

Nevada Affordable Housing Assistance Corporation
COVID-19 Policy

Nevada Affordable Housing Assistance Corporation (NAHAC) strives to maintain a safe and healthy workplace that is free from recognized hazards. As part of that effort, NAHAC has implemented the following protocols pertaining to COVID-19. All employees and visitors, (including contractors, board members, vendors or any other individuals entering NAHAC premises) are expected to comply in full with these protocols. Any failure to follow to follow these protocols by any employee or visitor must be reported immediately to the office administrator and CEO/COO.

All employees, and all individuals who enter NAHAC's premises, must adhere to the following:

1. **Masks:** Masks or other approved face coverings¹ must be worn at all times other than when a person is eating or drinking. If eating or drinking, there must be at least a six (6) foot distance away from any other person. Masks must be worn properly, meaning that the mask must completely cover the mouth and nose.
2. **Cleaning Protocols:** Communal and individual surfaces must be cleaned regularly. Employees must clean their individual desk, keyboard, and telephone at least twice per day. If using a communal surface, such as a shared counter, the surface must be cleaned and disinfected before and after use. Approved disinfecting materials are provided and must be used in each such occurrence. If unable to located disinfecting materials, please contact the office administrator.
3. **Temperature and Symptoms Checks:** Each day upon arriving at NAHAC's facilities, staff and all other individuals must take their own temperature with the electronic thermometer provided to ensure it is below 100.4 degrees.² Staff and all other individuals are also expected to daily assess if they have any symptoms of illness (including fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle aches, body aches, headache, new loss of taste or smell, sore throat, congestion, runny nose, nausea, vomiting, or diarrhea) utilizing NAHAC's screening application by scanning a QR (Quick Response) code with their smartphone. The electronic thermometer and QR code are in the front lobby of the office.
4. **Disclosure Of Positive COVID-19 Tests:** If an employee or any other individual, or any member of the employee's or individual's household tests positive for COVID-19, the employee or other individual must report it as soon as possible, and in any event, prior to the start of the employee's next shift or individual's next visit to the office.
5. **When To Stay Home:** If a person (1) tested positive for COVID-19, (2) has been in close contact with someone who has tested positive for COVID-19, (3) resides with someone who tested positive for COVID-19 or is exhibiting symptoms of COVID-19, (4) has a temperature at or above 100.4 degrees, (5) is experiencing any symptoms of COVID-19, or (6) has any other reason to believe that they might be at risk of transmitting COVID-19 to others, they are required

¹ NAHAC will look to the current CDC guidelines as to what constitutes an appropriate face covering. See, e.g., [COVID-19: Considerations for Wearing Masks | CDC](#); [Science Brief: Community Use of Cloth Masks to Control the Spread of SARS-CoV-2 | CDC](#); [Improve the Fit and Filtration of Your Mask to Reduce the Spread of COVID-19 | CDC](#); [Wearing a Mask | CDC](#); [Use Masks to Help Slow Spread | CDC](#).

² [Definitions of Symptoms for Reportable Illnesses | Quarantine | CDC](#)

to stay home and are not permitted on site at NAHAC. If a person is already on site at NAHAC and develops a fever of 100.4 degrees or more, or if they are experiencing symptoms of COVID-19 while on site at NAHAC, they must immediately leave the premises. Under any of these situations, the office administrator and the CEO/COO must be contacted as soon as possible to learn the requirements that pertain to your return of work. While this leave of absence is generally unpaid, an employee may use accrued, unused Paid Time Off (if applicable) for this occurrence.

6. **Hygiene:** Staff and all other individuals are expected to wear disposable (vinyl, nitrile or latex) gloves and use hand sanitizer while in the office. Regular hand washing is expected, especially after handling documents, after eating, drinking, or using the restroom. Do not touch eyes, nose or mouth. If you do touch your eyes, nose, or mouth, immediately wash your hands with soap and water for at least 20 seconds and if soap and water are not available use hand sanitizer with at least 60% alcohol. For more information about mandatory hygiene practices that, according to the CDC, help reduce the spread of COVID-19, please see [How to Protect Yourself & Others | CDC](#).

7. **Social Distancing:** All staff and other individuals are required to maintain at least six (6) feet of distance between themselves and any other person at all times while at NAHAC premises. Hand-shaking is suspended at this time. Hugging is currently prohibited at NAHAC's premises.

8. **Vaccinations:** The COVID-19 vaccine is not required at this time; however, it is encouraged as soon as an individual is eligible to do so. Vaccinations operate based on a herd immunity system, which means that the vaccine does not become the most effective until enough individuals receive it.³ Vaccination does not excuse any staff or other individual from complying with the protocols listed in this policy, including wearing masks, washing hands, and social distancing. Moreover, staff or other individuals are not permitted to inquire as to the vaccination status of any other staff or individual at NAHAC.

9. **Accommodation:** If any accommodation or exemption from any portion of this policy is required, please contact the CEO/COO.

I understand that compliance with this NAHAC COVID-19 policy is a term and condition of my employment, and that failure to comply in full with this policy may result in discipline up to and including termination of employment.

Date

Employee Name (Printed)

Employee Signature

³ [COVID-19 Vaccines | CDC](#)

Nevada Affordable Housing Assistance Corporation
Protocols For Responding To Positive COVID-19 Test, Or
Presence Of COVID-19 Symptoms, At NAHAC

If an employee discloses that he or she has tested positive for COVID-19, is experiencing any symptoms of COVID-19, or cohabitates with someone who has tested positive for COVID-19 or is experiencing any symptoms of COVID-19, the following protocols shall be implemented:

1. Instruct the employee not to report to work until further notice. If the employee is already on site, require that they leave the premises immediately.
2. Instruct the employee that they are not permitted to return to work until they have been free of any fever for at least twenty-four (24) hours and otherwise symptom-free for fourteen (14) days.⁴
3. Inform any employees with whom the infected or symptomatic individual has come into contact in the prior 14 days that they have come into contact with an individual who tested positive for, or experience symptoms of, COVID-19. Do not disclose the name of the infected or symptomatic individual. Encourage the notified employees to seek a COVID-19 test and remind the notified employee to stay home if he or she develops a fever or any other symptom of COVID-19.
4. Arrange for a deep-cleaning (including disinfecting) of the office as soon as possible.
5. CEO/COO to contact counsel to ascertain the current status of any legal obligations with respect to (1) closure of the facility, (2) mandatory paid leave, or (3) other required actions. If you have any reason to believe that the infected or symptomatic individual contracted COVID-19 at NAHAC's facility, close the facility immediately and send all employees home.

⁴ [Disposition of Non-Hospitalized Patients with COVID-19 | CDC](#)