

REOPENING RISK NAVIGATOR



Montana Nonprofit Association

CONSIDERATIONS FOR EMPLOYEES

RISK CONSIDERATION	RISK MITIGATION STRATEGY
<p>Are employees at a <u>higher risk</u> for serious illness, such as older adults (65 and older) or people with chronic medical conditions?</p>	<ul style="list-style-type: none">■ Actively encourage sick employees to stay home. Employees with COVID19 symptoms (i.e., fever, cough, or shortness of breath) should be advised to stay home.■ Communication about risk to staff/clients should be emphasized.■ <u>Encourage the use of individual measures</u> such as frequent hand hygiene, social distancing, respiratory etiquette, and staying home when ill.■ Consider minimizing face-to-face contact between these employees or assign work tasks that allow them to maintain a distance of six feet from other workers, customers and visitors, or to telework if possible.

RISK CONSIDERATION

Have employees recently traveled or attended an identified risk setting (e.g., conference where cases were known to be present)?

RISK MITIGATION STRATEGY

- The U.S. Department of State has been and will continue issuing travel advisories that may impact your international and domestic travel.
[View current advisories here.](#)
- Domestic travel should be limited and destinations where COVID-19 is spreading rapidly should be avoided. Non-essential business travel should be avoided. Please see the [CDC's Travel Information website](#) for more information about travel restrictions and guidance.
- If an employee has had close contact with another person who has been diagnosed with COVID-19 while traveling, the exposed employee should quarantine at home for 14 days.

RISK CONSIDERATION

RISK MITIGATION STRATEGY

Has an employee tested positive for COVID-19?

- If an employee tests positive for COVID-19, close contacts of the employee should be notified, but the identity of the person who may have exposed them should not be shared.
- Return to work guidance for an employee diagnosed with COVID-19 that does not work in a healthcare setting:
 - Stay home for at least seven days after you are tested AND wait until the employee is fever free for 72 hours.
 - After encouraging the employee to follow the [CDC's isolation guidelines](#) and consulting with your employee about their condition, the employee may go back to work.
- If an employee has had close contact with another person who has been diagnosed with COVID-19 while traveling, the exposed employee should quarantine at home for 14 days.
- If an employee did not have close contact with their coworker, they do not need to be sent home but should continue to closely monitor for symptoms. [More detailed guidance on exposure risks can be found here.](#)
- Employers should practice proper cleaning and sanitizing, especially if an employee has tested positive for COVID-19. [More information on proper sanitizing practices can be found here.](#)

RISK CONSIDERATION

RISK MITIGATION STRATEGY

Has a household member or close contact of an employee tested positive for COVID-19?

- Because exposure is considered to be ongoing within the house, household contacts of persons with COVID-19 must be quarantined for 14 days after the case has been released from isolation. This means that household contacts will need to remain at home longer than the initial case. The symptoms may appear in as few as two days or as long as 14 days after exposure.
- Employers should be practicing proper cleaning and sanitizing, especially if a customer or close contact of an employee has tested positive for COVID19. [More information on proper sanitizing practices can be found here.](#)

Does your workplace employ a large number of people?

- Consider varying work hours to reduce the number of employees in a space at one time.
- Consider having employees with critical functions report to work to minimize potential for close contact.

RISK CONSIDERATION

Does your organization conduct frequent domestic or international travel?

RISK MITIGATION STRATEGY

- Actively monitor [travel advisories](#).
- Cancel all non-essential travel outside of Montana.
- Assess the need for business travel based on the risks and benefits.
- Consider alternative approaches such as virtually attending meetings.

RISK CONSIDERATION

Can your workplace or facility infrastructure be easily altered to implement recommended health and prevention control measures?

RISK MITIGATION STRATEGY

- Provide access to hand washing facilities and place hand sanitizing dispensers in locations throughout the workplace.
- Provide additional supplies such as tissues, lined waste container, and hand hygiene products/supplies.
- Consider increasing the spatial separation between desks and workstations as well as individuals (employees, clients) from each other, ideally a 6-foot separation or use a physical barrier (e.g., cubicle, Plexiglas window), if possible.
- Enhance your environmental cleaning procedures and protocols with a special attention to high-touch surfaces and objects.
- [**Apply for Business Adaptability Grant**](#) from the state of Montana to reimburse for costs incurred from COVID-19 public safety investments.
- Perform routine environmental cleaning and disinfection. [**Detailed guidance on cleaning and disinfecting can be found here.**](#)



