



COVID-19 RETURN TO OFFICE WORKPLACE PLAN

Amended Policy Effective:

March 1, 2022

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Amended Policy: February 24, 2022

California is reporting 76.6% people 5 years old and up fully vaccinated (up from 72.7% earlier this month) and 83.0% have had at least one shot; and VMRC is now reporting 90% fully vaccinated. The CDC has released a multi-state study done on August 2021 to January 2022 that has shown that vaccination and boosters has prevented COVID-19 related emergency room and urgent care visits during the Delta and Omicron predominant periods, 94% and 82% respectively.^[1] The booster also prevented COVID-19 associated hospitalizations during Delta and Omicron period, 94% and 90% respectively.

Here are the current positivity rates compared to last review which dictates our progress in the plan to reopen our buildings to the public:

As of February 24, 2022 – Positivity Rate:

San Joaquin – 7.0%	(3.0% decrease from 7-days prior)
Stanislaus – 8.8%	(4.4% decrease from 7-days prior)
Amador – 2.7%	(3.4% decrease from 7-days prior)
Calaveras – 7.0%	(4.2% decrease from 7-days prior)
Tuolumne – 7.9%	(3.2% decrease from 7-days prior)

As of January 26, 2022:

- Amador Positivity = 16.6% (0.9% decrease from 7-days prior)
- Calaveras Positivity = 30.3% (0.3% increase from 7-days prior)
- San Joaquin Positivity = 27.5% (1.7% decrease from 7-days prior)
- Stanislaus Positivity = 32.6% (0.8% increase from 7-days prior)
- Tuolumne Positivity = 31.8% (5.1% increase from 7-days prior)

Each month we continue to make modifications to the policy and procedures for moving back into our office buildings based on the health metrics available to us from the state of California. Since October of 2021 VMRC has gradually increased the capacity of the buildings and the use of the buildings for working with more and more of our

^[1] CDC. January 21, 2022. <https://www.cdc.gov/mmwr/volumes/71/wr/mm7104e3.htm>

consumers, families, and community partners. Given the size of the San Andreas office and the expansive geographic capacity of region that works in the building some provision may not be feasible or viable and may be modified on an as needed basis by management.

VMRC OFFICE WORKPLACE PROTOCOL

1. The Remote Work policy will be incrementally implemented throughout the months of October through February 28, 2022. Managers will approve Remote Work agreements within the parameters of building capacity by negotiating schedules with their staff and coordinating with other teams when exceeding their team's percentage.
2. The Work at Home policy should begin implementation on March 1, 2022.
3. Some alteration to schedules may be in place depending on the manager's approval and the business case.
4. The OT/SOT Support staff have returned back to the office with their "pre COVID" work schedule. These employees work between the hours of 7 a.m. and 6 p.m. Monday through Friday and are available to support their colleagues in VMRC's operations
5. All employees will comply with the COVID-19 Testing policy (see current Testing Policy) and the mandatory vaccination and booster policy.
6. **While the one-directional flow policies have ended**, you will still be required to self-check your temperature when entering the building. Clean thermometer with sanitizing wipe. If you wake up sick or a family member is not feeling well, stay home. If you are waiting for a PCR COVID-19 test result because you or your family member is not feeling well, stay at home. This is regardless of getting a negative rapid antigen test result. Should you have a temperature^[1], immediately leave the building, notify your manager, and either work from home or take sick leave.
7. Effective January 26, 2022 but retro to January 1, 2022 the State of California is reinstating the Covid illness relief plan. This plan will provide all employees with 80 hours of sick time devoted to caring for direct family members or for individual use pertaining to Covid illness
8. Employees must continue wearing masks, as directed by the CDPH orders for regional centers and other health settings, when working close to one another and refer to "In-Person Meeting" policy when out of the office. You may remove your mask when working at your desk as long as you are separated by 6 feet distance or a cubicle or other office wall.
9. VMRC will continue to supply Personal Protective Equipment (PPE) such as face covering, face shield, and hand sanitizer for staff in the office.
10. Staff meetings may occur in large rooms with no limits for outside meetings, but employees must still wear face coverings in the buildings and maintain 6 feet physical distance between each other.
11. Any staff sharing offices will alternate days if 6 feet physical distancing cannot be achieved. This is particularly important when eating as employees will have to not have their mask on while eating.
12. Office workspaces in Stockton and Modesto such as hallways, entrances, conference room, rest rooms, air filters, and doorknobs will be cleaned and sanitized on a regular basis throughout the workday. Employees working in the

- office are required to sanitize their work area before and after they work. The reception staff will have sanitation kits to issue to staff responsible for each meeting in the office.
13. All employees should make every effort to avoid unscheduled meetings with the public (consumers, families, or any other visitors).
 14. Staff meetings with agency partners may resume. Employees are required to wear masks during all in-door meetings regardless of vaccination status and require their guests to wear face coverings as well.
 15. While in the building (in the lobby, meeting rooms, conference rooms, etc.) everyone, regardless of vaccination status, must wear a face covering.
 16. The psychology in-person assessments, Physical Therapy, Occupational Therapy, Tele-Medicine/Tele-Psychiatry Clinics may resume in-person assessments in the VMRC office following the above stated guidelines per appointment. COVID-19 Screening Questionnaire[2] should be administered when any of the appointment is made, the day before the appointment, and the day of the appointment before letting the guests in the VMRC building. These guests will have to follow VMRC safety protocol. (In Modesto our providers are not willing to implement in-person but they may do it if they choose to do it.)
 17. Service Coordinators will be required to assist our consumers in person in the OT/PT, TeleMed, etc. clinics unless the consumer is participating virtually, or the employee is at home under quarantine, or they have symptoms.
 18. Intake Team can start in-person assessment by appointment in the office one day a week. There will be a 30-minute interval between appointments to give time for disinfecting and ventilating the room, as well as disinfecting the materials used. This will be done by the person(s) using the room. COVID-19 Screening Questionnaire[3] should be administered when the appointment is made, the day before the appointment (during the confirmation call), and the day of the appointment before letting the family in the VMRC building. These guests will have to follow VMRC safety protocol of temperature check, sign-in, hand sanitizer, and wear mask at all times and practice 6 feet physical distancing.

[1] Per CDC, fever is any temperature equal to or above 100.4 degrees F (38 degrees C). If you feel warm or feverish or flushed or have glassy eyes, that is also considered fever. Please stay at home.

[2] CDC. <https://www.cdc.gov/screening/paper-version.pdf>

[3] CDC. <https://www.cdc.gov/screening/paper-version.pdf>