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# COVID-19 PREPAREDNESS PLAN HANDBOOK

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*Last updated 01/12/2022*

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# Introduction

Conservation Corps Minnesota & Iowa (CCMI) takes pride in providing an environment free of known hazards for our staff, members, project hosts, and partners. In response to the growing number of COVID-19 cases, the rapid spread of the virus and variants, as well as the potential risks to those exposed to the virus, CCMI is implementing the following vaccination policy for all staff/members, except those reporting to a workplace where no other individuals are ever present, those working exclusively from home, and those working exclusively outdoors. All staff/members must read the Centers for Disease Control (CDC) and Prevention's "[Key Things to Know About COVID Vaccines](#)," which is attached to this policy.

All staff/members of CCMI are covered by this policy and are required to be fully vaccinated no later than January 10, 2022. To be considered fully vaccinated, at least 2 weeks must have passed since completing the primary vaccination series with a COVID-19 vaccine. This includes 2 weeks following the second dose in a two-dose series of the *Pfizer* or *Moderna* vaccines; 2 weeks following a single-dose vaccine, such as the *Johnson & Johnson* vaccine; or 2 weeks following the second dose of any combination of two doses of different vaccinations as part of the primary vaccination series.

All staff/members are required to also comply with the CCMI's associated safety policies, including those recommended by the CDC to minimize the risks of exposure and/or spread of COVID-19. Staff/members who travel as part of their job or service responsibilities may be required to abide by policies at other worksites.

***New CCMI staff/members are expected to acknowledge that they have received and reviewed this COVID-19 Preparedness Plan Handbook by signing and returning to their supervisor the form found in Addendum D at the bottom of this document.***

If you have any questions, please contact:

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*These protocols were developed by CCMI staff while following guidance from the CDC, state health departments, and federal regulations. Some language and field BMPs were inspired from partner organizations.*

# Communicable Disease Policy

CCMI will take proactive steps to protect the workplace in the event of an infectious disease outbreak. Staff/members are encouraged to engage in good hygiene practices while at work, especially hand washing with soap and water or, if water is not available, using alcohol-based disposable hand wipes or gel sanitizers. Staff/members are also encouraged to receive an annual influenza vaccination during the fall.

CCMI's Senior Leadership Team (SLT) and HR department will monitor and coordinate events around an infectious disease outbreak, as well as create work guidelines that could be implemented to promote safety through infection control. CCMI is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, posters, as well as required steps to be taken in the event of an illness or outbreak.

In deciding whether a staff/member apparently suffering from an illness may continue to work, CCMI considers several factors. The staff/member must be able to perform normal job or service duties and meet regular performance standards. In the judgment of CCMI and in conjunction with appropriate medical advice, the staff/member's continued presence must pose no risk to the health of other staff/members and project hosts/partners. CCMI may decide that the staff/member must stay home. In the event the organization decides the staff/member should not work and the staff/member desires to continue working, the staff/member must submit a statement from their attending health care provider that the staff/member's continued presence poses no significant risk to the staff/member, other staff/members, and project hosts/partners. CCMI may provide additional Paid Time Off (PTO) to make all reasonable attempts to ensure that staff/members not attend the workplace while displaying symptoms of illness or if subject to quarantine directives.

It is the goal of CCMI, during any time period of quarantine or infectious disease outbreak, to strive to operate effectively and ensure that all essential services are continuously provided, and that staff/members are safe within the workplace.

All staff/members are urged to contact Human Resources regarding any questions about the possible contagious nature of their own illness.

## CCMI COVID-19 Vaccination Policy

CCMI is committed to providing a safe workplace for all staff/members. This includes taking protective measures to protect against physical, mental, and environmental hazards. The COVID-19 pandemic is determined to be a workplace hazard, and in accordance with CCMI's vaccination policy, all staff/members must be fully vaccinated and wear a mask in the workplace and in shared spaces.