CONSIDERATIONS FOR OUTSIDE PUBLIC

RISK CONSIDERATION	RISK MITIGATION STRATEGY
<p>Are clients and customers at greater risk of spreading the disease (e.g., young children)?</p>	<ul style="list-style-type: none">■ Consideration should be given to modifying service delivery (e.g., reducing number of clients using services at the same time, providing services outdoors) and promoting use of individual measures such as frequent hand hygiene, social distancing, respiratory etiquette. ■ Perform routine environmental cleaning and disinfection. <u>Detailed guidance on cleaning and disinfecting can be found here.</u>

RISK CONSIDERATION	RISK MITIGATION STRATEGY
<p>Does the public enter your service area/facility on more than in incidental basis?</p>	<ul style="list-style-type: none"><li data-bbox="1105 449 3601 773">■ Consideration should be given to modifying service delivery (e.g., reducing number of clients using services at the same time, providing services outdoors) and promoting use of individual measures such as frequent hand hygiene, social distancing, respiratory etiquette.<li data-bbox="1105 859 3486 1010">■ Perform routine environmental cleaning and disinfection. <u>Detailed guidance on cleaning and disinfecting can be found here.</u><li data-bbox="1105 1140 3563 1291">■ Reinforce social distancing measures (avoid handshakes, maintain 6-foot distance between others).<li data-bbox="1105 1378 3448 1529">■ Consider keeping <u>attendance logs for public entry</u> into facility to facilitate contact tracing in the event of a positive virus test.

RISK CONSIDERATION	RISK MITIGATION STRATEGY
<p>Will employees and clients be participating in activities that promote transmission?</p>	<ul style="list-style-type: none"><li data-bbox="1079 369 3651 600">■ Encourage employees to practice social distancing. This means maintaining at least 6 feet between employees during all interactions, including lunch, employee trainings, and other workplace events.<li data-bbox="1079 708 3651 1038">■ Use videoconferencing or teleconferencing for work-related meetings and gatherings when possible. Large in-person meetings and gatherings should be canceled or postponed if videoconferencing or teleconferencing is not available.
<p>How do employees, customers, and visitors primarily access your workplace/business (e.g., public transit, personal car)?</p>	<ul style="list-style-type: none"><li data-bbox="1079 1399 3498 1550">■ Encourage employees/customers to take public transit at non-peak times or to use a personal vehicle if possible.

RISK CONSIDERATION	RISK MITIGATION STRATEGY
<p>Will employees or customers be participating in activities that could lead to potential exposure?</p>	<ul style="list-style-type: none">■ Reinforce social distancing measures (avoid handshakes, maintain 6 feet of distance between others).■ Avoid sharing communal office supplies and equipment (tables, electronic devices, pens).■ Avoid potlucks, buffets, staff lunches, and other instances where serving utensils, plats, trays, and other objects may be handled by multiple people.■ Employees should wash their hands between each client interaction.
<p>Do you have a method of communication that ensures timely and effective messages are sent to employees and customers?</p>	<ul style="list-style-type: none">■ Develop a risk communication plan to ensure effective and efficient communication with employees, contractors, and clients.



CONSIDERATIONS FOR PLANS/POLICIES/PROCEDURES

RISK CONSIDERATION	RISK MITIGATION STRATEGY
<p>Does your workplace have a continuity plan for times of emergencies?</p>	<ul style="list-style-type: none">■ Create a <u>workplace continuity plan</u> for emergencies. Continually review and revise as needed.■ Plan for high rates of absenteeism and disruptions in key functions of operations.■ Update emergency contact information of employees and contractors.

RISK CONSIDERATION

Does your workplace have a continuity plan for times of emergencies?

Does your workplace have existing environmental cleaning procedures? Do they align with the Centers for Disease Control guidance?

RISK MITIGATION STRATEGY

- Create a [workplace continuity plan](#) for emergencies. Continually review and revise as needed.
- Plan for high rates of absenteeism and disruptions in key functions of operations.
- Update emergency contact information of employees and contractors.

- Enhance your environmental cleaning procedures and protocols with special attention to high touch services and objects (elevator buttons, counters, door handles, etc.).
- Ensure that proper sanitizing is taking place. [The CDC guidance can be found here.](#)

RISK CONSIDERATION

Are staff trained on all new policies and procedures?

RISK MITIGATION STRATEGY

- Develop and adopt policies for your office and staff. [Samples can be found here](#) under “Prepare the Office.” These should not replace legal or HR advice.
- Develop [employee training materials](#) and prepare a log for staff to sign certifying they have received proper training on current policies and procedures.

Will staff absenteeism impact your operations?

- Prepare and have a plan to institute flexible workplace and leave policies for employees who are sick, in self-isolation, or caring for family members.
- Update work travel policies in light of state and federal travel guidance.



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