

## ***Serving during the COVID-19 Outbreak - Fact Sheet – 07/01/2020 Update***

***For Volunteers and Employees - Please read carefully.***

Thank you for your dedication to the clients and community that LiftUp serves. There are two important goals we are ***all*** asked to focus on each and every day and with each task and interaction.

- 1. Protect the health and safety of clients, volunteers, employees and the community.**
- 2. Provide charitable assistance, without discrimination, to meet basic human needs, while fostering self-sufficiency.**

The situation with COVID-19 is extremely dynamic and continuous updates in the facts and government directives make proactive and careful actions and decisions extremely important.

Changes are frequent, and you must stay updated and modify your behavior and actions to new processes as quickly and thoroughly as possible. Please also stay apprised of relevant updates through the CDC, CDPHE, Routt County, City of Steamboat and other relevant and objective sources. In addition to the information in this fact sheet, you may also be required to follow protocols from Public Health Orders and other government directives.

Please be aware that LiftUp expects confidentiality. Medical information of yours and others may be subject to HIPPA requirements. **Do not discuss medical information except privately with only those in an official need to know capacity.**

***Before volunteering or working during this uncertain time, you must ask yourself this critical question: Do I feel healthy and am I symptom-free*** of any classic COVID-19 Symptoms (Fever, Coughing, Shortness of Breath, Runny Nose, Head or Body Aches, Sore Throat, Nausea/Vomiting/Diarrhea, Loss of Taste or Smell AND of any other typical respiratory illness such as the common cold, flu, etc.? If you cannot answer yes, you have responsibility to immediately take action to reduce potential health and safety risks. This includes but is not limited to:

- Step One: You may not work at LiftUp or handling items for pick up or distribution. Notify your supervisor, do not come to LiftUp and, if already on site, leave service after handing off critical work.***
- Step Two: Refer to the CDC, CDPHE or your medical providers to take care of yourself.***
- Step Three: You may not return to work until cleared in writing by the Acting Fitness for Duty Contact. Current contacts are-***
  - Director of People at 970-875-3447, [hr@liftuprc.org](mailto:hr@liftuprc.org) or
  - Executive Director, Sue Fegelein at [director@liftuprc.org](mailto:director@liftuprc.org) or 970.870.0727 Ext. 311.

In addition, if the answer to any of the below questions is no, you may not serve on behalf of LiftUp until you can answer yes to all.

1. Am I willing and able to maintain confidentially and caring and compassionate behaviors and communication?
2. Am I willing and able to follow all safety and sanitation processes?
3. **Risk for Exposure:** Can I assure LiftUp I am not in either the high or medium risk category for **EXPOSURE**? This is not the same as risk for **SERIOUS ILLNESS** (below).

CDC: Risk Assessment# 1: Exposures: Geographic Risk and Contacts of Laboratory-confirmed Cases  
<https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>

The CDC Assessment as of 4/24/2020 includes only the following as restrictions.

### Recommended Public Health Management

CDC's recommendations for travel-associated exposures are provided below. Individuals should always follow guidance of the state and local authorities for the area where they are located.

#### International and Cruise Travelers

Exposure	Recommended Precautions
<ul style="list-style-type: none"> <li>• Travel from a country with <a href="#">widespread ongoing transmission</a><sup>1</sup></li> <li>• Travel on cruise ship or river boat</li> </ul>	<ul style="list-style-type: none"> <li>• Stay home until 14 days after arrival and maintain a distance of at least 6 feet (2 meters) from others<sup>2</sup></li> <li>• Self-monitor for symptoms               <ul style="list-style-type: none"> <li>◦ Check temperature twice a day</li> <li>◦ Watch for fever<sup>3</sup>, cough, shortness of breath</li> </ul> </li> <li>• Avoid contact with <a href="#">people at higher risk for severe illness</a> (unless they live in the same home and had same exposure)</li> <li>• Follow <a href="#">CDC guidance</a> if symptoms develop</li> </ul>
<ul style="list-style-type: none"> <li>• Travel from a country with <a href="#">ongoing community transmission</a></li> </ul>	<ul style="list-style-type: none"> <li>• Practice social distancing               <ul style="list-style-type: none"> <li>◦ Maintain a distance of at least 6 feet (2 meters) from others</li> <li>◦ Stay out of crowded places</li> </ul> </li> <li>• Be alert for symptoms               <ul style="list-style-type: none"> <li>◦ Watch for fever<sup>3</sup>, cough, shortness of breath</li> <li>◦ Take temperature if symptoms develop</li> </ul> </li> <li>• Follow <a href="#">CDC guidance</a> if symptoms develop</li> </ul>

4. Risk for Serious Illness: Am I comfortable with my own health condition and CDC High Risk for **SERIOUS ILLNESS** or *high-risk complications*? This is not the same risk as **EXPOSURE**.  
<https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>

### Group of people at higher risk

Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more serious complications from COVID-19. People who may be at higher risk of getting very sick from this illness, include:

- Older adults
- People who have serious underlying medical conditions like:
  - Chronic lung disease or moderate to severe asthma

- ○ Serious heart conditions
- People who are immunocompromised
  - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- Severe obesity (body mass index [BMI] of 40 or higher) ○ Diabetes
- Chronic kidney disease undergoing dialysis
- Liver disease

5. Can I assure LiftUp that I have not, nor has an extended close contact, traveled to a domestic US location for which a directive has been issued that indicates I should isolate or quarantine?

6. Can I assure LiftUp that I have not, nor has someone I am in close extended contact with (e.g. household members), traveled out of the country in the last 30 days?

If you cannot answer yes to all of the above, but would still like to be considered for work with LiftUp, you may make a confidential request to have your individual situation evaluated through the Fitness for Duty Contact.

Your help is needed and appreciated. For questions or additional information contact the Director of People, 970-875-3447 or [hr@liftuprc.org](mailto:hr@liftuprc.org) or [volunteer@liftuprc.org](mailto:volunteer@liftuprc.org).

***Thank you again for dedication and effort.***

***Your help is absolutely critical and deeply appreciated.***