



COVID 19 Policy & Procedure

In response to the continued Pandemic, and recommendations of the Ste. Genevieve County Health Department, VMY will be enacting the following protocols to assist in ensuring all employees, student members, volunteers, and customers remain safe while participating in ministry work.

Labouré Exchange

1. Sales Floor

- a. Face Masks are required per the recommendation of the Ste. Genevieve County Health Department.
- b. This expectation is for all employees and adult and student volunteers.
 - i. The purpose of this is to help ensure that all employees, volunteers, and customers are safe.
 - ii. Should cases continue to rise in Ste. Genevieve county VMY reserves the right to require all customers to wear a mask to help ensure employee, volunteer, and student safety.
- c. While the Ste. Genevieve County Health Department has not issued a Mandate VMY strong encourages patrons of Labouré Exchange to wear a mask while shopping.

2. Sorting Room

- a. Face Masks are required per the recommendation of the Ste. Genevieve County Health Department.
- b. Workspaces are to remain unaltered and open so that may be properly sanitized throughout the day.
 - i. Altering the setup of workstations, etc. cannot be done without the express permission of the Director of Store Operations.
- c. This expectation is for all employees and adult and student volunteers.
 - i. The purpose of this is to help ensure that all employees, adult/student volunteers, and customers are safe.

3. Office Space



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- a. Masks are not required for the office and breakroom areas of the facility.
4. In the event of sickness
- a. In the event of an employee or volunteer's own illness, he/she is to remain home until such time that illness has passed.
 - b. If an employee or volunteer is ill for five consecutive days or more we ask that the individual provide documentation from his or her health professional stating he or she may return to work or volunteer status.
 - c. We ask that if someone is exhibiting symptoms of COVID-19 to use proper judgment in his or her personal actions due to the potential impact on the greater community.
 - i. VMY SEMO Reserves the right to require a negative COVID-19 test should it deem it to be necessary.
 - d. If an employee or adult/student volunteer experiences first-hand exposure from a parent or guardian, sibling, spouse, or any resident relative of their household, he or she must remain quarantined until such time as the aforementioned individual's test results are received.
 - i. If a negative test result is received the employee or adult/student volunteer may return to full activities with VMY.
 - ii. In the event of a positive test result, quarantine is to be maintained for a period of 14 days or as directed by a health professional.
 - iii. We ask that the individual provide documentation from his or her health professional stating he or she may return to work or volunteer status.
5. VMY Efforts
- a. Face Masks are required per the recommendation of the Ste. Genevieve County Health Department.
 - b. VMY will regularly clean common areas such as restrooms, door handles, workspaces, and countertops.



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- c. Hand sanitizer is available at both the front checkout counter, back storing table, and conference room.
- d. VMY will continue to evaluate its COVID 19 policy and procedures to ensure its compliance with local, state, and federal mandates.
- e. VMY has also contracted a new cleaning company to assist us in maintaining proper store cleanliness.

Donations

While there are different studies with conflicting information as it relates to how long the virus can live on different types of material, VMY SEMO is choosing to keep its current donation policy in place.

1. Donations will be taken on Wednesday and Saturdays from 9:00 AM to 5:00 PM or until our max capacity for donations is reached.
2. Donations will remain quarantined for 3 days.
3. To help accommodate as many people as possible donations will be limited to a maximum of 5 boxes or bags per household.
 - a. Donations left outside on any day other than proper donation days will be disposed of immediately.
4. All donors will be required to complete the following actions upon completion of their donation:
 - a. Fill out the VMY donor log.
 - b. Complete a COVID-19 affidavit.

Youth Group

1. Youth Group/ Events
 - a. Face Masks will be required for all events as recommended by the Ste. Genevieve County Health Department.
2. In the event of sickness
 - a. In the event of a student member's or volunteer's own illness, he/she is to remain home until such time that illness has passed.



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- b. If a student member is out of school ill for five consecutive or more days we ask that the individual provide documentation from his or her health professional stating he or she may return to participation in activities.
- c. We ask that if someone is exhibiting symptoms of COVID-19 to use proper judgment in his or her personal actions due to the potential impact on the greater community.
 - i. VMY SEMO Reserves the right to require a negative COVID-19 test should it deem necessary.
- d. If a student member experiences first-hand exposure from a parent or guardian, sibling, spouse, or any resident relative of their household, he or she must remain quarantined until such time as the aforementioned individual's test results are received.
 - i. If a negative test result is received the student member may return to full activities with VMY.
 - ii. In the event of a positive test result, quarantine is to be maintained for a period of 14 days or as directed by a health professional.
 - iii. We ask that the parent provide documentation from his or her health professional stating he or she may return to active status.
- e. Masks will be made available to all student members or volunteers should it be necessary.
- f. Hand sanitizer will be made available to participants at all events.



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Supporting information:

<https://www.hopkinsmedicine.org/health/conditions-and-diseases/coronavirus/coronavirus-frequently-asked-questions#understandingcovid19>

<https://hub.jhu.edu/2020/03/20/sars-cov-2-survive-on-surfaces/>

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<https://health.mo.gov/living/healthcondiseases/communicable/novel-coronavirus/prevention.php>

<https://health.mo.gov/living/healthcondiseases/communicable/novel-coronavirus/how-do-i-prevent.php>

<http://www.stegencohealth.org/>

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>