

# SolutionsForYou

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## Professional Organizing Services Inc.

### **COVID-19 SAFE WORK PRACTICES WHILE PERFORMING *IN-HOME* SERVICES**

At SolutionsForYou, Inc., the health and safety of our clients and our team members is our top priority. As such, we have developed the following practices to follow during the COVID-19 period. While we feel these practices create a safe environment for our work to continue, we encourage our clients to communicate any requests or concerns they may have, and we will do our best to address and accommodate them.

Independent Contractors who perform in-home organizing services (services) on SolutionsForYou, Inc.'s behalf shall maintain and follow their own policies, which, at a minimum, include the practices within this policy.

#### **Acknowledgement of understanding:**

By participating in an on-site session with SolutionsForYou, Inc., customers acknowledge that an inherent risk of exposure to COVID-19 exists, and if exposed, agrees to hold SolutionsForYou, Inc. harmless.

#### **Self-Assessment**

At the beginning of each workday, SolutionsForYou, Inc. team members will perform a self-assessment to determine whether they have any of the symptoms identified by the Centers for Disease Control (CDC), which may indicate as being positive for the virus. COVID-19 symptoms identified by the CDC include:

Fever of 100.4°F or higher	Chills
Cough	Shortness of breath or difficulty breathing
Fatigue	Muscle or body aches
Headache	New loss of taste or smell
Sore Throat	Congestion or runny nose
Nausea or vomiting	Diarrhea

If a team member experiences any of these symptoms, he/she shall not perform services for that day, and the in-home services shall be rescheduled or re-assigned.

#### **Client Inquiry**

Before arriving at the customer's home, the client will be contacted and asked if there is anyone in the house that has been diagnosed with COVID-19 or is experiencing any COVID-19 symptoms as identified by the CDC, and if the client or any member of their household has traveled in the past 14 days. If either is true, the services will be rescheduled.

## Work Practices

During COVID-19, our preference is to work with our clients virtually. That is the absolute safest option. If virtual organizing is not suitable to complete the work, we will work with clients who have been fully vaccinated against COVID-19 and will require evidence of being vaccinated.

SolutionsForYou, Inc. team members performing in-home services will:

- Be fully vaccinated with one of the COVID-19 CDC approved vaccines at least two weeks prior to working at a client's home or workplace
- Wear a mask to and during all organizing sessions, properly covering their mouth and nose
- Wash and disinfect hands thoroughly before beginning an organizing session (session), approximately every 30 minutes during a session, and at the end of a session
- Avoid physical contact with others and will not shake hands
- Maintain social distancing of 6 feet or more
- Require the client to wear a mask, properly covering their mouth and nose unless they have health issues that prevent them from doing so
- When handling the client's belongings, wear gloves
- Disinfect tools and supplies after each session
- Have a clean (not torn or damaged) color copy of the CDC's [Stop the Spread of Germs](#) poster adhered to a toolbox, clipboard, or other tools so that it can be seen by the team member and the client while performing duties.

### Returning to Work after Exposure

Team members who experience symptoms of or are exposed to COVID-19 shall only return to work in accordance with the CDC guidelines:

- **Experience Symptoms of COVID-19.** The team member may only resume to perform services after having:
  - No fever for at least 24 hours without the use of medicine;
  - Improved respiratory symptoms as applicable; AND
  - At least 10 days pass since the symptoms first appear.
- **Testing Positive for COVID-19.** The team member may only resume to perform services after having:
  - No fever for at least 24 hours without the use of medicine;
  - Improved respiratory symptoms as applicable; AND
  - At least 10 days pass since the date of the initial test.
- **Close Contact with a symptomatic/confirmed COVID-19 positive individual.** Team members may not work for 14 days since last exposure.
  - **Close Contact** with a symptomatic/confirmed COVID involves proximity (within 6 feet), duration of time spent (greater than 15 minutes), whether the individual has symptoms (coughing or sneezing increases exposure), and were they wearing a mask to block respiratory secretions.
- **Casual Contact with a suspected/confirmed COVID-19 positive individual.** Team members shall closely assess for any symptoms, increase cleaning, handwashing, and ensure 6-foot social distancing.

- **Casual Contact** with a symptomatic/confirmed COVID involves being in the same indoor environment (e.g., store, conference room, office, gathering) with a symptomatic/confirmed COVID case while respecting social distancing and wearing a mask.