**ANJEC CORONAVIRUS POLICY – DRAFT *UPDATED September \_\_\_, 2021***

**1. Effective Until Further Notice**

ANJEC’s office is located in a building owned and operated by Morris County. As of the date of this policy, our office remains closed to visitors unless approved in writing by the Executive Director or designee. The following policy has been prepared detailing the procedures that will be followed for staff and visitors returning to ANJEC’s office.

ANJEC’s Coronavirus Policy addresses in-office work procedures during the ongoing coronavirus (COVID-19) pandemic. This policy is intended to reflect new information emerging regularly pertaining to COVID-19 and COVID-19 vaccines and may be revised as needed. Our policy reflects the most recent federal, state, and local guidelines, including those made available by the Centers for Disease Control (CDC), the Federal Equal Employment Opportunity Commission (EEOC), and State of New Jersey. This policy will be updated as needed to reflect emerging science, regulations, and guidelines.

**2. Office and Staff Management**

2.1 Personal hygiene - When in the office, staff must regularly wash hands, use sanitizer, wear a mask or appropriate face covering (covering both nose and mouth), and if possible practice social distancing consistent with current CDC and NJ Department of Health guidelines. If an employee does not own an appropriate face covering, one will be provided.

2.2 Remote Work - The office will remain open if possible, but unvaccinated staff members should work remotely until fully vaccinated against COVID-19 and come to the office only as needed and approved by the Executive Director or designee. All staff must follow all relevant safety protocols while in the office. Ongoing remote work may be arranged at the discretion of the Executive Director.

2.3 Vaccinations - In order to increase safety for employees, co-workers, those that share ANJEC’s building, ANJEC members, and members of the public, to minimize the spread of COVID-19, and to do our part to end the global COVID-19 pandemic, ANJEC is requiring that all employees must be fully vaccinated against COVID-19 before November 1, 2021. Staff must provide proof of vaccination to ANJEC’s Executive Director for inclusion in their personnel file. Sick leave/PTO may be used to travel to or from a vaccine appointment and for any side effects.

ANJEC will provide reasonable employment accommodations for employees who cannot be vaccinated against COVID-19 due to disability, because their doctor has advised them not to get the vaccine while pregnant or breastfeeding, or because of a sincerely held religious belief, practice, or observance.ANJEC will provide reasonable accommodation for employees with disabilities or who are pregnant or breastfeeding, but will require a signed doctor’s note specifying the accommodation. Said doctor’s note will be entered into the employee’s personnel file. Disclosure of the disability is not required. ANJEC will also provide reasonable accommodation for employees with a sincerely held religious belief, practice, or observance that conflicts with COVID-19 vaccination. All requests for accommodations must be made in writing to ANJEC’s Executive Director, whose determination will be issued in writing.

The vaccination requirements in the policy include any future additional booster shots recommended by the FDA and/or CDC with a reasonable date of compliance as determined by the Executive Director

2.4 Illness - As previously noted within Section 1, staff must stay home if they or any member of their household is experiencing symptoms associated with COVID-19. A current list of symptoms associated with COVID-19 can be found at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> Any staff who had contact with an individual who has tested positive for COVID-19 must work remotely for 14 days from the last date of potential exposure. Any staff experiencing any potential symptoms of COVID-19 must contact their healthcare provider as soon as possible and maintain communication with their supervisor with respect to their quarantine or isolation as needed. In the unfortunate circumstance that a staff member tests positive for COVID-19, the affected staff cannot return to the office until they can provide proof of a negative test.

Relative to the above, staff that are in quarantine or isolation due to illness or exposure to COVID-19 are expected, if fit and able, to work remotely. Time away from the office for staff that are unable to work due to illness shall be in keeping with ANJEC’s standard sick time / paid time off (PTO) policies.

Staff members are encouraged to check in regularly with the CDC for current updates on the status of the coronavirus <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Any staff who begins to experience symptoms in the office will be immediately sent home. If there is a known exposure of COVID-19 in the workplace, any staff potentially impacted will be notified, subject to any confidentiality requirements under state or federal law, and the office will be cleaned according to existing state and federal guidelines.

2.5 Travel policies - Staff attendance at indoorand outdoorconferences, meetings and workshops is permitted for fully vaccinated staff***.***  Staff must adhere to all local rules and regulations regarding face coverings, social distancing, and other COVID-19 related protocols reflected in said laws, regulations, and/or executive orders.

Unvaccinated staff members traveling for personal reasons to any high-risk areas shall not return to the office for 14 days after returning to New Jersey. High risk is defined as a country designated by the CDC as level 3 or level 4 for COVID transmission, or domestic travel of more than 24 hours to any state not bordering NJ that has a high level of community transmission.

2.6 ANJEC Sponsored Events - All ANJEC sponsored public events, trainings, meetings, etc. will continue to be held virtually until further notice as determined by the Executive Director.

2.7Field Work and ANJEC Sanctioned External Events - Under the following conditions, staff may participate in ANJEC field work and/or attendance at an ANJEC sanctioned event conducted by a third party:

* All applicable laws, regulations, and executive orders concerning the pandemic are followed.
* Staff drive in their own vehicles with no passengers other than fully vaccinated co-workers.
* Participation has been approved by the Executive Director or designee.

3. Office Visitors

As noted in Section 1, when the ANJEC office is once again open, it is possible that there will be visitors to the ANJEC office. The following is intended to address possible visitors.

3.1 Visitors – In general, visitors will be discouraged from visiting ANJEC’s office. Any visitors to ANJEC’s office will need to be confirmed and approved by ANJEC’s Executive Director. All visitors must self-screen for symptoms based on current CDC guidelines any may not enter the office if they or any member of their household has experiences symptoms of COVID-19 within 72 hours of their visit, must regularly wash hands or use sanitizer, must wear a mask or appropriate face covering (covering both nose and mouth), and if possible practice social distancing consistent with current CDC and NJ Department of Health guidelines. No visitor may enter the office if they have had suspected or confirmed contact with anyone infected with COVID-19 in the 14 days prior to their visit. No visitor will be permitted to enter the office if they have travelled to a high risk location in the prior 14 days. High risk is defined as CDC level 3 or level 4 for COVID transmission, or domestic travel of more than 24 hours to any state not bordering NJ that has a high level of community transmission. Information pertaining to in-office visits will also be prominently posted at ANJEC’s office and shared with visitors prior to their arrival. Failure to comply with any aspect of ANJEC’s Coronavirus Policy is grounds to deny a visitor access to the office.

3.2 Signage – Signage in keeping with all applicable rules and regulations will be prominently posted at the entrance to the ANJEC office.