



To provide for the health and safety of ARAYC employees, volunteers, and participants the following policy outlines directives established to address challenges presented by COVID- 19. In the development of this policy, ARAYC referred to information and guidance provided through the Yellowstone County Unified Health Command.

Self-Screen for Health and Body Temperature

As of Monday February 1, employees, volunteers, participants and vendors who wish to access 1505 Avenue D and 935 Lake Elmo Drive are required to perform a self-screen for health and body temperature using a no-contact sensing device. Individuals must report to the designated screening area upon arrival and before entering any other areas of ARAYC locations.

An individual who has a fever at or above 100.4 degrees Fahrenheit must exit the building immediately and call their supervisor.

Safe Hygiene and Physical Distancing Directives

Employees, volunteers, and participants are expected to comply with the following safe hygiene and physical distancing directives at all times to prevent the spread of COVID-19.

- Wear a cloth or disposable face covering over your nose and mouth while on ARAYC premises.
- Upon entering ARAYC locations, wash your hands with warm, soapy water for at least 20 seconds or use ARAYC provided hand sanitizer.
- After touching commonly used items and surfaces, wash your hands with warm, soapy water for at least 20 seconds or use ARAYC provided hand sanitizer.
- Practice six-foot distancing between employees, volunteers and participants.
- Sanitize tabletops, chair backs, pens, pencils as instructed by volunteer supervisor.

Recommendations

- Avoid touching your face.
- Sneeze or cough into a tissue, or the inside of your elbow.
- Avoid people who are sick with respiratory symptoms.

Stay at Home and Return to Work Policy

- We appreciate your dedication to the volunteer role you have committed to accomplishing. However, it is critical that volunteers do not report to work if experiencing a new onset of any of the following symptoms in the past three days: fever, cough, difficulty breathing sore throat, runny or stuffy nose, changes in ability to taste or smell, body aches, unexplained headache, unexplained vomiting, unexplained diarrhea, chills or fatigue.
- Volunteers should stay at home if anyone in their household, who has symptoms of COVID-19, is awaiting COVID-19 test results.
- Return dates due to COVID-19 exposure, symptoms or close contact are determined based upon the day the volunteer supervisor receives notification from the volunteer.
- Volunteers who have tested positive for COVID-19, have suspected symptoms or have had close contact with a person who tested positive for COVID-19 must not be on ARAYC premises until established quarantine periods are completed.
- COVID-19 quarantine periods will be enforced according to the United Health Command Fact Sheet titled, *When Can I Return to Work After COVID-19* which is posted at various locations on ARAYC premises.

- When fever accompanies seasonal cold and flu symptoms, volunteer must be free of fever for 72 hours without the use of fever-reducing medications. If fever does not accompany symptoms, volunteer must be 48 hours symptom free.

ADDITIONAL INSTRUCTION

Meals on Wheels (MOW)

- Wear a cloth or disposable face covering over your nose and mouth while making deliveries to MOW participant households.
- Carefully adhere to participant delivery instructions, found on the daily route delivery sheet.
- Use hand sanitizer prior to packaging every participant meal throughout the delivery route.
- Use a new pair of gloves when the daily deliver sheet instructs you to enter a participant's home. Follow the posted procedures for safe removal of gloves. Latex-Free Gloves are provided by ARAYC.
- Only enrolled members of the Alliance Volunteer Program (AVP) may engage in the delivery of MOWs. Individuals may not accompany a MOW delivery driver as a guest until further notice.
- MOW delivery teams must live in the same household.

Congregate Mealsites

Before performing established meal service roles, volunteers must complete COVID-19 training module provided by ARAYC nutrition services staff.

Comments/Questions

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