



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

Reviewed by the Office Re-Opening Committee 6/11/20, 6/23/20, 5/3/21, 8/17/21, 1/4/22, 1/26/22, 2/28/22 and 3/28/22 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; 1/7/22, 1/26/22, 2/28.22, and 3/28/22

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 any follow up vaccine/booster recommended per CDC guidelines. Compliance with this policy is required for 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 volunteers. Volunteers who are not vaccinated will NOT be permitted to enter the NCJW/Essex offices. There will be no accommodation process for volunteers.
- Volunteers will be required to follow all office re-opening policies listed herein. 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 April 4, 2022, staff members are required to work from the office on Tuesdays and Thursdays to promote partnership, collaborative communication and camaraderie between staff members and between staff and volunteers. 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.
- 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 surgical masks (no cloth masks may be worn), hand sanitizer, cleaning supplies and sanitizing wipes as needed.



- Staff and volunteers must wear surgical or equivalent face coverings when interacting with others and in all common areas.
- No more than twenty-five (25) 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, should observe the following:
 - o Conduct activities outside, in well ventilated spaces that are size appropriate to the number of participants
 - o Wear a face mask and maintain social distancing pursuant NCJW/Essex policy
 - 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