CCMI recognizes that there may be religious or medical reasons staff/members are not able to be vaccinated. Any staff/member unable to be vaccinated may request an exemption from the organization's vaccination policy. All requests will be considered, consistent with the program needs of CCMI in accordance with state and federal law. Where there is an objective basis to do so, CCMI may ask you for additional information to determine if you are legally entitled to an exemption. Objections to COVID-19 vaccinations that are based on nonreligious reasons, including personal preferences or nonreligious concerns about the vaccine, do not qualify for an exemption.

## Religious Exemption Requests

CCMI may consider several factors in assessing whether a request for an exemption is based on a sincerely held religious belief, including whether the staff or member has acted in a manner inconsistent with their professed belief. But no one factor is determinative. An individual's beliefs—or degree of adherence—may change over time and, therefore, a staff/member newly adopted or inconsistently observed practices may be based on a sincerely held religious belief. All requests for a religious exemption must be signed by a member of the clergy/spiritual leader and will be evaluated on an individual basis.

## Medical Exemption Requests

CCMI may require that staff/members applying for a medical exemption also submit documentation from a medical practitioner qualified to make such a determination. This means the medical provider must be treating the staff/member for the diagnosed medical condition that interferes with the staff or member's ability to receive the vaccination or be involved in care related to the health condition.

In general, it is the staff/member's responsibility to notify Human Resources of the need for an exemption. When appropriate, CCMI may need written permission to obtain additional information from the staff or member's physician or other medical or rehabilitation professional. CCMI may also require that staff/members sign an affidavit with the exemption request. Any information obtained will be maintained confidentially.

**In summary:** Any staff/member who is vaccinated will not be subject to weekly testing. All staff/members must wear a mask when in the workplace and shared spaces. Any staff/member not fully vaccinated, and who have an approved exemption or reasonable accommodation, will be subject to a regular weekly testing requirement.

For any questions about this policy, please contact Human Resources.

## General Workplace Safety and Hygiene

CCMI will ensure our workplace is as safe as it can be. Staff, members, and partners alike may have concerns of returning to business as usual; preparing for and communicating how safety is a top priority will allay concerns and increase confidence among our stakeholders.

### **Safety and hygiene measures may include:**

- Providing personal protective equipment (PPE) such as:
  - Face masks or face coverings, gloves, etc.
- Detailing cleaning procedures and procuring ongoing supplies
- Establishing physical distancing measures within the workplace and service sites such as:
  - Moving workstations to increase separation distance
- Developing an exposure-response plan that addresses:
  - Quarantine, containment, and contact tracing procedures
  - Stay-at-home requirements
  - Exposure communications to affected staff and members
- Defining visitor/stakeholder contact protocols such as:
  - Limiting the number of people in any area at one time
  - Remaining at least 6 feet apart
  - Providing contactless pickup and delivery of supplies and documents

- Understanding and complying with Occupational Safety and Health Administration (OSHA) record-keeping and reporting obligations
- Social distancing protocols shall be maintained for unvaccinated individuals while at the office (per CDC recommendations)

## **CCMI COVID-19 Vaccination, Testing, Exemptions, and Face Covering Procedures**

CCMI's COVID-19 Policy on vaccination, testing, and face covering applies to all staff/members. All staff/members are required to be fully vaccinated. Staff/members are considered fully vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses. Staff/members who are not fully vaccinated, and have an approved exemption, will be required to provide proof of weekly COVID-19 testing and wear a face covering at the workplace.

All staff/members are required to report their vaccination status and provide proof of vaccination. Staff/members must provide truthful and accurate information about their COVID-19 vaccination status, and, if not fully vaccinated, their testing results. Staff/members not in compliance with this policy will be subject to disciplinary action, up to, and including termination. CCMI will provide reasonable accommodation to those who need it.

