



River Valley Child Development Services Procedure

COVID-19 Workplace		
Dates Reviewed:	Dates Revised:	Dates Approved by BOD: NA
Effective Date: 9/18/2022		

The Executive Director of River Valley Child Development services, hereinafter referred to as RVCDS, or his/her designee will communicate updates and changes to COVID-19 procedures on a schedule of established frequency. Employees will be expected to comply with requirements as communicated. RVCDS employees have a shared responsibility to monitor CDC guidelines and recommendations as they apply to specific job expectations and activities.

To prevent and reduce transmission of COVID-19 while maintaining health and business operations, employees will implement the following:

In-person Services

As an agency, in-person services within the state of WV (including, but not limited to: meetings, site visits, services, etc.) are preferred unless a governing entity has stated otherwise.

Face Masks and Coverings

Guidance regarding face masks and coverings may change from time to time based on local health conditions and guidance from state and local health departments. Exceptions may be made for those with health conditions preventing them from wearing masks. Mask mandates for RVCDS employees align with CDC guidelines for COVID community levels found here:

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html>

When masks are not mandated, any person may voluntarily choose to wear a mask in any setting at any time and for any reason. This personal choice must be respected. No one should ask another individual about their personal choice to wear a mask.

- Center/School Age Program Specific Guidance:
 - For ECE programs operating in RVCDS sites, the CDC has issued COVID-19 Guidance for Operating Early Care and Education/Child Care Programs here: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/child-care-guidance.html>
 - For ECE programs operating in sites governed by an organization other than RVCDS, the program will follow masking requirements set forth by that organization.

COVID-19 Vaccinations

RVCDS encourages CDC vaccination recommendations, which can be found here:

https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html?s_cid=11305:%2Bwhich%20%2Bvaccine%20%2Bshould%20%2Bi%20%2Bget:sem.b:p:RG:GM:gen:PTN:FY21

Travel Information



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CDC travel guidance gives guidance on masks, as well as travel recommendations by destination. Out of state travel required by the program's grant will be prioritized and additional out of state travel will be reviewed on an individual basis, using the CDC documents as reference tools. Carpooling remains an agency expectation when possible. Employees will follow CDC community levels guidance to determine mask requirements when traveling together in vehicles.

Sharing rooms for overnight travel is not required. This decision is made by the individual employees involved with approval of the Program Director, as program budget may be impacted. <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html?msclkid=c30f1859c59b11eca9937cea6277c2d7>

Employee Self Screening

RVCDS employees should self-screen before reporting to any worksite location. If an employee is ill, they should contact their immediate supervisor and remain at home while determining whether COVID-19 testing is the appropriate next step.

Staff Members who are Ill

Symptoms of COVID-19 are listed here:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?msclkid=218def0dc59011ec98f7be912a9e533f>

If you are experiencing any of these symptoms, utilize the CDC's "Coronavirus Self-Checker" to help you make decisions about seeking appropriate medical care.

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Staff Members Who Test Positive

Staff members who test positive for COVID-19 will upload their test results in Paycom.

- Log in to Paycom.
- Select "Clue" under the "Information" section.
- Under "COVID-19 Test", click "Add Result" to submit test results.

Contacting Employee Exposures

Staff members who test positive for COVID-19 will report any employee exposures to HR. HR will work with Program Director to notify close contacts who are employees, partners, stakeholders, while maintaining confidentiality of employee who tested positive.

Employees Exposed to COVID-19

If you were exposed or have been told by a healthcare provider or public health authority that you were exposed, here are the steps you should take, regardless of vaccination status or if you have had a previous COVID-19 infection:

https://www.cdc.gov/coronavirus/2019-ncov/your-health/if-you-were-exposed.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fdaily-life-coping%2Fdetermine-close-contacts.html

Returning to Work after Positive COVID-19 Test Result



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For any employee who tests positive for COVID-19, returning to work is determined by meeting the return-to-work criteria in CDC's "Isolation Guidance":

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html?msclkid=35ee6f0dc56e11ec993802cddc5065e9>

Note: Employees must communicate return to work plans with their immediate supervisor.

Working from Home While in Quarantine or Isolation

Staff members who test positive for COVID-19 must upload test results into Paycom. If the employee works in a position that has been approved to work from home, he/she may request to work from home during the time that he/she is in isolation. The Program Director, in collaboration with the supervisor, will make work from home determinations on an individual basis for employees in isolation and quarantine.

Leave and Time Coding

1. See Leave Policy and Procedure.

Requesting Short-Term Disability

Employees can request Short-Term Disability by:

1. Completing the Short-Term Disability Request Form and submitting it to their Program Director for signature
2. The Program Director will forward the signed request to the Executive Director for signature.
3. The Executive Director will forward the signed request to the HR Generalist.
4. The HR Generalist will send the STD Claim Form to the employee for completion.
5. The employee will forward the completed form to the HR Generalist, who will complete the "Employer" portion and send final copy to Principal.

Requesting FMLA

See FMLA Policy/Procedure to determine eligibility.

Clients with Stricter Requirements, including Proof of Vaccination Status/Proof of Negative COVID-19 Test Result

If a worksite has stricter COVID-19 rules in place than current CDC recommendations, employees will adhere to the stricter requirements.

Example: If a family childcare provider is located in a county where the community level is "low" but the family childcare provider requires masks to enter their facility, the visiting employee will wear a mask.

Exception - If a client requires proof of vaccination status/proof of negative COVID test result for an on-site visit to occur, employees may provide proof at their discretion. If an employee chooses not to provide proof as requested, he/she will discuss the situation with their supervisor and develop alternate plans for the client to receive services from another RVCDS employee.

Emergency Closing of Programs



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In the event there is a major COVID-19 outbreak in a program, and the Executive Director or Designee decides to close the program with no alternative work option, employees will receive regular pay for the hours they were scheduled to work. (See Emergency Closing Policy.)

Additional Work from Home Days, *for positions where working from home is approved*

During the last week of each month, the Executive Director or Designee will monitor the WVDHHR COVID-19 map, specifically the five counties where RVCDS has offices, to determine whether a third work from home day will be approved for the upcoming month.

<https://dhhr.wv.gov/COVID-19/Pages/default.aspx>

Monitoring for COVID-19 Updates

Monitoring of COVID-19 procedure updates will occur by the Executive Director or designee on a weekly basis. This includes community transmission level, as well as guidance for early care and education programs. CDC website is currently updated every Thursday. If there are changes made, the ED will communicate changes via e-mail.

Procedure Compliance:

Compliance for this procedure will be monitored on an ongoing basis by Program Directors and HR.

Definitions:

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.

Isolation – used to separate people with confirmed or suspected COVID-19 from those without COVID-19.

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.