



# Coronavirus (COVID-19) company policy

## Policy brief & purpose

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible by email.

## Scope

This coronavirus policy applies to all of our employees, board members, volunteers, and stakeholders who physically conduct business within in our office or conduct CASA related business within buildings such as courthouses or other governmental offices.

CASA of Lewis and Clark and Broadwater Counties will follow all Centers for Disease Control and Prevention (CDC), Montana State, and all local orders and recommendations.

## Policy elements

Here, we outline the required actions employees, board members, volunteers, and stakeholders should take to protect themselves and their co-workers from a potential coronavirus infection.

### Office Use:

- All parties that enter the CASA office must wear a face mask.
  - If a party does not possess a face mask, the CASA office may be contacted for assistance.
- Staff are required to wear a face mask unless they are in their personal office, alone. When meeting with another party, or when leaving the personal office, a face mask must be worn.



- In-person meetings or trainings that cannot be conducted in accordance with CDC, state, and local guidelines should be done virtually where possible, especially with non-company parties (e.g. candidate interviews and partners).

### CASA business conducted outside of office:

- All employees, board members, volunteers, and stakeholders who conduct CASA business outside of the CASA office, must follow the guidelines of the building that is entered.

### Sick leave arrangements:

- If you have COVID-19 symptoms, such as cough/sneezing/fever, or feel poorly, request sick leave or work from home with permission from your supervisor.
- If you have a positive COVID-19 diagnosis, you can return to the office *only after* you have fully recovered, with a doctor's note confirming your recovery.

### Travel:

- All travel, both for personal and professional business, must follow all CDC, state, and local guidelines before approval.

### General hygiene rules:

- Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the [20-second hand-washing rule](#)). You can also use the sanitizers you'll find around the office.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Open the windows regularly to ensure open ventilation.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your coworkers and take extra precautionary measures (such as requesting sick leave).