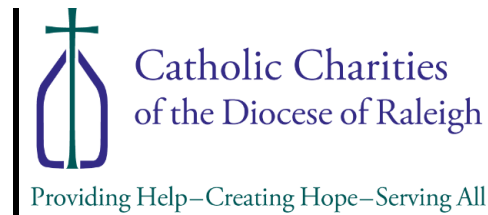


Effective Date: 2/8/2021
Subject: Safety
Policy: COVID-19 Safety



Policy Statement

Catholic Charities of the Diocese of Raleigh continues to place the highest priority on the safety, health, and well-being of its employees and volunteers, as well as the community we serve.

The virus that causes COVID-19 can be transmitted by people who have few or no symptoms. Due to the hidden nature of this threat, it is the policy of Catholic Charities to require the following:

- Employees and volunteers must review a [safety training video](#) and complete a form acknowledging that they understand the information presented and that they agree to follow the safety guidance:
 - [Employees form](#)
 - [Volunteers form](#)
- Employees and volunteers are required to inform their supervisors if they experience COVID-related symptoms prior to entering Catholic Charities facilities.
 - Employees with immediate relatives in their care who are experiencing symptoms related to COVID should also inform their supervisors.
- All persons, including employees, volunteers, clients, etc., who enter Catholic Charities facilities must wear a covering which follows CDC guidance for preventing the spread of COVID-19 over their nose and mouth.
 - Face coverings will be made available to those without one, if available.
- Employees and volunteers must enforce a six-foot social distance guidance.
- Employees and volunteers must consistently wash their hands.
- Clients and visitors should be asked to utilize hand sanitizer upon arrival.
- Catholic Charities facilities must have established safety procedures to ensure that all persons, including employees, volunteers, customers, visitors, etc., are aware of all safety protocols.
- Employees and volunteers may not be mandated to receive the COVID-19 vaccine.


Notification Process

1. Regional Directors (or immediate supervisor) are expected to notify the Director of Operations in the event that they test positive or they become aware that an employee / volunteer has been confirmed as having COVID-19.
2. When such notification occurs, the following process will be taken:
 - a. Supervisor will identify each employee / volunteer who worked in close proximity (withing 6 feet and for 15 minutes or more) of the employee / volunteer during the 48 hours prior to them testing positive.

The employee / volunteer who tested positive will not be identified by name at any point in the process.

- b. Identified employees / volunteers will be notified individually by phone. Employees and volunteers who were identified will follow the COVID 19 Return to Work Guidelines.
- c. When the notifications are completed, the COVID-19 General Notification message will be sent to all personnel at the respective regional office or facility, even if they do not appear to have had close contact with the employee / volunteer in question.

Notice of this COVID-19 Safety Policy will be published in a visible place in the facilities of Catholic Charities.

Document Name	COVID-19 Safety Policy	
Version Reference	Version 2	
Document Owner	Director of Operations	
Reviewed by	Executive Director	
Approved By	Executive Director	
Date	2/8/2021	