



“Safer at Home” Health and Hygiene

Masks

When to Wear: Masks must be worn by all staff, volunteers, and visitors to the Growing Home office. The only exceptions to the mask requirement are children under 2, anyone who has trouble breathing, and anyone who is unconscious, incapacitated, or can't remove a mask without help. Growing Home will provide disposable masks for those that require them. Masks should be worn in all meetings (2+ people) and in all common areas (hallways, bathrooms, kitchen, meeting rooms, etc.). Staff may forego masks only in private offices when they are alone.

Proper Procedure:

- Before putting on the mask, perform hand hygiene.
- Ensure masks have no tears or holes.
- Masks should fit snugly, but comfortably, against the sides of the face.
- Your mouth and nose should be covered.
- Reusable masks should be washed after every use.
- If mask gets soiled or damp, replace with a new one.
- Remove and dispose of masks by only touching the ear loop or ties. Perform hand hygiene before and after removing the mask.

Gloves

When to Wear: Disposable gloves should be worn when completing cleaning tasks and when working in the Food Pantry.

Proper Procedure:

- Gloves should be changed anytime you switch tasks.
- Ensure gloves have no rips or holes.
- Do not re-wear gloves.
- To remove, use a thin (half-pump) of hand sanitizer before removing the gloves. Gloves should be then removed and a full-pump of hand sanitizer to disinfect bare hands. Immediately throw used gloves away.

Hand Hygiene

When to Wash: Hands should be washed or sanitized thoroughly and frequently. Special care should be taken to wash after touching common surfaces and before touching your eyes, nose or mouth. All staff, volunteers, and visitors should use hand sanitizer upon entry to the building.

Proper Procedure:

- Handwashing
 - Wet your hands (to the wrist) with clean, running water. Generously apply soap.
 - Lather the soap by rubbing your hands together. Don't forget to spread the lather to the backs of your hands up to your wrists, between your fingers, and under your nails.
 - Scrub your hands for at least 20 seconds.
 - Rinse your hands thoroughly under clean, running water.
 - Dry hands using a clean paper towel.
- Hand Sanitizer
 - Apply the sanitizer generously to the palm of one hand.
 - Rub hands together.
 - Rub the backs of your hands up to your wrist, between your finger, and under your nails until your hands are dry.

Social Distancing

When Social Distancing is Required: Social distancing is required by all staff, volunteers, and visitors when on Growing Home business or property.

Proper Procedure:

- Maintain 6 feet of distance between yourself and other people whenever possible.
- As much as practicable, all meetings should be held virtually or via telephone.
- Observe maximum occupancy signage in each room.
- Do not congregate in common areas.

Temperature Checks and Symptom Checks

When Temperature Checks are Required: Daily temperature and symptom checks are required for all on-site staff and volunteers at the beginning of their shift.

Proper Procedure:

- Temperature checks will occur in a private space and conducted by a member of Leadership team or a manager.
- If a touch thermometer is used, it must be disinfected between uses.
- While waiting for your temperature check, at least 6 feet of distance between each person shall be maintained.
- Confidentiality shall be protected: checks should be held in a private manner and the identity of those with a fever shall be kept confidential.
- Those who temperatures test at 100.4°F or higher will be sent home.
- Those with temperatures of 99.2°F or higher will have their temperature checked at least twice per day for the following seven days.
- Each employee and volunteer shall complete the "Health Screening Form" each day they are on-site at the beginning of their shift.