



HEOW's COVID-19 Plan

1. Purpose and Scope

Health Education on Wheels (HEOW) is committed to providing a safe and healthy workplace for all our staff members and visitors. HEOW has developed the following COVID-19 plan, which includes policies and procedures to minimize the risk of transmission of COVID-19, in accordance with OSHA's COVID-19 Emergency Temporary Standard (ETS).

2. Roles and Responsibilities

HEOW's goal is to prevent the transmission of COVID-19 in the workplace. Managers, directors, as well as non-managerial employees, lead volunteers, and their representatives are all responsible for supporting, complying with, and providing recommendations to further improve this COVID-19 plan.

The COVID-19 Safety Coordinator, listed below, implements and monitors this COVID-19 plan. The COVID-19 Safety Coordinator has HEOW's full support in implementing and monitoring this COVID-19 plan, and has authority to ensure compliance with all aspects of this plan.

HEOW and the COVID-19 Safety Coordinator will work cooperatively with non-managerial employees, directors, lead volunteers and their representatives to conduct a workplace-specific hazard assessment and in the development, implementation, and updating of this COVID-19 plan.

COVID-19 Safety Coordinator(s)		
Name	Title/Facility Location	Contact Information (office location, phone, email address)
Kenrick Everett	Executive Director/205 East 42 nd Street; 13 th Floor, Room NE4; New York, NY 10017	917-922-3938 keverett@heow.org

3. Hazard Assessment and Worker Protections

HEOW will conduct a workplace-specific hazard assessment of its workplace to determine potential workplace hazards related to COVID-19. A hazard assessment will be conducted initially and whenever changes at the workplace create a new potential risk of employee exposure to COVID-19 (e.g., new work activities at the workplace).

HEOW has developed the following policies and procedures to determine staff member vaccination status: All staff will be required to present proof of vaccination via a COVID-19 vaccination Record Card, New York State Excelsior Pass, or other acceptable electronic record of vaccination (i.e., Excelsior Digital Pass Plus or NYC COVID Safe App).



HEOW and the COVID-19 Safety Coordinator will work collaboratively with non-managerial employees, directors, lead volunteers, and their representatives to conduct the workplace-specific hazard assessment. All completed hazard assessment forms and results will be attached to this plan and will be accessible to all employees, directors, volunteers, and their representatives at HEOW's headquarters.

HEOW will address the hazards identified by the assessment and include policies and procedures to minimize the risk of transmission of COVID-19 for each staff member and visitor. These policies and procedures are as follows:

Participant Screening and Management

In settings where direct participant interaction is provided, HEOW will:

- Limit and monitor points of entry to the setting;
- Screen all participants, visitors, and other non-employees entering the setting for symptoms of COVID-19;
- Implement other applicable participant management strategies in accordance with the CDC's ["COVID-19 Infection Prevention and Control Recommendations"](#).

HEOW will further limit participant class sizes to a maximum of five, provide signs to guide participants to appropriate classrooms, ensure adequate spacing between participants, and encourage the use of masks in all indoor spaces. Before classroom entry, participants will be screened for fever (of at least 100.4 degrees) with new or unexplained cough associated with shortness of breath, fatigue, sore throat, and other symptoms of COVID-19. Participants will be denied entry if fever or symptoms are present.

Standard and Transmission-Based Precautions

HEOW will develop and implement policies and procedures to adhere to Standard and Transmission-Based Precautions in accordance with CDC's ["Guidelines for Isolation Precautions."](#)

HEOW and the COVID-19 Safety Coordinator will work collaboratively with non-managerial employees, directors, lead volunteers, and their representatives to develop and implement these policies and procedures.

All HEOW staff entering the office will be screened daily for symptoms of COVID-19. At-home COVID-19 test kits will be provided to all staff for testing prior to entering the worksite after travelling or other extended time away from the office, or after a potential exposure. All HEOW staff are expected to report development of symptoms and COVID-19 infection instances to supervisors immediately. Staff will be notified immediately if they were in close contact with an exposed individual. These staff members are encouraged to test daily before returning to the office. All staff members who test positive should adhere to the CDC's guidance on quarantine and isolation.

Personal Protective Equipment (PPE)

HEOW will provide and ensure that staff wear facemasks. Facemasks must be worn by staff over the nose and mouth when indoors and when occupying a vehicle with another person for work purposes. Policies and procedures for facemasks will be implemented, along with the other provisions required by OSHA's COVID-19 ETS, as part of a multi-



layered infection control approach.

