



<b>COVID-19 Workplace</b>		
<b>Dates Reviewed:</b>	<b>Dates Revised:</b>	<b>Dates Approved by BOD: 8/18/2022</b>
<b>Effective Date: 9/18/2022</b>		

**1. Policy Statement:**

River Valley Child Development Services, hereinafter referred to as RVCDS, aligns COVID-19 health and safety procedures with local, state, and national health guidelines and bases COVID-19 workplace procedures on guidance issued by Centers for Disease Control (CDC).

**2. Purpose for Policy:**

To prevent and respond to COVID-19 utilizing guidance from health experts, while simultaneously minimizing disruptions to the agency's day-to-day operations.

**3. Policy Applies to:**

- ✓ Employees
- ✓ Board of Directors
- ✓ Vendors that Receive Reimbursement – *to the fullest extent possible*
- ✓ Clients Utilizing Agency Services – *to the fullest extent possible*

**4. Related Agency Policies:**

- Emergency Closing
- Travel
- Short Term Disability
- Paid Time Off
- FMLA
- Reasonable Accommodation/Accessibility

**5. Related Documents and Forms:**

- Short-Term Disability Request Form
- Short-Term Disability Claim Form
- Work at Home Agreement
- FMLA Leave Request Form
- Medical Certification for ADA Eligibility Form

**6. Resources**

- <https://www.cdc.gov/>
- <https://www.who.int/>
- <https://dhhr.wv.gov/>

**7. Policy Compliance:**



## River Valley Child Development Services Policy

Employees not in compliance with this policy will be subject to discipline, up to and including termination.

*NOTE:* This policy aligns with local, state, and national guidelines. The following policies are included in this policy/procedure and therefore dissolved on the date that the COVID-19 Workplace Policy is in effect:

- Policy to Prevent the Spread of COVID-19 for Staff (last revised 1/13/2022)
- COVID Vacation/Travel Policy (effective 7/6/2020)
- COVID Vacation/Travel Procedure
- Mandatory COVID-19 Vaccination Policy (effective 12/17/2021)
- COVID Exclusion Practice (effective 11/1/2020)
- COVID Policy
- Return to Work Form
- Return to Work Form – SAC & RV CARES
- Waiver for Unpaid Leave – SAC & RV CARES