Staff/members may also be legally entitled to a reasonable accommodation if they cannot wear a face covering (as otherwise required by this policy) because of a disability, or if the provisions in this policy for vaccination, and/or testing for COVID-19, and/or wearing a face covering conflict with a medical, or sincerely held religious belief, practice, or observance. Requests for exemptions and reasonable accommodations must be initiated by contacting HR. All such requests will be handled in accordance with applicable laws and regulations and our policies and procedures.

## **COVID-19 Procedures - Overview and General Information**

### **Vaccination**

Effective January 10, 2022, all CCMI staff and members must be either fully vaccinated against COVID-19 or have submitted exemptions to not vaccinate and therefore test at least weekly and wear a mask in the workplace. See Vaccination Policy (p. 4)

Staff/members will be considered fully vaccinated two weeks after receiving the requisite number of doses of a COVID-19 vaccine as stated above. A staff/member will be considered partially vaccinated if they have received only one dose of a two-dose vaccine.

### **Reporting Vaccination Status**

As of September 8, 2021, all staff/members are required to report their vaccination status and provide proof of vaccination directly to Human Resources. Staff/members are expected to report truthful and accurate information about their COVID-19 vaccination status, and, if applicable, their

testing results. Acceptable proof of vaccination status should include the staff or member's name, type of vaccination administered, the date(s) of vaccination, and the name of the health care professional or clinic that administered the vaccine, and can be any of the following:

- The record of immunization from a health care provider or pharmacy
- A copy of the COVID-19 Vaccination Record Card
- A copy of medical records documenting the vaccination
- A copy of immunization records from a public health, state, or tribal immunization information system
- A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).

If a staff/member is unable to provide any of the indicated forms of vaccination verification, the staff or member can provide a signed and dated statement attesting to their vaccination status (fully or partially vaccinated) and that they have lost or are unable to produce one of the other forms of acceptable proof, and include the following language:

*"I declare that this statement about my vaccination status is true and accurate. I understand that knowingly providing false information regarding my vaccination status on this form may subject me to criminal penalties."*

## Vaccination Support

To help staff/members receive the required vaccination, CCMI will consider advance requests for schedule changes or time off to obtain the vaccination. In addition, CCMI will reimburse staff/members for the cost, if any, of receiving the vaccination, with submission of the appropriate supporting documentation.

## Paid Time for Vaccination and Recovery

Staff/members may be entitled to up to 4 hours of paid time, per dose, to travel to the vaccination site, receive a vaccination, and return to work. These hours are not counted toward the calculation of overtime. Up to 2 days may be taken by a staff or member experiencing side effects related to the COVID-19 vaccination that prevent them from working.

This time is paid by CCMI and will not be taken from a staff or member's available PTO or sick pay.

Additional time may be granted, if necessary, but will be unpaid or require the use of available PTO or sick pay.

## Exemption Requests for Individuals Not Fully Vaccinated

*Please refer to Addendum B for information regarding vaccine exemptions for religious or medical reasons.*

## Testing and Face Coverings

All staff/members who are not fully vaccinated will be required to undergo regular weekly COVID-19 testing. Policies and procedures for testing and face coverings are described in the relevant sections of this policy.

## COVID-19 Weekly Testing

Any staff/member who is not fully vaccinated will be required to comply with weekly testing in support of our COVID-19 policy.

Staff/members who report to the workplace at least once every seven days:

- (A) must be tested for COVID-19 at least once every seven days; and
- (B) must provide documentation of the most recent COVID-19 test result to HR no later than Sunday 5 pm prior to the workweek. Any staff or member who fails to comply will not be allowed to work in the workplace.

If a staff/member receives a positive test result, they will be required to follow CDC's quarantine and isolation guidelines.

- (A) must be tested for COVID-19 within seven days prior to returning to the workplace; and
- (B) must provide documentation of that test result to their supervisor upon return to the workplace.

Failure to comply with this portion of the policy may result in disciplinary action and absences may be subject to discipline in accordance with CCMI's attendance policy.

