22, 2020. Supervisors will determine which phase employees will return to ensure we are following social distancing rules. Social distancing will be enforced, and employees are expected to follow the designated process. Employees will be required to maintain 6 feet from others as work permits. Employees are encouraged to host video or telephone conferencing for meeting typically held face-to-face meetings when possible.

Cleaning Behavior & Schedule

Front Desk and both Griswold and Family Center have been equipped with plexiglass barriers and sneeze guards where needed. Office spaces have been reconfigured for responsible social distancing. All meeting rooms are supplied with cleaning products. Visitors are encouraged via signage to wipe down tables & chairs before and after their meeting. Each room will be cleaned and disinfected by the meeting holder after every use. Each employee has been supplied with face mask, gloves, hand sanitizer and disinfecting wipes and is responsible for cleaning their own station at the beginning and end of each shift.

YWCA Custodial staff will continue to address, clean, and disinfect the bathrooms and all

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common touched areas in the building, at least one time per day, during the daytime shift.

Capacity Restrictions & Public Notices

Until further notice or lifting of health department protocols, the number of people in the YWCA Columbus front lobby waiting area will be limited to **4** individuals at any one time.

YWCA Columbus will update website & social media with most current policies and procedures for the public's benefit.

Violations & Reporting

Any employee with concerns about protocols and violations are first encouraged to discuss them with their supervisor. If the employee feels their issues have not be adequately addressed by their supervisor or YWCA Columbus Administration, they can make a report to:

- 1) COLUMBUS PUBLIC HEALTH Phone: 614-645-7417 Email: health@columbus.gov
OR
- 2) Franklin County Public Health Phone: (614) 525-3160 Email: fcph@franklincountyohio.gov OR
- 3) Ohio State Department of Health Phone: 833-4ASKODH (1-833-427-5634) or online at <https://odh.ohio.gov/wps/portal/gov/odh/contact-us/contact-us/>

Acknowledgement of receipt and understanding

I acknowledge that I have received YWCA Columbus Return to Work Protocols, and that I have read and understand the policies.

I further understand that I am obligated to familiarize myself with the Company's safety, health, and emergency procedures as outlined in the complete Handbook given to me at the time of my hire and orientation or in other documents.

Signature

Date

Please Print Your Name

"No part of this policy is intended to prevent or restrain an employee's exercise of rights under Section 7 of the NLRD".