



**HUMANE  
RESCUE  
ALLIANCE**  
*Animals. People. Community.*

### **Team HRA –**

Thank you to every team member who is pulling together to support each other, our animals and our community. Whether you are feeding animals or raising money to pay for that food or any number of other tasks, it is our teamwork that makes HRA strong.

As we continue to learn more about the COVID-19 virus, we wanted to provide additional guidelines to help us from getting each other sick. It is up to each of us to be responsible with our own health, in order to best protect the well-being of yourselves, your colleagues, our volunteers and customers, and the animals in our care.

As a reminder, because of these circumstances, we are holding our commitment to pay you at your regular rate through March 31<sup>st</sup>. During this time, we may ask you to work remotely, change or reduce your hours, or perform other duties outside your normal scope of work. This will offer support to our colleagues on the front lines. The Executive team is speaking daily, if not hourly, on the changing dynamics. We will inform you, in advance of the 31<sup>st</sup>, on any changes effective April 1<sup>st</sup>.

### **Please contact HR with any questions about the following requirements:**

#### **If you are feeling unwell, even if you believe it is a cold or the flu, please stay home to protect the health of others, and take the following steps:**

- Contact your doctor, if needed (call your doctor before going in) and follow the care instructions provided to you.
- Inform HR and your direct supervisor.
- Stay home until you feel better (see “how to know you are ready to return to work”)
- Check in with your supervisor or HR on your return date.

#### **If you arrive to work or become sick during the day and appear to have an acute respiratory illness or Covid-19 symptoms (fever, cough, shortness of breath), you will be sent home immediately. Once home, please take the following steps:**

- Inform HR and your direct supervisor.
- Self-quarantine for 7 days.
- Monitor yourself for continuing, increased, or decreased symptoms such as fever, cough, shortness of breath.
- HR will check in on the 6<sup>th</sup> day of your self-quarantine to mutually decide the next steps.

**If you are providing direct care for someone who is quarantined with an acute respiratory illness or Covid-19 symptoms, please take the following steps:**

- Inform HR and your direct supervisor.
- Stay home during the time recommended to care for that person. Consider self-isolating as much as possible from the person who is sick (i.e. sleep in different rooms/beds, wear a mask if possible, around the affected person, sanitize surfaces at home, etc.).
- Monitor your own health for any symptoms related to an acute respiratory illness or Covid-19.
- Speak with your supervisor to discuss remote work options. You may be assigned tasks that are outside your normal scope of responsibilities but will benefit HRA and your colleagues on the front lines during this time.

**If you are considered high-risk because of your age or an underlying health condition such as a chronic disease or a compromised immune system, please take the following steps:**

- Consider your options to work on-site or remotely. Discuss any concerns with HR directly so we can work together to keep you healthy.
- Monitor your own health for any symptoms related to an acute respiratory illness or Covid-19.
- Speak with your supervisor to discuss remote work options. You may be assigned tasks that are outside your normal scope of responsibilities but will benefit HRA and your colleagues on the front lines during this time.

**If you have been directly exposed to a person who tested positive for Covid-19, please take the following steps:**

- DO NOT report to work.
- Contact your doctor should you experience these symptoms (call your doctor before going in) and follow the care instructions provided to you.
- Inform HR and your direct supervisor.
- Self-quarantine for 14 days from the last date of exposure to the symptomatic person.
- Monitor yourself for symptoms such as fever, cough, shortness of breath.

**RETURNING TO WORK**

**How to know you are ready to return to work if you were sick but did NOT have symptoms of acute respiratory illness or COVID-19:**

- You have had no fever for at least 72 hours (3 full days without using fever reducing medication);
- Your other symptoms have improved to the point of you feeling healthy and well.

**How to know you are ready to return to work if you DID have symptoms of acute respiratory illness or Covid-19 symptoms (fever, cough, shortness of breath):**

- If you **have not been** tested to determine if you are contagious, follow all three criteria below:
  1. You must have had no fever for at least 72 hours (3 full days without using fever reducing medication);
  2. Your other symptoms (i.e. cough or shortness of breath) must have improved;
  3. At least 7 days have passed since your symptoms first appeared.
  
- If you **have been** tested to determine if you are contagious, follow all three criteria below:
  1. You no longer have a fever (without the use of fever reducing medicine);
  2. Other symptoms (i.e., your cough and shortness of breath) have improved;
  3. You received 2 negative tests in a row, 24-hours apart.

The situation surrounding COVID-19 is ever changing and we as an organization need to be flexible to meet the needs of our animals and community, but also ensuring the safety of our team. Thank you for your continued hard work and compassionate care as we take these necessary precautions.

Stay well, stay safe, stay calm, and wash your hands.