*Scheduling for COVID-19 testing will be the responsibility of the individual staff/member. However, CCMI may cover full or partial cost for testing cost on a case-by-case basis. Please speak to your supervisor or Human Resources for more information.*

***Please See Addendum A for a summary of CDC guidelines for actions to take when a staff/member has tested positive for COVID-19 or exposed to someone who is COVID-19 positive.***

Staff/members who have received a positive COVID-19 test or have been diagnosed with COVID-19 by a licensed healthcare provider, are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis.

## Face Coverings

CCMI requires staff/members to wear masks during work/service in all indoor businesses and public indoor spaces. CCMI will continue to provide disposable and reusable cloth face coverings to staff and members, but comparable face masks are allowed if preferred.

The following are exemptions to CCMI's requirements for face coverings:

1. When a staff/member is alone in a room with floor to ceiling walls and a closed door.
2. For a limited time, while a staff or member is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements.
3. Where CCMI has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the staff or member's mouth for reasons related to their job duties, when the work requires the use of the staff/member's uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the staff/member).

## New Hires

This policy is shared with prospective staff/members upon an offer of employment or AmeriCorps service. All new staff/members are required to comply with the vaccination requirements outlined in this policy upon hire. Any new hire that is not fully vaccinated may have the start date delayed until such a date that they are considered fully vaccinated, or the offer may be rescinded. Accommodation

requests may be submitted to Human Resources prior to the first day of employment and will be considered in accordance with CCMI policies.

## Contract or Subcontract Staff/member

CCMI may place staff/members at locations that are considered government contractors or subcontractors. Any staff/member working at such a location will be expected to comply with the requirements of that work site. CCMI will make every effort to provide continuous employment for any staff/member requesting an exemption to this policy; however, we cannot guarantee that each request can be accommodated, based on work requirements and business needs.

Failure to comply with this policy is subject to discipline, up to and including termination of employment.

## Definitions and Key Terms

Terms	Definitions
<i>Fully Vaccinated</i>	<p>According to the CDC, in general, people are considered fully vaccinated against COVID-19:</p> <ul style="list-style-type: none"> <li>• 2 weeks after their second dose in a 2-dose COVID-19 vaccination series approved by the U.S. Food and Drug Administration (“FDA”) or the World Health Organization (“WHO”); or</li> <li>• 2 weeks after a single-dose COVID-19 vaccine approved by the FDA or the WHO.</li> </ul> <p>Staff/members who do not meet these requirements are NOT fully vaccinated.</p>
<i>COVID-19 Test</i>	<p>A medical test to determine if someone has an active COVID-19 infection. As methods become available, recommended tests may include a polymerase chain reaction (PCR) test or an antigen test. A test will be administered by contracted medical personnel or, if approved by CCMI Human Resources, may be self-administered.</p>

## COVID-19 “Detected Positive” Notification and Excusal from the Workplace

Staff/members are required to notify their immediate supervisor and Human Resources Department at CCMI immediately following receipt of a positive COVID-19 test or following a diagnosis by a licensed health care provider. Staff/members diagnosed with COVID-19 will be immediately excused from the workplace and required to quarantine according to current CDC and/or local public health agency guidelines.

Staff/Members are prohibited from returning to the workplace without prior written authorization from Human Resources. Any staff/member experiencing symptoms consistent with COVID-19 should

be tested for the virus, whether that staff/member has been fully or partially vaccinated. Staff/members experiencing symptoms should immediately seek guidance from their immediate supervisor or the Human Resources Department. Staff/member experiencing symptoms may be required to quarantine.

Failure to comply with this policy is subject to discipline, up to and including termination of employment.

## Return to Work Following a Confirmed Positive COVID-19 Test

Staff/members who test positive will not be required to retest for a period of 90 calendar days.

