

COVID-19 Workplace Safety and Operational Continuity Plan

As a nonprofit organization supporting food access, Pinnacle Prevention is recognized as an essential service. The nature of our work falls into a low risk category; however, a workplace safety and operational continuity plan ensures workplace wellbeing and communicates measures to limit stress and spread.

The Pinnacle Prevention COVID-19 workplace safety and operational continuity plan is based on what is currently known about COVID-19 characteristics and transmission as of June 2020. This plan is intended to serve as an operational continuity strategy for essential functions in the event a Pinnacle Prevention employee tests positive for COVID-19 or has had exposure to a person known or suspected to have COVID-19 with the goals of:

- 1) Preventing and reducing the transmission among employees,**
- 2) Maintaining a healthy work environment,**
- 3) Maintaining healthy business operations to mitigate interruptions of essential functions, and**
- 4) Ensuring prevention practices are in place that reflect our commitment of ‘doing our part’ to support community health and wellbeing.**

The following steps should be taken in the event an employee tests positive for COVID-19 or has had exposure to a person known or suspected to have COVID-19 includes:

- 1) Notify the Pinnacle Prevention Executive Director (ED) of your COVID-19 test results or exposure.
 - a. If you believe you have been exposed, but have not yet been tested, testing locations can be found here: [Arizona Testing Locations](#)
 - b. Notify the ED of any potential recent points of contact and exposure to other Pinnacle Prevention team members during the time you may have been infectious.
 - c. Follow the ADHS ‘release from isolation guidelines’ to identify and set isolation controls based on symptoms and testing results found here and included at the end of this plan: [ADHS Release from Isolation Guidelines](#)

- 2) Stay home except to get medical care.
- 3) Stay separated from others by implementing at-home isolation and self-quarantine protocols as your home environment allows consistent with the [ADHS Release from Isolation Guidelines](#).
- 4) As your symptoms and home situation allows, continue to work from home during isolation.
- 5) If severe symptoms present requiring extended time-off from work for treatment and recovery all Pinnacle Prevention staff will be paid for time off that may arise as a result of COVID-19 or caring for a loved one to avoid financial stress and burdens.
- 6) In the event of extended absenteeism, the following back-up support system will be implemented to ensure operational continuity as of June 2020:

Position	Essential Operational Functions	Interim Backup Coverage in the Event of Extended Absenteeism
Executive Director	Payroll and Financial Management	Accounting
Director of Community Engagement	Trauma-Informed Initiatives and Training	Executive Director
Director of Community Impact	Early Childhood Initiatives and Coalition Support	Farm to Fork Programs Manager
Director of Community Innovation	Programs and Policy	Healthy Communities Programs Manager
Farm to Fork Programs Manager	Food Systems Programs	Director of Community Innovation
Healthy Communities Program Manager	Built Environment and Active Living Initiatives and Policy	Director of Community Impact
Communications Specialist	Communications	Director of Community Engagement

- 7) If operational functions must be assumed by the interim backup coverage the following will occur to manage existing meetings and calendar appointments:
 - a. The person assigned for backup coverage will make a note of all scheduled partner meetings through shared calendars in Outlook.
 - i. Meetings originating from the ill team member will be cancelled by the backup coverage.

- ii. The backup coverage will step into all external originating meetings on behalf of the ill team member.
- 8) Any time-sensitive decisions for essential operational functions will be made by the interim backup coverage in consultation with the Pinnacle Prevention ED.
 - a. Non-time sensitive decision making will wait until the return of the lead team member.

Returning/Resuming Work after COVID-19

Individuals who think or know they had COVID-19 can return/resume work with others after following [ADHS Release from Isolation Guidelines](#):

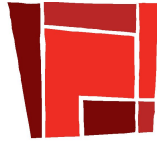
- 3 days (72 hours) with no fever, and
- Respiratory symptoms have improved (e.g. cough, shortness of breath), and
- At least 10 days have passed since symptoms first appeared

Individuals who tested positive for COVID-19 but had no symptoms will continue to work from home and can return to work with others after 10 days have passed since the test. It is highly encouraged to wait to be around others until receiving two negative test results in a row, at least 24 hours apart.

Pinnacle Prevention Protection Control Measures

Pinnacle Prevention has instituted the following amid COVID-19:

- Flexible telecommuting (standing practice).
- Desk/workspace distancing of six feet (standing practice).
- Hand sanitizer on all desks and common spaces.
- Masks (both for employees and family members).
 - Masks must be worn in office when there is more than one staff member present.
 - Avoid eating together at the conference table when more than one staff member is present.
- Increased in-office professional cleaning frequency.
- In-office portable handwashing station installed for quick and frequent access.
- Restricted non-essential in-person in-office meetings with external partners.

