

**GREATER MEMPHIS LOCAL WORKFORCE DEVELOPMENT BOARD (GMLWDB)**

**GREATER MEMPHIS LOCAL WORKFORCE DEVELOPMENT AREA**

<b>EFFECTIVE DATE:</b>	July 1, 2020
<b>DURATION:</b>	Indefinite
<b>POLICY:</b>	Control and Prevention to Help Slow the Spread of COVID-19
<b>PURPOSE:</b>	This topic provides the policy for the requirement of wearing cloth face coverings, handwashing techniques, social distancing, temperature checks for staff and participants due to a natural disaster, pandemic, building-related health and safety concerns, or other reasons determined by the Greater Memphis Local Workforce Development Area (GMLWDA).
<b>RESPONSIBLE PARTIES:</b>	All American Job Center (AJC) Staff, AJC Partnered Staff, Board Staff

**BACKGROUND OF POLICY:**

In its continuing efforts to slow the spread of COVID-19, on April 3, 2020, the Centers for Disease Control and Prevention ("CDC") recommended that the general public wear, on a voluntary basis, "cloth face" coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies) especially in areas of significant community-based transmission" of coronavirus. As a result, the company (in non-healthcare settings) may decide to provide face masks to staff.

**Policy:**

Employees, customers, and visitors may be required by the GMLWDA to wear masks while in occupied premises. Under OSHA's guidance for conducting hazard assessments, wearing a mask could be viewed as a form of administrative control and part of the GMLWDA's obligation to provide a safe workplace.

The GMLWDA will provide masks for employees to wear during their time at the business and make it a mandatory requirement to wear masks while on the worksite, except to the extent an employee is using break time to eat or drink, in accordance with the guidance from the Department of Health and the CDC. Employers may approve masks obtained or made by employees in accordance with GMLWDA or CDC guidance.

The GMLWDA will encourage customers to wear masks while on premises, however, masks will be available for customers upon request, as supplies are available. Individuals who cannot wear a mask due to a medical condition (including children under the age of 2 years per CDC guidance) may enter the premises and are not required to provide documentation of such medical conditions. Proper signage is required at all public entry locations advising of this requirement and all staff must be trained to ensure compliance with this policy.

The GMLWDA will ensure staff is protected while serving participants at all center locations. Plexi-glass will be installed at the staff desk to ensure social distancing techniques are practiced.

**Employee Responsibilities:**

When working, Cloth Masks are made a requirement, staff will review the "CDC Cloth Face Covering Instructions" and sign the "Control and Prevention to Help Slow the Spread of COVID-19 Agreement".

**Supervisor Responsibilities:**

Supervisors will maintain the signed acknowledgment in the personnel file.

**Effective Dates:**

This policy shall be effective upon the date indicated on the first page of this document and remain in effect until further notice.

**Exceptions:**

The Executive Director may make exceptions to the requirements herein.

**Forms and Supporting Documents:**

CDC Cloth Face Covering Instructions

OSHA3990-03-2020 Guidance on Preparing Workplaces for COVID-19

GMLWDA Screening Protocols

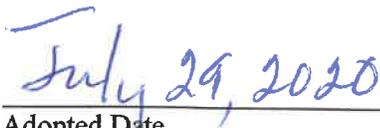
Control and Prevention to Help Slow the Spread of COVID-19 Agreement

**INQUIRIES**

Please contact Amber Covington, Executive Director, at [acovington@memphischamber.com](mailto:acovington@memphischamber.com), with any questions or concerns regarding this policy.



Desi Franklin  
Workforce Midsouth, Inc. Board



Adopted Date

*GMLWDB is a proud partner of the American Job Center network, is an Equal Opportunity Employer. The Career Center System is an Employer/Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities. TTY: 1-800-848-0299*

## GREATER MEMPHIS LOCAL WORKFORCE DEVELOPMENT BOARD (GMLWDB)

### GREATER MEMPHIS LOCAL WORKFORCE DEVELOPMENT AREA

#### Screening Protocols

GMLWDA has established the below screening protocols to prevent potentially infectious individuals from entering the AJC. The following steps will be taken for screening.

I. Entry into the AJC:

- a. Temporal thermometer checks will be conducted on each person at the American Job Center front entrance. Individuals with a temperature of (2:100.4°F) or lower will be given a Tyvek wristband to indicate they have been temperature checked. AJC staff members will also enter through the customer entrance and be checked before being allowed into the center and be given a different color wristband to indicate the same.
- b. Any individual who has a fever greater than (2:100.4°F) will be informed they cannot enter the center until they are no longer a risk for infecting others, per CDC guidelines.
- c. Every person entering the American Job Center, staff and participants will be directed to a hand sanitizing station immediately upon entry into the facility

II. Employees of the AJC:

- a. All AJC staff members must wear their issued reusable masks at the entry point and at all times when in the centers.
- b. All employees will be asked the following questions daily before entering the AJC:
  - i. Have you been in close contact with a confirmed case of COVID19?
    1. Have you been in close contact with a confirmed case of COVID19?
    - ii. Are you experiencing a cough, shortness of breath, or sore throat? Or Have you had a fever in the last 48 hours?
  - iii. Have you had a new loss of taste or smell?
  - iv. Have you had vomiting or diarrhea in the last 24 hours?
- c. If an employee answers yes to any of the above questions or has a fever, they must immediately be informed they should seek medical attention and not be allowed in the AJC until cleared by a medical professional.
- d. All health information collected will remain confidential.
- e. Temporal thermometer checks will be conducted on each staff member at the customer entrance of the American Job Center. Individuals with a temperature of (2:100.4°F) or lower will be given a Tyvek wristband, in a different color than customers, to indicate they have been temperature checked.
- f. Every staff member entering the American Job Center will be directed to a hand sanitizing station immediately upon entry into the facility.
- g. Staff will then have access to gloves to be worn in the center.

