

Family Crisis Network Safe Reopening Phase Table

Activity	Phase 1	Phase 2	Phase 3	Phase 4
Clients allowed in office lobby	On emergency basis only	1 client at a time	2 client families at a time with 6ft social distancing	No limit on clients as long as they can use 6ft social distancing
Work schedule	Remote work with one day in office	½ day in office Monday-Friday and ½ day remote work	After June 22 nd full time work may resume in office	Full time work in office
Employee capacity	1-2	3-5	Full staff	Full staff
Community Outreach activities	Social Media	Social Media	Social Media, in office, and local business while using masks and social distancing	Community Outreach activities may resume as normal with sanitization and social distancing precautions being used
Sanitization procedure	Follow all sanitization procedures	Follow all sanitization procedures	TBD Follow local government guidelines	TBD Follow local government guidelines
Symptom checking and monitoring	Self-symptom monitoring and symptom check clients before meeting	Self-symptom monitoring and symptom check clients before meeting	Self-symptom monitoring and symptom check clients before meeting	Self-symptom monitoring and symptom check clients before meeting
Meetings	Online	No more than 10 with social distancing and sanitization requirements being used	No more than 10 with social distancing and sanitization requirements being used	Resume normal meeting capacity with social distancing and sanitization requirements being used

Family Crisis Network Safe Work Plan for COVID-19 Reopening

- Family Crisis Network will adhere to federal, state, and local public health and worker safety guidelines.
- FCN will provide training for employees and volunteers to attend on how to keep a healthy workspace
- Employees and clients will maintain physical distancing of 6 feet wherever possible.
- FCN will avoid gatherings of more than 10 people in any office or meeting room or shared space while still practicing 6 feet social distancing.
- Employees will self-certify that they have not been (knowingly) exposed to anyone with the COVID-19 or have experienced any symptoms of the COVID-19 virus in the last 14 days upon return to in office work.
- FCN will provide employees with current CDC list of symptoms and information on COVID-19 and employees must self-monitor for symptoms.
- If an employee experiences symptom of COVID-19, they are to stay home, seek, and follow medical guidance and notify FCN administration.
- FCN will provide face masks, sneeze guards, and sanitization supplies for work related activities and employees will follow the provided sanitization plan.
- All staff will be given a copy of this safe work plan and are able to address needs or concerns as they arise. Employees and volunteers are to contact administration staff Jackie Kiehn, Director, Cody Francis Assistant Director, or Sarah Kramer Program Manager if they have any questions or concerns about the safety of their work environment.
- Employees are encouraged to avoid non-essential travel until further guidance by the state of Washington
- Employees will be provided with a log to document their days and times in the office as well as who they have had contact with while working. The clients on this log will remain confidential unless the client has signed a release of information for the purpose of Contact Tracing.
- FCN will use a phase system to begin office work. See FCN Safe Reopening Phase Table for details

This Safe work plan will be updated and changed as needed to follow Washington state guidelines for open businesses during COVID-19.

I certify that I have received the safe workplan, information on COVID-19 symptoms, sanitization plan, and that I will comply with the stated documents received

Printed Name: _____

Signature

Date

Family Crisis Network Sanitization Plan

- Clients and employees will have access to hand sanitizer and place to wash hands. Hand washing and sanitization practices will be encouraged and posted.
- Receptionist or person assuming the responsibility of receptionist will sanitize front office surfaces with proper cleaner or sanitization wipes 2 times a day, morning before opening and at closing. Sanitization will also be required after a client has had contact with front office surfaces and before next client enters the office.
- Any Employee who has a client in their office space will be responsible for sanitizing their own office surfaces after the client leaves and before another client is seen.
- Employees will wear masks where social distancing cannot be maintained with clients and other employees.
- Clients over the age of 5 will be given a mask to wear.
- Employees will meet with clients behind a sneeze guard barrier.
- Clients will be encouraged to come into the office on their own without others accompanying them. In cases when clients must bring their children, clients will be encouraged to use child play area or small children may accompany parent. The clients advocate will be responsible for sanitizing office space and/or child play area.
- If an employee feels someone is not practicing safe sanitization procedures and has concerns, they may contact Jackie Kiehn, Director, Cody Francis, Assistant Director, or Sarah Kramer, Program Manager.
- Employees will minimize passing of paperwork by filling out client intake, reading Policies and Procedures and any other necessary documents to the client. Clients may sign documents with their own pen, or be given a pen, and after use place in the “to be cleaned” cup provided. After passing of any documents or other materials, clients and employees are encouraged to sanitize or wash hands and clipboard.
- Each employee will be responsible for sanitizing surfaces of bathroom after use.
- Restrooms will be closed to the public unless an emergent need exists. If client has an emergent need, client will be asked to sanitize surfaces and be provided with the proper sanitization materials to do so.

Sanitizing Surfaces include (but are not limited to):

- Counters
- Desks
- Tables
- Chairs
- Phones
- Doorknobs
- Keyboards
- Office supplies (if needed)

Family Crisis Network Employees:

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

COVID-19 Symptom Checklist:

- Cough**
- Shortness of breath or difficulty breathing**
- Fever**
- Chills**
- Muscle pain**
- Sore throat**
- New loss of taste or smell**

[Children](#) have similar symptoms to adults and generally have mild illness.

*** This list is not all inclusive. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.**

If you have had or been exposed to someone who has had any of these symptoms, please follow the FCN Safe Work Plan provided.

To our valued clients,

We care about your safety. We want to make this a safe environment for everyone. Family Crisis Network's office door will be locked to ensure one client in the office lobby at a time while maintaining 6 feet social distancing. Currently, bathrooms are not accessible to clients. If you do not have an appointment and would like to make one, or if you have an emergent situation, please call or text us during business hours to set one up. If you do not have access to a phone, please knock during business hours and someone will be out to greet you. During office visits, FCN will be providing you with a mask to wear if you do not have one and hand sanitizer to use. If you are unable to use these safety products, please let us know and we will help to safely accommodate you. FCN has provided sneeze shields to keep contact safe. If you have questions or concerns, please let us know and we will accommodate to the best of our abilities. Thank you for your patience and safety efforts during this time of reopening

If it is not during business hours and you need to speak to a crisis advocate, please call the helpline.

Office Hours Mon-Friday 9am-12pm and 1pm-4pm

Office phone: 509-447-2274

Text Line: 509-671-3193

After Hours Helpline: 509-447-5483

PLEASE READ

If you have had, in the past 14 days, any of the following symptoms, or have been exposed to someone who has tested positive for COVID-19, please tell FCN and we will discuss contactless alternatives for an appointment.

Disclosing symptoms WILL NOT affect the services available to you.

If you have any concerns regarding Family Crisis Network safety procedures for COVID-19 please ask to speak to administration

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