



## FLU, CORONAVIRUS & OTHER VIRUS POLICY

The first priority of Jewish Vocational Service (JVS) of MetroWest—now and always—is the health and safety of our clients, students, employees, and communities we serve. As COVID-19 (Coronavirus) begins to spread across our area—and because we are still in the midst of flu season—we feel it is important to reiterate our policies and procedures as they relate to mitigating the risk to all those associated with JVS of MetroWest. These policies and procedures follow the guidance provided by the World Health Organization (WHO), the Centers for Disease Control and Prevention (CDC), as well as local health authorities.

**PLEASE NOTE:** At this time, we have no reason to believe that anyone associated with JVS of MetroWest has been in contact with COVID-19 or has contracted COVID-19.

### What is COVID-19?

COVID-19 (Coronavirus) is a respiratory illness caused by a new virus that can spread from person-to-person. There is currently no vaccine to protect against COVID-19. At this point, the best way to prevent infection is to avoid being exposed to the virus that causes it. Stopping transmission of the virus through everyday practices is the best way to keep everyone healthy.

### Symptoms of COVID-19:

- Fever
- Cough
- Shortness of Breath

### How can I help protect myself—and others?

- If you are sick, stay home. Do not return to work or other activities until you have been fever-free—without fever-reducing medication—for at least 24 hours.
- Wash your hands often with soap and water for at least 20 seconds. The temperature of the water is not as important as the length of time you wash your hands.
- Avoid touching your eyes, nose, and mouth.
- Cover your cough or sneeze with a tissue, throw the tissue in the trash, then wash your hands.
- Use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Clean and disinfect frequently-touched surfaces and objects.

### JVS of MetroWest is working proactively to address this situation with our staff, clients, students, and everyone we serve:

- We are providing regular updates and information to our staff, clients, students, as well as their guardians/caregivers.
- We are training our clients and students on ways they can protect themselves from getting sick, per the list above.
- We are constantly monitoring information provided by WHO, the CDC, and local health officials and will pass that on to all those concerned as appropriate.
- We are paying close attention to everyone who enters our facilities and will not hesitate to bar entry and/or send someone home if they appear to be in ill-health.



**To help ensure the health and safety of everyone concerned, the following security procedures will be enforced:**

- Only the individuals listed below will be allowed to enter JVS of MetroWest premises:
  - 1) Students and clients with ID badges
  - 2) Staff with ID badges
  - 3) Individuals listed on the visitor list
- All other visitors will be asked to wait in the lobby areas of JVS buildings until the person they want to see comes to identify and receive them.
- All visitors must also enter the building directly through the main lobby of all locations and should not enter the building through other entrances.
- All new program participants, including clients and students, must complete a brief health questionnaire prior to their entry into the program. Should their responses indicate they are at risk for exposure to COVID-19, they will not be admitted to into the program until 14 days have elapsed.
- Classroom teachers and vocational counselors will conduct sessions on staying healthy in the winter, as well as on virus transmission, per the list above.
- Individuals arriving from countries where COVID-19 is a threat will not be admitted to any JVS program until they have been in the United States for at least 14 days.
- Travel to any country experiencing a COVID-19 outbreak is highly discouraged. Staff, clients, and students are required to report travel plans to countries where they could be exposed to COVID-19.
- Staff, clients, and students are asked to stay home if they are sick and/or have a fever. Should anyone appear to be unwell, they will be sent home and not allowed to return until they are fever-free—without fever-reducing medication—for at least 24 hours.
- JVS of MetroWest has conveniently placed alcohol-based hand sanitizer dispensers throughout our facilities—please use them.

**Online links to additional information you might find helpful:**

- [World Health Organization—COVID-19](#)
- [Centers for Disease Control and Prevention—COVID-19](#)
- [US State Department Country-Specific Travel Information](#)