JTJ. Liability:

Shelby County is the fiscal and administrative entity responsible for the six American Job Centers in the GMLWDA. As such, they are aware of their liability and indicated they accept that liability. The following items will be followed to mitigate the liability of re-opening the AJCs.

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- i. Prevent opening of the American Job Centers until the Governor, Shelby County Government, and the Shelby County Health Department state it is safe to continue business operations.
- ii. Take aJI reasonable steps to clean surfaces for lingering virus prior to opening to staff/public.
- iii. Maintain social distancing intervals for both staff and customers.
- iv. Immediately shut down any AJC where a known risk is identified. This would include the identification of a staff member or customer who has been in the center and is known to have contracted the virus (or any serious contagious disease).
- v. Attempt to have any staff/customer who may have come in contact with an infected person tested. If testing is refused, prevent that individual from entering the center.
- vi. Follow all guidance provided in this document.

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GREATER MEMPHIS LOCAL WORKFORCE DEVELOPMENT AREA

**Control and Prevention to Help Slow the Spread of COVID-19**

**ACKNOWLEDGEMENT AND RELEASE**

I, \_\_\_\_\_ acknowledge that I have been provided with a cloth mask(s), CDC.

Cloth Face Covering Instructions, OSHA3990-03-020 Guidance on Preparing Workplaces for COVID-19, and GMLWDA Screening Protocols by my employer.

I understand and acknowledge that the cloth mask I have been provided is not considered Personal Protective Equipment sufficient to protect against pathogens, including, but not limited to, COVID-19, and that should I be asked to utilize PPE (e.g., surgical mask) per CDC guidelines I will do so. I further understand and acknowledge that this mask must be washed at least daily and that it is my responsibility to do so.

I also acknowledge that I have read and understand my employer's cloth mask protocols. I hereby release the Greater Memphis Local Workforce Development Area (GMLWDA) and its affiliates and subsidiaries, including the Career Service Provider, from any and all liability related to or regarding my use of the mask.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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## Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

### How to Wear Cloth Face Coverings

Cloth face coverings should:

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be discarded and machine dried without damage or change to shape

### CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies) especially in areas of significant community-based transmission.

CDC also advises the use of single cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fabric and form have not been shown to reduce the risk of transmission of the virus at low cost or the need as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or a person who is unconscious or otherwise unable to remove the cloth face covering without assistance.

Cloth face coverings are recommended for use against COVID-19 by employers. These are general supplies that most workers can be expected to have. Healthcare workers and other medical first responders, as recommended by current CDC guidance.

### Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

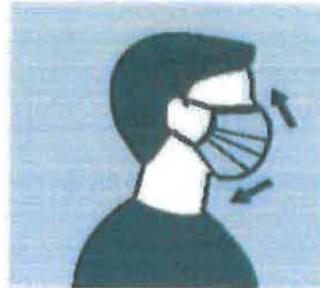
Yes. They should be regularly washed depending on the frequency of use.

### How does one safely sanitize/clean a cloth face covering?

A washing machine should suffice to properly washing a cloth face covering.

### How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth; when removing their cloth face covering and wash hands immediately after removing.



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[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

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## Ten Steps All Workplaces Can Take to Reduce Risk of Exposure to Coronavirus

All workplaces can take the following infection prevention measures to protect workers:

- 1 Encourage workers to stay home if sick.
- 2 Encourage respiratory etiquette, including covering coughs and sneezes.
- 3 Provide a place to wash hands or alcohol-based hand rubs containing at least 60% alcohol.
- 4 Limit worksite access to only essential workers, if possible.
- 5 Establish flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), if feasible.
- 6 Discourage workers from using other workers' phones, desks, or other work tools and equipment.
- 7 Regularly clean and disinfect surfaces, equipment, and other elements of the work environment.
- 8 Use Environmental Protection Agency (EPA)-approved cleaning chemicals with label claims against the coronavirus.
- 9 Follow the manufacturer's instructions for use of all cleaning and disinfection products.
- 10 Encourage workers to report any safety and health concerns.

For more information, visit [www.osha.gov/coronavirus](http://www.osha.gov/coronavirus) or call 1-800-321-OSHA (6742).

 **OSHA**<sup>®</sup> Occupational Safety and Health Administration  
[www.osha.gov](http://www.osha.gov)

1-800-321-OSHA (6742)  
TTY 1-877-689-5627

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