

## Mission Springs Camps and Conference

### Staff Health Policies for COVID-19

1. Take your temperature daily before coming to work. Do **not** come to work if you have a temperature over 100F, coughing or having difficulty breathing. Report your absence to your supervisor and discuss the criteria for return to work.
2. Inform your supervisor if you have a sick family member at home with COVID-19.
3. When at work, staff will abide by current physical distancing policy (a minimum of 6 feet) as mandated by Santa Cruz County Health Department.
4. All staff will wear a face covering as recommended by the CDC and Santa Cruz County Health. "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 April 3, 2020. As a result, all staff are required to carry a mask at all times in case they get into a close contact situation.
5. Do not touch your eyes, nose, and mouth since these are portals of entry for the virus.
6. To help **stop** the spread of the virus:
  - Cover your mouth and nose with a tissue when you cough or sneeze
  - Throw used tissues in the trash
  - If you don't have a tissue, cough or sneeze into your elbow, not your hands  
Remember to immediately **wash your hands** after blowing your nose, coughing or sneezing.
7. Wash your hands often with soap and water. Follow these five steps every time.
  - **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
  - **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
  - **Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
  - **Rinse** your hands well under clean, running water.
  - **Dry** your hands using a clean towel or air dry them.
8. Use hand sanitizer with **at least 60% alcohol** if soap and water are not available.
  - **Put** enough sanitizer on your hands to cover all surfaces.
  - **Rub** your hands together until they feel dry (this should take around 20 seconds).  
Do NOT rinse or wipe off the hand sanitizer before it is dry; this may result in incomplete cleaning.  
Do NOT use hand sanitizer if your hands are visibly dirty or greasy. Instead, wash your hands with soap and water.

Please for the health and safety of yourself and others abide by these policies. Failure to do so will result in not being eligible to work.