

Save The Bay

COVID-19 Safety Protocols

Updated 2-1-23

Safety Measure	Protocol
Vaccination	Required. Employees must provide proof of COVID vaccination and booster to F&A Team, or request for exemption.
Self-Screening	Required. Employees must perform a self-screening for COVID symptoms right before coming into the office; if they are experiencing any symptoms they should not come in.
Masking	Masking is optional at the office. Wearing a mask is a personal choice. We ask that everyone make their choice responsibly and be respectful of others' decisions.
Social Distancing	Not required, or always possible in the office, but encouraged when feasible, ie. spread out when space is available.
Office Hygiene	Required. Employees should use hand sanitizer and wash hands frequently, avoid touching their faces, and clean office common spaces with disinfecting wipes after use.
Testing	<p><i>For Vaccinated Staff:</i> Only required if an employee has contracted COVID or has been in close contact with a COVID case and experiences symptoms, in preparation for working in person again.</p> <p><i>For Unvaccinated Staff (ie has an exemption):</i> In addition to above, unvaccinated employees must submit a negative test results to F&A Team within 72 hrs each time before entering the office and within 7 days of working in the field.</p>
Reporting	Required. Employees who contract COVID must immediately report it to the F&A Team and their supervisor so contract tracing can commence.
Office Sign-in / Contact Tracking	Required. Employees must sign in themselves and their guests via designated Zoom channel on day of office visit. F&A Team will perform contact tracking when a COVID case occurs on staff and will notify exposed individuals.
Conditions for Returning to Work After Contracting COVID	<p>All of the following must be true before returning to work in-person after contracting COVID:</p> <ul style="list-style-type: none"> -No symptoms present -At least 5 days have passed since COVID symptoms first appeared (if symptomatic) or at least 10 5 days have passed since date of testing positive (if asymptomatic) - Receive a current negative test result from an at-home kit.
Conditions for Returning to Work After "Close Contact" to COVID case	<p>If employee had close contact with someone who tested positive for COVID, employee can return to the office after at least 5 days have passed since exposure <u>and</u> no symptoms have developed. If symptoms have developed, employee must ALSO get a negative test result before returning.</p> <p>If employee is proposing to miss a mandatory in person work event due to a more indirect COVID exposure (eg 2nd degree exposure) they must get approval from their supervisor.</p>

"Close Contact" is being within six feet of someone currently infected with COVID for a cumulative total of 15 minutes or more in any 24-hour period."