Nonprofit organizations guidance

Recommended Guidelines for Temperature Checks & Employer Policies

Nonprofit organizations should consider use of a touchless infrared thermometer to check the temperature of employees each day. Employees with a temperature above 100.4°F are recommended to be sent home until they have no fever and no evidence of COVID-19 symptoms. The employee conducting temperature checks should be wearing a mask. Employers should consider implementing flexible sick leave and supportive policies and practices for employees and consider needs of employees older than 65 years or in other vulnerable populations.

Maintain Social Distancing At All Times

Wherever possible, organizations should implement social distancing measures. Social distancing means avoiding large gatherings and maintaining distance (approximately 6 feet or 2 meters) from others when possible (e.g., breakrooms and cafeterias). It is recommended that staff wear masks when interacting with clients.

Screening Clients

Asking the following questions can help identify if your client may have been exposed to COVID-19:

1. Have you been diagnosed with or had direct contact within the past two weeks with anyone who has been diagnosed with COVID-19?

2. Do you have a fever?

3. Do you have a cough?

4. Do you have difficulty breathing or shortness of breath?

5. Do you have flu like symptoms?
   - Body aches?
   - Congestion?

6. Have you been asked to self-quarantine by a doctor, hospital, or other medical provider or health agency?

7. Do you live with someone who has tested positive or has signs and symptoms of COVID- 19?

8. Have you traveled in the last 14 days? If so, where?

It is recommended that staff wear masks when interacting with clients

Cleaning and Disinfecting

Perform routine environmental cleaning and disinfection:

• Follow the CDC recommendations for cleaning and disinfecting all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.

  - If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

  - For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

• Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.

• Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use. To disinfect, use products that meet EPA's criteria for use against SARS-Cov-2 external icon, the cause of COVID-19, and are appropriate for the surface.

Clean and disinfect all frequently touched surfaces in the workplace

Please check with your local municipality for additional guidance or requirements for reopening.

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