Facemasks provided by HEOW will be FDA-cleared, authorized by an FDA Emergency Use Authorization, or otherwise offered or distributed as described in an FDA enforcement policy. HEOW will provide employees with a sufficient number of facemasks, which must be changed at least once a day, whenever they are soiled or damaged, and more frequently as necessary.

The following are additional exceptions to HEOW's requirements for facemasks:

1. When an HEOW staff member is alone in a room.
2. While a staff member is eating and drinking at the workplace, provided each member is at least 6 feet away from any other person, or separated from other people by a physical barrier.
3. When it is important to see a person's mouth (e.g., communicating with an individual who is deaf or hard of hearing) and the conditions do not permit a facemask that is constructed of clear plastic (or includes a clear plastic window). When this is the case, HEOW will ensure that each staff member wears an alternative, such as a face shield, if the conditions permit.
4. When staff members cannot wear facemasks due to a medical necessity, medical condition, or disability as defined in the Americans with Disabilities Act (42 USC 12101 et seq.), or due to religious belief. Exceptions will be provided for a narrow subset of persons with a disability who cannot wear a facemask or cannot safely wear a facemask, because of the disability, as defined with the Americans with Disability Act (42 USC 12101 et seq.), including a person who cannot independently remove the facemask. The remaining portion of the subset who cannot wear a facemask may be exempted on a case-by-case basis as required by the Americans with Disability Act and other applicable laws. When an exception applies, HEOW will ensure that any such staff member wears a face shield, if their condition or disability permits it. HEOW will provide accommodations for religious beliefs consistent with Title VII of the Civil Rights Act.
5. When HEOW has demonstrated that the use of a facemask presents a hazard to an employee of serious injury or death (e.g., arc flash, heat stress, interfering with the safe operation of equipment). When this is the case, HEOW will ensure that each staff member wears an alternative, such as a face shield, if the conditions permit. Any employee not wearing a facemask must remain at least 6 feet away from all other people unless the employer can demonstrate it is not feasible. The employee must resume wearing a facemask when not engaged in the activity where the facemask presents a hazard.

If a face shield is required to comply with OSHA's COVID-19 ETS or HEOW otherwise requires use of a face shield, HEOW will ensure that face shields are cleaned at least daily and are not damaged.

HEOW will not prevent any employee from voluntarily wearing their own facemask and/or face shield in situations when they are not required unless doing so would create a hazard of serious injury or death, such as interfering with the safe operation of equipment.

HEOW and the COVID-19 Safety Coordinator will work collaboratively with non-managerial employees, directors, lead volunteers or representatives to assess and address COVID-19 hazards, including when there is employee exposure to people with suspected or confirmed COVID-19.

Physical Distancing

HEOW will ensure that each staff member is separated from all other people in the workplace by at least 6 feet when



indoors, unless it can be demonstrated that such physical distance is not feasible for a specific activity. Where maintaining 6 feet of physical distance is not feasible, HEOW will ensure employees are as far apart from other people as possible. Physical distancing will be implemented, along with the other provisions required by OSHA's COVID-19 ETS, as part of a multi-layered infection control approach.

HEOW and the COVID-19 Safety Coordinator will work collaboratively with non-managerial employees, directors, lead volunteers, and their representatives to assess physical distancing in the workplace.

Cleaning and Disinfection

HEOW will implement policies and procedures for cleaning, disinfection, and hand hygiene, along with the other provisions required by OSHA's COVID-19 ETS, as part of a multi-layered infection control approach. HEOW and the COVID-19 Safety Coordinator will work collaboratively with non-managerial employees, directors, lead volunteers, and their representatives to implement cleaning, disinfection, and hand hygiene in the workplace.

HEOW will provide alcohol-based hand rub that is at least 60% alcohol or provide readily accessible hand washing facilities.

Health Screening and Medical Management

Health Screening

HEOW will screen each staff member before each workday and each shift. Each staff member will be asked to self-monitor for COVID-19 symptoms before reporting to work. At-home COVID-19 test kits will be provided to each staff member to aid in self-monitoring.

Employee Notification to Employer of COVID-19 Illness or Symptoms

HEOW will require staff members to promptly notify their supervisor or COVID-19 Safety Coordinator when they have tested positive for COVID-19 or been diagnosed with COVID-19 by a licensed healthcare provider, have been told by a licensed healthcare provider that they are suspected to have COVID-19, are experiencing recent loss of taste and/or smell with no other explanation, or are experiencing both fever ($\geq 100.4^{\circ}$ F) and new unexplained cough associated with shortness of breath.

Staff members should contact HEOW's main line (917-922-3938) or email info@heow.org to communicate with HEOW regarding symptoms while at work or home.

