**PTC COVID-19 Guidelines**

The following guidelines have been established to ensure the health and safety of our employees and the individuals we support here at PTC. These guidelines are subject to change at any time.

**Guidelines for Personal Sanitation**

* Notify your supervisor immediately if you are experiencing symptoms. If you have symptoms of COVID-19 or test positive, stay home and away from others.
* Wash your hands often, with soap and water. Wash for at least twenty (20) seconds. If soap and water are not available, use hand sanitizer that is at least 60% alcohol.
* When coughing or sneezing, be sure to turn away from others and food first, and do so into your elbow, shoulder, or tissue only, not into your hands or in the air. Dispose of your tissue immediately afterwards and wash your hands.

**Guidelines for Workplace Sanitation**

* Sanitize all hard surfaces and high touch surfaces, like doorknobs, faucets, refrigerator handles, etc. frequently.

**Guidelines for Returning to Work in Residential Services or Crisis Services**

* Stay home and away from others for at least five (5) days after your symptoms start. If you do not have symptoms, stay home for five (5) days from the date you test positive.
* After five (5) days, you can return to work if your symptoms are improving, and it has been greater than 24 hours since your last fever without use of fever reducing medication.
* Tell your manager of any employee with whom you were in close contact.

**Guidelines for Returning to Work in Family Services**

* Stay home and away from others.
* Test for COVID. If your COVID test is negative, you can return to work when you are symptom free.
* If your COVID test is positive, you can return to work after a five (5) day waiting period **AND** when you are symptom free.

**Personal Protective Equipment**

Employees are strongly encouraged to wear a mask. Some PTC locations require employees to wear a mask to reduce the risk to individuals we support who are at an increased risk of severe disease or for other health and safety reasons. You will be notified by management if your location requires that a mask be worn during your shift.

**Vaccinations/Boosters**

Employees are strongly encouraged to get vaccinated and get a booster, if eligible. Some locations may require a completed vaccination series.

Don’t forget, PTC provides a $20 gift card to Target for each COVID vaccination/series and COVID boosters. Send proof of your vaccination to [ceallaigh.estepp@pathwaystocommunity.com](mailto:ceallaigh.estepp@pathwaystocommunity.com) to receive your gift card.