**Youth Villages Workplace Practices**

Our current practices for employees coming into the office:  They can still work from home.  This of course can change…depending on state and specific regulations

Office Screening:   (note: For offices that do not have office managers/receptionists, the leader of that office will approve all persons coming to the office and set up a screening protocol based on that particular office logistics)

* Office managers/receptionists will screen staff, foster parents, and visitors (for offices that have them):
* *All staff will enter the front door of the office and report to the receptionist/office manager*
* *They will be asked the same screening questions we are asking our families, vendors, and visitors:*
1. *Are you feeling sick or having symptoms today?*
2. *Have you been around anyone that has been sick?*
3. *Have you traveled out of the country recently?*
4. *Have you been around anyone that has traveled out of the country?*
* *If they answer yes to any of these questions, they do not need access to the office.*
* Once we get thermal thermometers, the office manager/receptionist can add that to the screening process.     (Thermal thermometers will be given to locations in this order as we get them:   residential, group homes, crisis, large offices, smaller offices)
* All vendors and delivery persons, will drop packages inside the front door and avoid coming to the receptionist desk.   If signature is needed, the receptionist can meet them at the door and thoroughly wash hands afterward.