Dress for Success Wichita’s Current Response to Outbreak of Coronavirus COVID-19

The health, safety and welfare of each member of our organization as well as their family members is a high priority for us. We, therefore, are closely monitoring the outbreak of coronavirus disease 2019 (“COVID-19”). It is an evolving and dynamic situation, so our response to it may change. However, we wanted to provide you with background information about the virus causing COVID-19 to improve your understanding of the disease and provide some directions on how to respond to it. The risks of the virus causing COVID-19 should be taken very seriously. The Organization will monitor developments vigilantly. Because the situation is fluid, we will update you when information changes as we are able to do so. The Organization’s response to the outbreak of COVID-19 dated May 5th, 2020, is set forth below. The DFSW organization reserves the right to revise, supplement, rescind, or deviate from any policies or portion of the Response from time to time as it deems appropriate, in its sole and absolute discretion, and with or without advance written notice.

WHO, CDC, and State Department Overview

While DFSW is following and reviewing a variety of resources in this situation, it is most closely reviewing information being provided by the World Health Organization (“WHO”), the U.S. Centers for Disease Control and Prevention (“CDC”), the United States Department of Health and Human Services (“Department of Health and Human Services”), and the United States Department of State (“State Department”).

WHO information can be located at: https://www.who.int/emergencies/diseases/novel-coronavirus-2019. The CDC advisory can be located at: https://www.cdc.gov/coronavirus/2019-ncov/index.html.

The Department of Health and Human Services information can be located at: https://www.hhs.gov/about/news/2020/01/31/secretary-azar-declares-public-health-emergency-us-2019-novel-coronavirus.html. The State
What is Known About the Transmission of COVID-19

Authorities have confirmed that the virus spreads through two routes:

- Environment-to-human: Information suggests that the virus causing COVID-19 is “zoonotic” transmitted from an animal source to humans. The initial cluster of cases appeared to have a common source of exposure, a local live seafood and animal market.
- Person-to-person spread: From a sick person to others who are in close contact (within about six feet). The virus is actively in the human-to-human transmission phase. The spread has largely been limited to family clusters and healthcare workers but several new cases indicate a generalized human-to-human spread.

In general, scientists believe the virus causing COVID-19 spreads from one person to another in the same way as other respiratory infections, including colds and the flu - through infected respiratory droplets. The sick person expels these when they cough, sneeze, or talk and possibly in his or her fecal matter and blood as well. Others can get the disease via contact (direct or indirect) with these contaminated droplets.

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, and possibly their eyes.

Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people.

Know the Symptoms of COVID-19

For confirmed COVID-19 infections, reported illnesses have ranged from infected people with little-to-no symptoms to people becoming severely ill and dying. Current information suggests that older adults and persons with underlying health conditions or compromised immune systems might be at greater risk for severe illness from this virus, and they should take more precautions to avoid exposure.

Besides knowing how it can be transmitted, recognizing the symptoms is an important step. Symptoms may appear two to 14 days after exposure to the virus. This can allow the virus to be spread without an individual showing symptoms. People with underlying health conditions appear to be at higher risk for severe disease.
COVID-19 symptoms include:

1. Fever;
2. Cough; and
3. Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

How to Prevent the Spread of COVID-19

There is currently no vaccine to prevent the COVID-19 infection. The best way to prevent infection is to avoid being exposed to this virus. Everyday preventive actions to help prevent the spread of respiratory viruses include:

- Clean your hands often with an alcohol-based hand sanitizer that contains at least 60-95 percent alcohol, or wash your hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze.
- Put your used tissue in a waste basket.
- If you don’t have a tissue, cough or sneeze into your upper sleeve, not your hand.
- Avoid close contact with people who are sick.
- Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs with the cleaning agents that are usually used in these areas, following the directions on the label of the cleaning agent.
- Stay home when you are sick.
- Facemasks should be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others. At this time, the CDC does not recommend that people who are well wear a facemask to protect themselves from respiratory diseases, including COVID-19.
Organization Policies Related to COVID-19

- If you become ill with acute respiratory illness symptoms (i.e. cough, shortness of breath, or any of the two aforementioned symptoms), notify the Boutique Manager or Executive Director so that you can be separated from other employees and be sent home immediately. If you are able to notify DFSW staff by telephone or email, you should do so.

