



Noble
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COVID-19 Response: Employee Guidelines

Reopening Guidelines for Staff Members

The following guidelines have been developed with a goal of providing services in a way that helps promote the health and wellbeing of our staff and the people we serve.

Preparing to Return to Work

- ✓ Staff who were temporarily reassigned to another service area, working remotely, or off work will return to their assigned locations on May 18 for on-site training.
- ✓ Community staff will be instructed by their supervisor on where to report for training.
- ✓ Staff training will focus on enhanced health and safety protocols, including:
 - Social distancing
 - Universal precautions
 - Isolation areas
 - Enhanced cleaning routines
 - Symptom tracking
 - Personal care
 - Handwashing and PPE
 - Administration of medication
 - Meal times
 - Arrival/dismissal procedures

Arriving to Work Each Day

- ✓ Before leaving for work, community-based staff must take their temperature. If it is over 100.4°F or they are experiencing COVID-19 symptoms (*cough, shortness of breath, difficulty breathing*), they must stay home, call their supervisor and arrange to be tested.
- ✓ Site-based staff will enter Noble at the designated entrance, where their temperature will be taken. If it is over 100.4°F, they must return home and arrange to be tested.
- ✓ Staff will proceed to the restroom to thoroughly wash hands and don their face mask.

General Precautions

- ✓ Staff must wear face masks throughout the day in all areas of the building except when alone in their office and when eating/drinking (*preferably 6 feet away from others*).
- ✓ Anyone who develops a fever of 100.4°F or any COVID-19 symptoms during the work day will be sent home and must arrange to be tested.
- ✓ Staff will utilize the appropriate PPE in assisting individuals with personal care, eating, etc.
- ✓ Staff will assist individuals with proper handwashing techniques, wearing face masks correctly and maintaining 6-foot social distancing.
- ✓ Good hygiene practices will be followed at all times, including handwashing before preparing food/eating, after using the restroom, before & after assisting individuals with personal care, before & after activities, before departure, and after touching the face mask.
- ✓ Avoid touching the eyes, nose, and mouth with unwashed hands. Wash hands immediately after touching any of these areas.
- ✓ Cover mouth and nose with a tissue for coughs or sneezes or use the inside of the elbow.
- ✓ Throw used tissues into the trash can and immediately wash hands.
- ✓ Use hand sanitizer containing at least 60% alcohol if soap and water are not available.
- ✓ Staff who test positive for COVID-19 must contact supervisor immediately, follow the directions of health care provider and not return to work until released by their physician.
- ✓ Administrative office staff successfully working remotely are encouraged to continue doing so through July 5th with approval from their Director/Supervisor.