Employer Notification to Employees of COVID-19 Exposure in the Workplace

HEOW will notify staff members if they have been exposed to a person with COVID-19 at their workplace, as described below. When HEOW is notified that a person who has been in the workplace (including employees, clients, participants, residents, vendors, contractors, customers, delivery people and other visitors, or other non-employees) is COVID-19 positive, HEOW will, within 24 hours:



- Notify each staff member that has been in close contact with the person with COVID-19 in the workplace. The notification must state the fact that the staff member was in close contact with someone with COVID-19 along with the date(s) the contact occurred.
- Notify each staff member that worked in a well-defined portion of a workplace (e.g., a particular floor) in which the person with COVID-19 was present during the potential transmission period. The notification must specify the date(s) the person with COVID-19 was in the workplace during the potential transmission period.

Notifications will not include the name, contact information, or occupation of the COVID-19 positive person.

Note: Close contact means being within 6 feet of the person for a cumulative total of 15 minutes or more over a 24-hour period during the person's potential transmission period. The potential transmission period runs from 2 days before the person felt sick (or, if not showing symptoms, 2 days before testing) until the time the person is isolated.

Staff members will be notified via main phone numbers provided during onboarding.

Medical Removal from the Workplace

HEOW has also implemented a policy for removing staff members from the workplace in certain circumstances. HEOW will immediately remove a staff member from the workplace when:

- The staff member is COVID-19 positive (i.e., confirmed positive test for, or has been diagnosed by a licensed healthcare provider with, COVID-19);
- The staff member has been told by a licensed healthcare provider that they are suspected to have COVID-19;
- The staff member is experiencing recent loss of taste and/or smell with no other explanation; or
- The staff member is experiencing both a fever of at least 100.4°F and new unexplained cough associated with shortness of breath.

For staff members removed because they are COVID-19 positive, HEOW will keep them removed until they meet the return-to-work criteria as described by the CDC at that time.

Return to Work Criteria

HEOW will only allow staff members who have been removed from the workplace to return to work in accordance with guidance from a licensed healthcare provider or in accordance with the CDC's "[Isolation Guidance](#)" and "[Return to Work Healthcare Guidance](#)." Pursuant to CDC guidance, symptomatic staff may return to work after all the following are true:

- At least 10 days have passed since symptoms first appeared, and
- At least 24 hours have passed with no fever without fever-reducing medication, and
- Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months and need not delay the end of isolation).

If a staff member has severe COVID-19 or an immune disease, HEOW will follow the guidance of a licensed healthcare provider regarding return to work.

Pursuant to CDC guidance, asymptomatic staff members may return to work after at least 10 days have passed since a positive COVID-19 test. If an employer receives guidance from a healthcare provider that the staff member may not return to work, they must follow that guidance.



Vaccination

HEOW encourages staff members to receive the COVID-19 vaccination as a part of a multi-layered infection control approach.

Anti-Retaliation

HEOW will not discharge or in any manner discriminate against any staff member for exercising their right to the protections required by OSHA's COVID-19 ETS, or for engaging in actions that are required by OSHA's COVID-19 ETS.

Requirements implemented at no cost to employees

HEOW will comply with the provisions of OSHA's COVID-19 ETS at no cost to staff members, except for any staff self-monitoring conducted under the Health Screening and Medical Management section of this Plan.

4. Monitoring Effectiveness

HEOW and the COVID-19 Safety Coordinator will work collaboratively with non-managerial employees, directors, lead volunteers, and their representatives to monitor the effectiveness of this COVID-19 plan so as to ensure ongoing progress and efficacy.

HEOW will update this COVID-19 plan as needed to address changes in workplace-specific COVID-19 hazards and exposures.

5. Coordination with Other Employers

HEOW will adjust this COVID-19 plan to address any hazards presented by employees of other employers at the worksite.

6. Signature and Plan Availability

HEOW has prepared and issued this COVID-19 plan on 8/24/2022.



Employer Name:	Health Education on Wheels (HEOW)
Address:	205 East 42 nd Street, 13 th floor, Rm NE4, New York, NY 10017

This COVID-19 plan is available:

<input type="checkbox"/> Via hard copy at 205 East 42 nd Street, 13 th floor, Rm NE4, New York, NY 10017	<input type="checkbox"/> Posted to https://www.heow.org/covidplan	<input type="checkbox"/> Available by request. Kenrick Everett; 205 East 42 nd Street, 13 th floor, Rm NE4, New York, NY 10017; (917)-922-3938.
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