Staff/members must meet all the following criteria before returning to the workplace:

- Receive a negative result on a COVID-19 nucleic acid amplification test (NAAT) following a positive result on a COVID-19 antigen test if the staff/member chooses to seek a NAAT test for confirmatory testing
- Meet the return-to-work criteria in CDC's "Isolation Guidance"
- Receive a recommendation to return to work from a licensed health care provider
- Receive written authorization from Human Resources prior to returning to the workplace

Staff/members who have received a positive COVID-19 test or have been diagnosed with COVID-19 by a licensed healthcare provider, are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis.

*Please See Addendum A for a summary of CDC guidelines for actions to take when a staff or member is tested at COVID-19 positive or exposed to someone who is COVID-19 positive.*

## Exposure Communications

### Management Communications When a Staff/Member Has Contracted COVID-19

If a staff/member states that they have COVID-19 or an unvaccinated staff/member states that they have been exposed, the SUPERVISOR should send the person home and inform their manager IMMEDIATELY. Their respective manager is advised to inform any other staff/members in the same team of their possible exposure to COVID-19 while maintaining confidentiality of the individual allegedly infected, as required by the Americans with Disabilities Act (ADA). The manager should instruct staff/members about how to proceed based on CDC guidelines outlined in Addendum A.

If a manager learns that a staff/member has been diagnosed positive for COVID-19, the manager will also notify any immediate and/or recent project host(s) site(s) where the staff/member may have had contact with anyone else in the workplace. CCMI expects the same courtesy from our partners if indeed the partner identifies a COVID-19 positive staff at a CCMI project host site.

#### Template for Manager Communications to the Team:

*We have been notified that one of our staff/members has been diagnosed with COVID-19. As such, anyone working at [site/team name] may have been exposed to this virus. According to the Center for Disease Control and Prevention (CDC), the virus is thought to spread mainly*

between people who are in close contact with one another (within about 6 feet) If you experience symptoms of respiratory illness (fever, coughing, or shortness of breath), please inform your crew leader/manager at [contact information] and contact your health care provider. CCMI will keep all medical information confidential and will only disclose it on a need-to-know business basis.

Conservation Corps Minnesota & Iowa is always taking measures to ensure the safety of our staff/members during this coronavirus outbreak.

For more information on COVID-19, including symptoms and treatment, visit the CDC website at [www.cdc.gov](http://www.cdc.gov).

*Please See Addendum A for a summary of CDC guidelines for actions to take when a staff/member tests positive for COVID-19 or is exposed to someone who is COVID-19 positive.*

## Accommodations to CCMI COVID-19 Policies

### Reasonable Accommodations to Workspace or Service

Depending upon the circumstances an individual may be unavailable for work or service due to COVID-19. CCMI will make reasonable accommodations for staff/members who request altered worksite or service site arrangements or time off from work or service due to underlying medical conditions that may put them at greater risk from COVID-19.

*Please refer to Addendum B for information regarding vaccine exemptions for religious or medical reasons.*

### Occupational Safety and Health Act (OSHA) – Adherence to Guidelines

A staff/member can refuse to work if they reasonably believe they are in imminent danger, according to the Occupational Safety and Health (OSH) Act. They must have a reasonable belief that there is a threat of death or serious physical harm likely to occur immediately or within a short period for this protection to apply.

### CCMI Fleet / Vehicle Travel

- All individuals riding in a CCMI vehicle will be required to wear a mask
- Vehicles should be equipped to always carry at least a few new disposable face masks in each vehicle for use when cloth masks are damaged, or a new mask is needed.
- It is recommended to use fresh air settings for climate controls and avoid recirculated air, and/or travel with windows adjusted to ensure adequate air flow.

## CCMI COVID-19 Policy for Staff/Members Serving at Partner Facilities or Job Sites

The following guidance is inferred to include all protocols and best practices adopted for the work force of the partner organization. When there is a difference between CCMI protocols and the partner's agency, the highest caution standards practices should be followed.

## Confidentiality of Medical Information

CCMI must maintain the confidentiality of staff/member COVID-19 test results and vaccination status as provided by law. All information gathered under this policy, including test results, vaccination status, attestation forms and signed COVID-19 Testing Consent forms, must be retained by HR according to the applicable retention schedule and in a secure medical file separate from the staff or member's personnel file.

