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RAYAC Preparedness Plan For Circumstances Relating to COVID-19

Phase II-Begin implementation on June 29, 2020

Decision Making Standard

Ensure the business continuity and delivery of first-class member services while demonstrating care for staff and member welfare, reducing the risk of exposure to and spread of COVID-19, and fulfilling our mission and vision.

Re-Opening of the RAYAC Office on June 29, 2020.

Due to the COVID-19 pandemic, the RAYAC Office will begin a soft reopening of the physical office on June 29, 2020. During this time period the following policies will be followed:

A. Internal/Operational

- RAYAC Staff will return to work at the RAYAC office building. Staff teleworking/remote operations capabilities remain available to employees and the Executive Officer is expected to provide latitude/flexibility. Scheduling will need to be developed so that at least one RAYAC staff member will need to be in the physical office during normal business hours.
- The RAYAC staff member will complete the RAYAC Health Screening Form weekly.
- The RAYAC staff member will utilize hand sanitizer when entering the building.
- The RAYAC staff member will wear a cloth mask at all times in the RAYAC building when there is more than one person present in building. The mask can be removed when the RAYAC employee is in their private office with the door closed.
- The RAYAC staff member will maintain social distancing, wash hands and use hand sanitizer frequently.
- Staff should avoid congregating in common areas.

B. External/Membership

- RAYAC continuing education classes will be held via a virtual zoom platform at this time.
- RAYAC Committee meeting will be held via a virtual zoom platform.
- Under limited circumstances, in-person meetings can be held at the RAYAC office as long as the number of individuals involved in the meeting will allow for social distancing in the meeting space. All in-person meetings would require the advanced approval of the Executive Officer.
- Any RAYAC member attending an event or entering the RAYAC building are advised to wear cloth masks, maintain strict social distancing, wash hands and use hand sanitizer frequently.

- Any RAYAC member in need of entering the RAYAC office building is kindly asked to make an appointment where feasible or call prior to their arrival.
- RAYAC members will be able to make store purchases including lockboxes remotely by contacting doug@rayac.com. Items purchased can be picked up outside of the RAYAC office during pre-arranged pick up times.
- Proctored Exams will be administered at the RAYAC office. The proctored exams will follow the guidance listed in the proctored exam policy.

C. Building & General Office

- A hand sanitizing station will be available at the front lobby desk and encouraged to use when someone enters the building. Additional hand sanitizers will be placed throughout the building.
- Areas of the building that are at high risk for transmission will be cleaned and sanitized daily with disinfecting wipes. This includes exterior door handles, coffee pots, copy machine, mail machine, sink faucets and toilet handles in the restroom.
- Any person entering the RAYAC office will be asked to bring their own pen.
- All incoming office mail will be wiped down with disinfecting wipes before distributing.

Plan to Address Staff Reports of COVID-19

- Steps to follow if a staff member has a confirmed case of COVID-19
 - The staff member will directly report to the Executive Officer if they have been confirmed with a case of COVID-19.
 - Executive Officer will inform the board of directors of the situation as appropriate.
 - The staff member will be asked to identify with whom he/she came in contact within the building within the last 10 days.
 - Discreet notification will be given to staff members who may have come in contact with the infected staff member.
 - Require any staff members who came in contact with the infected staff member to work remotely for at least 14 days regardless of the presence of symptoms or lack thereof. Encourage the exposed individuals to be tested.
 - Office will be closed to everyone for 24-48 hours to allow for proper cleaning of the office space.
 - Deep clean and sterilize the building.
- Steps to follow if a staff member has had direct contact within the past 14 days with an individual with a confirmed case of COVID-19.
 - The staff member will immediately inform the Executive Officer.
 - Executive Officer will inform the board of directors of the situation as appropriate.
 - The Executive Officer will send a prepared email message to staff informing them that an individual in the building has been exposed to an individual with a confirmed case of COVID-19 and describing the steps RAYAC is taking in response.
 - Allow staff to work remotely for 14 days.

- e. Deep clean and sterilize the building.
- C. Steps to follow if a staff member returns from an area with a confirmed case AND exhibits signs of illness.
- a. The individual is not to report to the office and if they do so they will be immediately removed from the building.
 - b. Individual is required to work remotely, if able, for a 14-day period. If individual is too ill to work, RAYAC's sick leave policies apply.
 - c. Ask, but do not require a doctor's note to go out on sick leave or return to work. If an individual has a confirmed case of COVID-19, require a return to work note.
- D. Steps to follow IF staff resides in a household with someone who has been quarantined.
- a. The individual is not to report to the office and if they do they should be immediately removed.
 - b. Individual must immediately inform Executive Officer.