



NCJW/Essex Policies Regarding COVID-19 Re-Opening:

Reviewed by the Office Re-Opening Committee 6/11/20, 6/23/20, 5/3/21 and 8/17/21 in consultation with legal counsel, and in consideration of state health and safety requirements and recommendations; not listed in any order or priority; may be modified as necessary; updated 11/30/20; 5/19/21; 8/27/21.

NCJW/Essex Policies Regarding Staff, Essential Volunteers, and the Office

- All employees will be required to verify they have received and reviewed these policies.
- Employees of NCJW/Essex are REQUIRED to receive a COVID-19 vaccine by 9/1/21 and compliance with this policy is subject to continued employment and appearance in the office. Please see the document, "Mandatory Employee COVID-19 Vaccination Policy" for more information, including vaccination requirements, proof of vaccination, continued applicability of other infection control policies and procedures, accommodation and exemption requests, GINA Safe Harbor, policy modification and enforcement and non-retaliation.
- The NCJW/Essex offices will remain open to staff and essential volunteers. These restrictions on persons in the office will remain in effect until amended by the Re-Opening Committee. Volunteers who are not vaccinated will NOT be permitted to enter the NCJW/Essex offices. There will be no accommodation process for volunteers.
- Essential volunteers will be determined by the President and Executive Director and will be required to follow all office re-opening policies listed herein. Volunteers who are vaccinated will be required to sign a release before coming into the office, as well as complete a COVID-19 Questionnaire. Volunteers may be requested to show proof of vaccination prior to entering the office suite. However, NCJW/Essex will not copy or maintain records of vaccination for volunteers.
- The NCJW/Essex offices will remain closed to CFW clients and all other persons until further notice.
- As of July 12, 2021, staff members were requested to perform at least half of their weekly complement of working hours from the office. Their remaining weekly compliment of hours may be performed from the office or remotely as they choose. It is requested that if a staff member can work from the office, that they please do so, and to please notify their supervisor of their intended schedule so it can be shared. Accommodations can be requested as necessary and will be considered on a case-by-case basis in accordance with applicable law, please speak to the Executive Director. This policy will remain in effect until further notice.
- Employees who feel sick or have a temperature MUST stay home. They may work from home, if feasible, or take sick leave. Any employee who is diagnosed as having the coronavirus; is quarantined due to exposure to the virus; is seeking diagnosis; is caring for someone who has been diagnosed with the virus; or who is caring for children whose school or child care provider is closed; will be entitled to up to two (2) additional weeks (80 hours) of paid Coronavirus emergency sick leave, in addition to any unused sick leave as provided by NCJW/Essex per the



employee handbook. Please advise the Executive Director if you believe you may be entitled to emergency sick leave so that your leave is documented and coded properly.

- NCJW/Essex staff and volunteers will comply with all Eastman Building Management building re-opening requirements.
- NCJW/Essex will supply staff members in the office with masks, hand sanitizer, cleaning supplies and sanitizing wipes as needed.
- Employees MUST maintain six (6) feet of distance from others at all times. X's delineated on the floor indicate 6 feet of space from another's work.
- Staff and volunteers must wear face coverings when interacting with others and in all common areas.
- No more than fifteen (15) persons will be permitted in the office at any time.
- Only one person will be permitted in the kitchen or copy area at a time.
- Staff and volunteers who come into the office will be responsible for sanitizing and cleaning any equipment or surfaces they use in the kitchen, copy area, or other common areas. Signs are on display to this effect.
- Employees are requested, even when in the office, to communicate with one another through email, electronic or telephonic means.
- Employees will be required to wash their hands with soap and water or alcohol-based sanitizer after using the facilities. All persons in the office are strongly encouraged to sanitize their hands frequently, particularly after contact with high-touch surfaces and/or shared public spaces.
- Staff will observe proper coughing and sneezing etiquette, and proper tissue usage and disposal.
- Staff will be responsible for sanitizing and cleaning items in their work areas.
- These policies will be reevaluated on an as needed basis as determined by the Office Re-Opening Committee.

NCJW/Essex Policies Regarding the Office Building and Volunteer Gatherings

- Use of the office building, 70 South Orange Ave, common spaces such as the Cafeteria Conference room, are available at the discretion of the building's property managers. Please see the Eastman Building Management building re-opening letter released 6/15/20.
- Until further notice, volunteers, solely at their discretion, who wish to gather in support of NCJW/Essex activities, will be required to sign a release, below, and must observe the following:
 - o Conduct activities outside or in well ventilated spaces
 - o Gather in groups of a size that is in accordance with current state regulations
 - o Wear a face mask and maintain social distancing pursuant to facility or current state regulations
 - o Sanitize their hands frequently, particularly after contact with high-touch surfaces and/or shared public spaces
 - o NCJW/Essex will make available disposable masks and hand sanitizer



**RELEASE OF LIABILITY AND AGREEMENT NOT TO SUE, INDEMNIFICATION, HOLD HARMLESS,
LIMITATION OF WARRANTY**

Thank you for your support of the National Council of Jewish Women, Essex County Section, (NCJW/Essex), especially during this difficult time. By signing below, you acknowledge that volunteering during the ongoing pandemic is not without risks and you agree to assume all responsibility for the risk that you may contract COVID-19. While NCJW/Essex is taking your safety and that of other volunteers and staff very seriously, including implementing new health and safety policies, we cannot guarantee that any of these measures will completely protect you from contracting COVID-19.

NOW THEREFORE, in consideration of volunteering with NCJW/Essex, I agree that should I contract COVID-19, I will indemnify and hold NCJW/Essex, its officers, agents, servants, employees, and property owners and their successors and assigns harmless from any and all claims for damages that arise from my contracting COVID-19 while volunteering.

I further agree that I will not file, nor cause to be filed, nor participate in any lawsuit against NCJW/Essex, its agents, servants, employees and any other person who may be in any way be connected with my volunteer experience. I agree that if I take any steps to make a claim for damages against NCJW/Essex, its agents, servants, employees or any other released parties arising out of my volunteer experience, I shall be obligated to pay all attorneys' fees and costs incurred as a result of such claim.

I acknowledge and agree that my recourse for any illness, injury, health issue or property damage of any kind or type that arises from or is related in any way to the COVID-19 pandemic shall be limited to applicable insurance benefits under any health insurance policy which I hold. NCJW/Essex will not be responsible for any medical care or other costs associated with such injury, illness, health issue, or property damage.

I acknowledge that I am here of my own free will and volition and choose to be engaged in volunteer activities to benefit NCJW/Essex, its mission, and clients. I agree that I will follow all NCJW/Essex directives, guidance, and policies during my time volunteering, including policies related to hygiene, personal protective equipment, and social distancing.

Signature

Printed Name

Date



COVID-19 SCREENING QUESTIONNAIRE

Per Executive Order 192, please respond to each of the following questions truthfully and to the best of your ability. Your participation is important to help us take precautionary measures to protect employees and visitors who enter NCJW Essex offices.

Name:
Phone Number (mobile/home):

Have you had a fever over 100.4 in the last 24 hours?

Yes No

Do you have a cough, shortness of breath, flu-like symptoms or loss of taste or smell?

Yes No

Have you or your family been in contact with someone diagnosed with COVID-19 within the past 14 days?

Yes No

Per CDC recommendations, if any answer is "yes" to the above health questions, the visitor will need to leave the suite and will not be allowed to return without a licensed healthcare provider note verifying that the visitor is free of communicable disease.