Testing information may be shared with the designated testing laboratory, the designated vendor, the Minnesota Department of Health, Iowa Department of Health, local public health, HR staff, members of the CCMI's staff with a business need to know, and others authorized by law.

COVID-19 vaccination status may be shared with HR staff, members of CCMI's staff with a business need to know, and others authorized by law.

# Addendum A

## CDC Guidelines for Recommended Actions to Take Based on COVID-19 Positive Diagnosis or Exposure

The chart below summarizes general CDC Guidance in various scenarios of a staff/member becoming **infected with COVID-19** or **being exposed to an individual with COVID-19**. As symptoms and severity of illness can vary greatly from individual to individual, employers should default to recommendations made by a staff/member' health care provider or local health officials as it relates to dates of isolation/quarantine and return to work status.

### COVID-19 Terminology:

**Quarantine:** A period of time that a person should stay home and away from others to avoid exposing them to COVID-19. This is recommended after being in close contact with someone having COVID-19, unless fully vaccinated.

**Isolation:** A complete separation from other people, with no contact or use of common facilities. This also requires a higher level of cleaning and disinfection of shared items. Isolation is recommended for individuals who have tested positive for COVID-19.

**Close contact:** Being within 6 feet of someone for a total of 15 minutes or more over a 24-hour period of time.

**Exposure:** Contact with infectious agents in a manner that promotes transmission and increases the likelihood of disease.

**Day 0 of quarantine or isolation:** The day of exposure for quarantine; the first day of symptoms or the date a positive test result is received for asymptomatic individuals when isolating

Positive/Exposure Scenario	CDC Guidance	Days Away from the Workplace
<b>An unvaccinated staff/member tests positive for COVID-19 and is experiencing symptoms</b>	<p>Staff/member should isolate for 5 days and remain in isolation until the following conditions have been met:</p> <ul style="list-style-type: none"> <li>Fever free for 24 hours without fever reducing medication</li> <li>Symptoms are improving or have resolved after 5 days.*</li> </ul> <p>*Note: loss of taste and smell may not improve for months and should not delay the end of isolation.</p>	<p>Staff/member should stay home for 5 days and follow CDC guidelines for masking upon return.</p> <p><b>Due to COVID-19 positive test result, absence is covered and paid up to 40 hrs.</b></p>
<b>An unvaccinated staff/member tests positive for COVID-19 and is asymptomatic</b>	<p>Asymptomatic individuals should isolate for 5 days and wear a mask when around others for 5 days following isolation. If the individual starts to experience symptoms, they should follow applicable CDC guidance for testing and isolation.</p>	<p>Staff/member should not return to the workplace for 5 days from the positive test and should wear a mask and follow CDC guidelines for masking upon return</p> <p><b>Due to COVID-19 positive test result, absence is covered and paid up to 80 hrs.</b></p>

