



COVID-19 Procedures and Protocols for Employees, Contractors, Members and Guests Entering NVHC Facility

[Note: This document must be signed by anyone intending to enter and remain in the Northern Virginia Hebrew Congregation (NVHC) facility for any longer than 10 minutes.]

As an employee or contractor of the Northern Virginia Hebrew Congregation (NVHC), I agree that I am required to self-assess before entering NVHC facilities. I acknowledge that I should not enter NVHC facilities if I have any of the following symptoms, OR if I am experiencing any of these symptoms, they are being caused by another condition:

- Fever of 100 or higher without the use of over-the-counter fever reducing medications
- Shortness of breath
- Cough
- Chills
- Muscle pain or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea, vomiting, or diarrhea

As of the date hereof:

I am not experiencing any of the symptoms listed above;

I acknowledge that if I am experiencing any of the symptoms listed above, they are being caused by another condition;

I have not traveled internationally within the last 14 days;

I have not traveled to a highly impacted area within the United States of America in the last 14 days as defined by the parameters at <https://covidactnow.org/?s=824153> – the “hotspot” states identified in purple or red, with an indicator of “severe outbreak” or “active or imminent outbreak”;

I do not believe I have been exposed to someone with a suspected and/or confirmed case of the Coronavirus/COVID-19 within the previous 14 days;

I have not been diagnosed with Coronavirus/COVID-19. If I have been diagnosed with Coronavirus/COVID-19, I have been cleared as non- contagious by state or local public health authorities, and/or my personal physician;

¹ Exposure means in contact with someone during a cumulative time period of 15 or more minutes during a 24-hour period. This could refer to a single 15-minute exposure to one infected individual or several briefer exposures to one or more infected individuals adding up to at least 15 minutes during a 24-hour period. However, any duration should be considered prolonged if the person was exposed to a significant amount of aerosols during a 24-hour period, and especially if exposure was in a confined space.



I recognize that a combination of quarantining and testing can help determine my exposure to COVID-19. Thus, I understand NVHC will consider tests I have voluntarily taken for COVID-19, and understand that the tests must have been taken no sooner than seven days after visiting a "hot-spot" as indicated by CovidActNow <https://covidactnow.org/?s=824153> and if no symptoms have developed by the 10th day from any potential exposure to COVID-19 as the result of a visit to a "hotspot."

[For Employees and Contractors: If during the term of my service as an employee or contractor of NVHC any of the foregoing statements change, I agree that I will not report to work and will immediately notify my supervisor or the person directing my services. An employee or contractor exhibiting symptoms of COVID-19 or who tests positive for COVID-19 may not report to the facility or remain at the facility until cleared to return. NVHC will evaluate return to work / the facility in accordance with CDC and state and local guidelines including use of a test-based, time-based, or symptom-based approach (as appropriate) to determine eligibility to return and may include consultation with appropriate healthcare provider.

[For Members and Guests: If during the term of my service as a member or guest of NVHC any of the foregoing statements change, I agree to immediately notify Joe Miller at 703-437-7733, Ext. 126, or by email at joe@nvhcreston.org.]

I agree to abide by the following procedures while accessing NVHC facilities:

- Wear a mask (cloth, surgical or N95) upon entering the building and then as much as possible throughout my time in the building and anytime that I can reasonably expect to be within 6 feet of others. Masks must be worn when I leave my work area to enter a hallway, bathroom, or other common areas; masks must cover the nose, mouth and chin for optimal effectiveness; masks with valves or exhalation holes, bandanas and gaiters are not allowed;
- Keep at least 6 feet distance from other individuals and wear a mask when engaging with others in the building; keep in-person meetings to a minimum and maintain social distancing whenever possible;
- Wash hands with soap and water immediately after arriving; and use hand sanitizer or engage in hand washing frequently throughout my time in the building;
- Refrain from entering areas of the facility other than my office or assigned work or meeting area, restroom or entry / exist ways as much as possible, unless required by my work duties;
- Enforce these procedures as much as possible with others in the building;
- Failure to adhere to these procedures may result in disciplinary action for employees. Contractors, members and guests may be asked to depart the premises.

Although all areas will be cleaned and sanitized at least daily, employees, contractors, members and guests are also strongly encouraged to wipe down workspaces daily with provided wipes.



Contact Tracing:

- I allow NVHC to provide my name to appropriate health care agencies as part of contact tracing efforts tracking the spread of Coronavirus/COVID-19 cases, and
- I also agree to provide my name if health care agencies contact me as part of contact tracing efforts tracking the spread of Coronavirus/COVID-19 cases.

Travel [For Employees Only]:

If I travel by air (domestic or international) or cruise, or if I visit a highly impacted area within the United States as defined by the parameters in the “hotspot” states identified at <https://covidactnow.org/?s=824153> in red with an indicator of “active or imminent threat”, I understand that I will be required to quarantine and work remotely for 14 days, and will notify my supervisor of the travel as soon as possible before the departure date.

I acknowledge that I have read, understand and agree to the procedures in this document.