



## **Healthy at Work Guidelines - Goal is to keep everyone Safe and Healthy!**

- The Kentucky Healthy at Work Minimum Requirements are as follows:
  - Enforce Social Distancing (six (6) feet or more)
  - Wear a cloth face mask covering over your nose and mouth unless you are in your enclosed office space.
  - Provide adequate hand sanitizer and encourage hand washing
  - Ensure proper cleaning and sanitation
  - Conduct daily health checks
- Parish offices and the McRaith Catholic Center should ensure that no more than 50% of employees are physically present in the office on any given day. Work with staff to establish a flexible plan. If employees can telework, please encourage them to continue to do so.
- Continue to use the internet and conference calls for meetings as much as practical.
- Where in-person meetings cannot be avoided, face masks must be worn at all meetings regardless if social distance can be maintained.
- Employees are expected to complete a workplace screening form prior to coming to work. Locations should retain screening forms for 30 days.
- Visitors or Volunteers are expected to be screened prior to entering and must wear a face covering.
- If an employee is suspected of COVID-19 or has a confirmed case of COVID-19, the local health department and Mary Hall should be contacted; Mary Hall can help to work with the local health department.
- Common areas such as break rooms or lunch rooms must be restricted as much as practical.
- Locations must provide PPE such as hand sanitizer, cleaning supplies, paper towels/rags for cleaning, and masks if needed.
- Employees should be encouraged to frequently wash their hands or use hand sanitizer.
- Clean and disinfect frequently touched items. This includes tables, doorknobs, light switches, phones, and keyboards.
- Consider eliminating the use of high touch items such as shared refrigerators, coffee pots, etc.
- Employees who travel to a state with more than a 15% COVID-19 positivity rate should self-quarantine for 14 days after returning home or quarantine for 5 days but have a COVID-19 test 5 days after returning from traveling.
- Put up appropriate signage and practice social distancing.