<p><b>An unvaccinated staff/member has had direct exposure to someone with COVID-19 and is asymptomatic</b></p>	<p>Staff/member should quarantine for 5 days and wear a mask when around others for 5 days following quarantine. Anyone unable to quarantine should wear a mask when around others for 10 days.</p>	<p>An unvaccinated staff/member should stay home for 5 days following the last known exposure to COVID-19 and follow CDC guidance for masking upon return.</p> <p>Note: CDC guidance states that staff/members who are unable to quarantine may wear a mask for 10 days following exposure, if asymptomatic, when around others; however, employers may choose to implement stricter policies.</p> <p><b>Unpaid</b></p>
<p><b>An unvaccinated staff/member is experiencing COVID-19 symptoms, but not undergoing testing</b></p>	<p>Staff/member should quarantine until all three of the following conditions have been met:</p> <ul style="list-style-type: none"> <li>• 10 days have passed since symptoms first appeared</li> <li>• Fever-free for 24 hours without fever-reducing medication</li> <li>• Other symptoms are improving*</li> </ul> <p>*Note: loss of taste and smell may not improve for months and should not delay the end of isolation.</p>	<p>Staff/member should not return to the workplace for a MINIMUM of 10 days.</p> <p><b>Unpaid</b></p>
<p><b>An unvaccinated staff/member has had direct exposure to someone with COVID-19 and is experiencing symptoms but has not been tested</b></p>	<p>Staff/member should quarantine for 5 days, wear a mask for 5 days following quarantine, and until the following conditions have been met:</p> <ul style="list-style-type: none"> <li>• Fever-free for 24 hours without fever-reducing medication</li> <li>• Test 5 days following last exposure</li> <li>• Symptoms are improving or have resolved after 5 days*</li> </ul> <p>*Note: Loss of taste and smell may not improve for months and should not delay the end of isolation.</p>	<p>Staff/member should not return to the workplace for a MINIMUM of 5 days.</p> <p><b>Unpaid</b></p>
<p><b>An unvaccinated staff/member tested positive within the previous 90 days, has recovered, has been exposed to COVID-19</b></p>	<p>Indirect exposure is someone who has been exposed to someone who had direct exposure. No quarantine is needed in this situation.</p>	<p>Staff/member can continue to work in the workplace.</p> <p><b>Unpaid</b></p>

again but is not experiencing symptoms		
Staff/member is experiencing symptoms of COVID-19, but doctor has diagnosed an alternative cause of illness	Staff/member should wear a mask while in indoor public settings for 14 days following exposure. Isolate immediately if symptoms develop	Staff/member may continue working after exposure and follow CDC guidance for masking. No time away is necessary unless symptoms develop.  <b>Unpaid</b>
Staff/member has had an indirect exposure to COVID-19	Indirect exposure is someone who has been exposed to someone who had direct exposure. No quarantine is needed in this situation.	Staff/member can continue to work in the workplace.
Staff/member is experiencing symptoms of COVID-19, but doctor has diagnosed an alternative cause of illness	Staff/member should isolate until fever-free for 24 hours and symptoms are improving or as directed by their physician.	Staff/member should not return to the workplace for a minimum of 24 hours.
Staff/member has been fully vaccinated, has been exposed to someone with COVID-19, and is not experiencing symptoms.	Staff/members who have been fully vaccinated within the prior 6 months with the Moderna or Pfizer vaccination or 2 months with the Johnson & Johnson vaccination should wear a mask, when around others, for 10 days following exposure and test on day 5 if possible.	Fully vaccinated staff/member should be away from work for 5 days following exposure if the last vaccination was received more than 6 months prior to exposure and no booster shot has been received.  Staff/members who have been fully vaccinated within the prior 6 months with the Moderna or Pfizer.

# Addendum B

## COVID-19 Vaccine Religious Exemption Form

CCMI respects the religious beliefs and practices of our staff/members. We are also subject to federal mandates that require employers to implement a mandatory COVID-19 vaccination and/or testing program. Staff/members who have a sincerely held religious belief that precludes them from obtaining a vaccination may request an exemption by requesting an accommodation. CCMI will review the request and consider reasonable accommodations, unless doing so poses an undue hardship.

Staff/members requesting an exemption from the COVID-19 vaccine due to a religious exemption should complete this form, seek approval from their clergy/spiritual leader and submit it to Human Resources for approval.

### Section 1: To be completed by the staff/member

Staff/Member Name

Date

Email address: \_\_\_\_\_ Phone number: \_\_\_\_\_

1. Please describe the nature of your sincerely held religious beliefs or religious practice or observance that conflicts with the company's requirement to comply with the federal mandate requiring COVID vaccination.
  
2. What do you propose as the accommodation or modification that will allow you to continue to perform your job?
  
3. List any alternative accommodations that also would eliminate the conflict between the requirement, policy, or practice and your sincerely held religious beliefs.

