

## **SCNOVA: COVID Operating Policies (BOD approved 7/21/2021)**

**Rationale:** Although the policies below conform in large part to local regulations and were developed with guidance from local and national organizations, the board has chosen to adopt some policies that are more stringent than required by law or recommended by the CDC or state health authorities. The uniquely vulnerable status of our volunteers, clients, and participants requires extraordinary caution and policies that provide a high level of safety.

### **Office:**

- All employees are required<sup>1</sup> to be fully COVID-immunized<sup>2</sup> by September 1<sup>st</sup>, 2021.
- All Office Volunteers are required<sup>1</sup> to be fully COVID-immunized by September 1st, 2021.
- Documentation of immunization can include the official CDC immunization card or other official certification of immunization. Documentation must be presented to the Operations Manager/Volunteer Coordinator or the Executive Director. Documentation will NOT be collected nor stored in the SCNOVA office though a record of immunization status will be maintained in the confidential personnel or volunteer files.
- If all individuals attending the office are fully COVID-immunized masking and social distancing need not be followed.
- If an unimmunized individual must attend the office, all staff and volunteers are required to wear a mask and practice social distancing regardless of immunization status. In such a case, staff and office volunteers should be notified in advance that an unimmunized individual will be in the office.

### **Meetings, Programs, and Events (BOD, Committees, Support Groups, Social/Educational events):**

- All individuals attending indoor in-person meetings or events are required to be fully COVID-immunized.
- Documentation of immunization can include the official CDC immunization card or other official certification of immunization. Documentation must be presented to a SCNOVA staff member or a designated volunteer leader. Documentation will NOT be collected nor stored in the SCNOVA office.
- If an unimmunized individual is required to attend an indoor meeting or event or is approved to do so by the Executive Director, all participants must wear masks and practice social distancing regardless of immunization status. In such a case, staff, volunteers, and other attendees should be notified in advance that an unimmunized individual will be attending the meeting or event.

### **Services:**

- Clients, all other household members who will be present during a visit, and Volunteers in the Friendly Visitor Program must be fully COVID-immunized.
- Clients and Volunteers in the Friendly Caller Program need not be fully COVID-immunized.
- Clients and Volunteers in the Handy Helper Program must be fully COVID-immunized for all INDOOR projects. This does not apply to OUTDOOR projects.
- Clients and Volunteers in the Transportation Program must be fully COVID-immunized. We will continue to follow our current COVID safety procedures for transportation regardless of immunization status of volunteers or clients.
- Documentation of immunization can include the official CDC immunization card or other official certification of immunization. Documentation must be presented to the Operations Manager/Volunteer Coordinator, the Executive Director, or a designated volunteer. Documentation will NOT be collected nor stored in the SCNOVA office though a record of immunization status will be maintained in the confidential files of Clients and Volunteers.
- If an unimmunized Client or Volunteer is approved by the Operations Manager/Volunteer Coordinator or Executive Director to participate in any service their immunization status will be made known to the relevant Client or Volunteer and all parties must follow our current operating policy for masking, social distancing, and sanitation.
- No Volunteer or Client will be required to provide services to or receive services from an unimmunized individual. Participation in such services will be totally voluntary.

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<sup>1</sup> Individuals with bona fide medical or religious exemptions are not required to be immunized.

<sup>2</sup> Fully COVID-immunized= two weeks after second immunization (Pfizer/Moderna) or first immunization (Johnson-Johnson). The same standards will apply if future booster immunizations are necessary to maintain full immunization status.