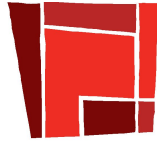


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'Release from Isolation' Guidance

Recommendations for discontinuation of transmission-based precautions and home isolation, based upon a person's symptoms and clinical testing are below. The most recent updates to this document can be found [here](#).

- If a person is **symptomatic*** and awaiting COVID-19 test results:
 - Stay home away from others or under isolation precautions until results are available. If results are delayed, follow guidance for symptomatic and tested positive for COVID-19. Once results are available, follow the recommendations below based on results.
- If a person is **symptomatic*** and tested positive for COVID-19 by PCR, antigen testing, or serology**:
 - Stay home away from others or under isolation precautions until you have had no fever for at least 3 days (72 hours) without the use of medicine that reduces fevers; AND
 - Other symptoms have improved; AND
 - At least 10 days have passed since symptoms first appeared.
- If a person is **symptomatic*** and tested negative for COVID-19 by PCR, antigen testing, or serology**:
 - Stay home away from others or under isolation precautions until you have had no fever for at least 3 days (72 hours) without the use of medicine that reduces fevers; AND
 - Other symptoms have improved.
- If a person is **symptomatic*** and has not been tested for COVID-19 by PCR, antigen testing, or serology**:
 - Stay home away from others or under isolation precautions until you have had no fever for at least 3 days (72 hours) without the use of medicine that reduces fevers; AND
 - Other symptoms have improved; AND
 - At least 10 days have passed since symptoms first appeared.
- If a person is **asymptomatic** and awaiting COVID-19 test results:
 - No isolation is required while waiting for test results. Take everyday precautions to prevent the spread of COVID-19. Once results are available, follow recommendations based on results.
- If a person is **asymptomatic** and tested positive for COVID-19 by PCR or antigen testing (even if person met time and symptom-based strategy for release from isolation after being symptomatic and tested positive for COVID-19):



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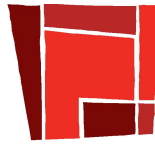
- Stay home away from others or under isolation precautions until 10 days have passed since specimen collection of the first positive COVID-19 PCR/antigen testing while asymptomatic. If symptoms develop, follow guidance for symptomatic and tested positive for COVID-19.
 - If a person is **asymptomatic** and tested positive for COVID-19 by serology:
 - No isolation is required since there is a low likelihood of active infection. Take everyday precautions to prevent the spread of COVID-19.
 - If a person is **asymptomatic** and tested negative for COVID-19 by PCR, antigen testing, or serology:
 - No isolation is required. Take everyday precautions to prevent the spread of COVID-19.
 - If a person has other non-compatible symptoms and has not been tested for COVID-19:
 - Stay home away from others or under isolation precautions until you have had no fever for at least 24 hours without the use of medicine that reduces fevers; AND
 - Other symptoms have improved.
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* People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. Public Health will [continue to update](#) this list as we learn more about COVID-19.

** If a person is tested by PCR/antigen testing **and** serology while they are symptomatic, use PCR/antigen test results to determine isolation.



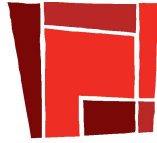
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Recommendations after Receiving Test Results

	Symptomatic		Asymptomatic	
	Positive	Negative	Positive	Negative
PCR/antigen testing	Isolation*	Isolation**	Isolation*	No isolation
Serology (without PCR/antigen testing)	Isolation*	Isolation**	No isolation	No isolation
Serology positive with PCR/antigen testing	Isolation*	Isolation**	Isolation*	No isolation

* Stay home away from others or under isolation precautions until you have had no fever for at least 3 days (72 hours) without the use of medicine that reduces fevers; AND other symptoms have improved; AND at least 10 days have passed since symptoms first appeared.

**Stay home away from others or under isolation precautions until you have had no fever for at least 3 days (72 hours) without the use of medicine that reduces fevers; AND other symptoms have improved.



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Recent Updates to Guidance

Changes were made to add antigen testing, serial testing of asymptomatic individuals, and updates to serologic testing of asymptomatic individuals:

- If a person is asymptomatic and tested positive for COVID-19 by PCR or antigen testing (even if person met time and symptom-based strategy for release from isolation after being symptomatic and tested positive for COVID-19):
 - Stay home away from others or under isolation precautions until 10 days have passed since specimen collection of the first positive COVID-19 PCR/antigen testing while asymptomatic.
 - If symptoms develop, follow guidance for symptomatic and tested positive for COVID-19.
- If a person is asymptomatic and tested positive for COVID-19 by serology:
 - No isolation is required since there is a low likelihood of active infection.
 - Take everyday precautions to prevent the spread of COVID-19.