I, \_\_\_\_\_, attest that the information provided in this document is truthful and accurately reflects my religious practices or tenets.

\_\_\_\_\_  
Staff/Member Signature

\_\_\_\_\_  
Date



# COVID-19 Vaccination Medical Exemption Form

## To Whom It May Concern:

In response to the COVID-19 pandemic, Conservation Corps of Minnesota and Iowa (CCMI) has implemented a requirement for staff/members to be vaccinated against COVID-19. The staff/member mentioned below has requested an exemption from receiving the COVID-19 vaccination. We will consider requests when provided with documentation from a health care provider stating a health condition exists that would require accommodation under the Americans with Disabilities Act (ADA).

Staff/Member Name

Date

## Questions To Help Determine Whether a Staff Has a Disability

For reasonable accommodation under the ADA, a staff/member has a disability if they have an impairment that substantially limits one or more major life activities or a record of such an impairment. The following questions may help determine whether a staff/member has a disability that would be negatively impacted by receiving a COVID-19 vaccine:

Does the staff/member have a physical or mental impairment that would be negatively impacted if the COVID-19 vaccination is administered?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Answer the following question based on any limitations the staff/member has related to receiving the COVID-19 vaccination.		
<p>Would receiving the COVID-19 vaccination <i>significantly or severely restrict</i> the staff/member's ability to perform the required job duties?</p> <p><i>Note: Does not need to significantly or severely restrict to meet this standard. It may be useful in appropriate cases to consider the condition under which the individual performs the major life activity; the way the individual performs the major life activity; and/or the duration of time it takes the individual to perform the major life activity, or for which the individual can perform the major life activity.</i></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p style="text-align: center;">OR</p> <p>Describe the staff's limitations when the impairment is active at the bottom of this form.</p>		
<p>Possible risks, or contraindications, could include:</p> <p><input type="checkbox"/> Severe allergic reaction after a previous dose or to a vaccine component</p> <p><input type="checkbox"/> Other (explain)</p>	<p>Exemption Length:</p> <p><input type="checkbox"/> Temporary through:</p> <p><input type="checkbox"/> Permanent</p>	

Note: The request for vaccination accommodation does not alter any policy that may be in place for the health and safety of the staff/member. This request will be used to determine the need for and ability of CCMI to accommodate such a request.

\_\_\_\_\_ (Staff/Member name) \_\_\_\_\_ (does) \_\_\_\_\_ (does not) require an accommodation from the organization's COVID-19 vaccination requirement, due to a disability that would jeopardize health or safety for this individual.

Physician/Provider Signature

Date

Physician/Provider Printed Name

Name, Address, Phone Number of Practice

**Questions**

Please direct any questions regarding this policy to HR at [hr@conservationcorps.org](mailto:hr@conservationcorps.org).

# Addendum C

## Resources

### General

[www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)  
[www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus)  
[www.osha.gov](http://www.osha.gov)  
[www.dli.mn.gov](http://www.dli.mn.gov)  
<https://www.shrm.org/pages/default.aspx>

### Respiratory Etiquette

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)  
[www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)  
[www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

### Staff/member Exhibiting Signs and Symptoms of COVID-19

[www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)  
[www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)  
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html>

### Training

[www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)  
[www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)  
[www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)

# Addendum D

## COVID-19 Preparedness Plan Handbook Acknowledgment

I have received a copy of the Conservation Corps Minnesota & Iowa COVID-19 Preparedness Plan Handbook. I understand it is my responsibility to read, understand, and follow the information in this handbook.

Conservation Corps Minnesota & Iowa retains the right to interpret, deviate, change, revise, or eliminate any of the policies described in this handbook as the pandemic and our response evolves and will communicate any revisions with all members.

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Name (print)

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Signature

Date

Please sign and date this page and return via email to HR at [hr@conservationcorps.org](mailto:hr@conservationcorps.org).