- Employees or participants who have symptoms of acute respiratory illness are recommended to stay home and not come until they are free of fever (100.4°F [37.8°C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees and clients should notify DFSW staff and stay home if they are sick. If you believe you have been exposed to the virus causing COVID-19 and you are fever-free without the use of fever-reducing or other symptom-altering medicines for more than 24 hours, the Organization may still ask you not to report to work.

- If you have a confirmed case of COVID-19, please contact DFSW staff by phone or email. You will not be allowed to report to work or participate in a program for at least 14 days.

- If you have a confirmed case of COVID-19, the Organization will inform fellow employees and clients of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (“ADA”).

- Any employees or clients exposed to a co-worker or family member with a confirmed case of COVID-19 will be asked to conduct a risk assessment (“Risk Assessment”) to assess their potential exposure pursuant to CDC guidance.
  - The Risk Assessment requires employees to assess their risk level and whether they are symptomatic or asymptomatic.
  - Depending on your individual Risk Assessment, you may not be allowed to report to work for at least 14 days.
  - Depending on your risk exposure, the Organization may recommend that you self-observe your symptoms until 14 days after your last potential exposure. The Organization may recommend that you check your temperature before arriving at the workplace to ensure that you are still asymptomatic.

- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for how to conduct a Risk Assessment of their potential exposure.
**Organization Policy Related to Sick Leave**

For the health and safety of all of your coworkers, it is essential that you do not report to work if you suspect you have COVID-19. If you suspect that you or a family member that resides with you has COVID-19, please seek immediate medical treatment and do not report to work. If you are showing any symptoms of COVID-19, you should not report to work until either (1) a healthcare provider examines you and confirms that you do not have COVID-19, or (2) a healthcare provider diagnoses you with COVID-19 and then clears you to return to work.

If you have a confirmed case of COVID-19 DFSW will need you to provide an authorization from your healthcare provider authorizing you to return to work. DFSW will keep all employee health information confidential. If a healthcare provider confirms you do not have COVID-19, and you have recovered from your illness, please return to work as you would normally from a common illness like the cold or flu.

If you contract COVID-19 and suffer from any complications that impact you upon your return to work, please contact the Boutique Manager or Executive Director to discuss whether there are any reasonable accommodations that can be made to assist you while you recover.
**Organization Plan of Action and Safety Policies**

Please follow the Organization’s safety policy including Organization rules related to the use of personal protective equipment, including the use of gloves, disinfectants, and respiratory protection.

Employees of DFSW will be expected to return to work for boutique preparations and sanitation starting May 4th, 2020. Employees of DFSW that are considered to be high-risk as defined by the CDC, and can provide medical documentation, may not be required to return to work until phase 2 of the reopening. Phase 2 will start for Kansans, May 18th, 2020.

Employees considered high-risk will not be required to attend work until May 18th, 2020. Such employees that are unable to attend work from May 4th – May 18th. Employees at high-risk will not be penalized for time off during May 4th – May 18th.

Upon return to DFSW, employees, clients and volunteers may be required to participate in daily temperature checks with a no-touch thermometer. Temperature checks will be conducted by either the Executive Director, or Boutique Manager. Any employee with a temperature of 100.4 degrees Fahrenheit or higher, will not be permitted to return to work until they are cleared to return to work by a medical provider.

Employees, volunteers and clients will be expected to regularly wash hands, and sanitize any surfaces they come in contact with.

Employees, clients and volunteers will be requested to wear face masks while at DFSW, and to sanitize the masks daily.
Acknowledgement of DFSW Current Response to Outbreak of COVID-19

I acknowledge that I have read DFSW’s Response to COVID-19 and that I understood it and agree to comply with it. This Response is not promissory and does not set terms or conditions of employment or create an employment contract.

Signature: 

Printed Name: 

Date: