

Limited Opening Policy for WOJB

WOJB is committed to providing a safe and healthy workplace for all members of our community. Our staff and volunteers are our most important assets. Our priority is to enable all to work in the safest place possible, knowing that may vary depending on each person's responsibilities and situation. We recognize that the threat from COVID-19 is not over and continues to affect our community in different ways, including how, when, and where many of us are able to work.

WOJB has established this plan to assist the station employees and volunteers in determining what requirements must be met to ensure the safety of everyone working. All employees share responsibility for implementing the plan by following its requirements. The goal is to mitigate the potential for transmission of COVID-19 in our facility. This requires full cooperation from everyone: staff and volunteers. Only through a cooperative effort, can we maintain the safety and health of our community.

Employee & Volunteer Self-Screening for Working on Site at WOJB:

- Take your temperature in the morning and when you return home from work. Log those results and report any fever to the General Manager.
- Report any exposure to COVID-19 positive individuals, respiratory symptoms, sore throat, dry cough, vomiting, diarrhea, body aches, loss of taste and smell to the General Manager.
- If the employee or volunteer indicates any of these conditions, the employee will be required to stay home and seek guidance from their healthcare provider.
- If you have been exposed to COVID-19 or have any sickness symptoms, you may work remotely from home; if you cannot work remotely, follow the sick leave procedure and copy the General Manager.

While In the WOJB Building:

- Employees & volunteers will wear cloth masks when entering the building and where social distancing measures are difficult to maintain.
- Employees that have visitors will ensure that they comply with the conditions for entry to WOJB.
- Volunteers are NOT ALLOWED to have visitors.
- Visitors may only be admitted into the building by designated employees or General Manager.
- Employees shall adhere to COVID-19 guidance while on WOJB property.
- In person meetings should be either one on one, remaining six feet away from each other or with face masks on, if six-foot distance is not possible.
- If a meeting is to have more than two people present, it must be in a large room with attendees six feet away from each other and wearing cloth masks.
- Food preparation areas may still be used with one person at a time access.
- Sick employees must stay home.
- If you become ill while at work, notify the General Manager by phone immediately and then leave the building wearing a cloth face mask and gloves which will be provided if you do not have them.

- The General Manager will work to implement sanitization and notification of exposure immediately upon notice from an employee or health entity.

Continue Good Health Habits:

- Wash hands with soap and water for at least 20 seconds whenever possible and always before handling food.
- Use hand sanitizer when soap and water are not available; keep a good supply on your desk and utilize supplies available in high traffic areas.
- Cover your cough or sneeze with a tissue or your elbow area.
- Clean all high touch areas in your home and workplace.
- Do not touch your eyes, nose or mouth with unwashed hands.

Consistent with compliance with confidentiality regulations, WOJB protects the privacy of faculty and staff health status and information. Supervisors and employees are reminded that they have an obligation to protect the privacy of employee health information.

WOJB has leave policies that encourage staff to stay at home when they are sick, when household members are sick, or when they are required by a healthcare provider to isolate or quarantine themselves or a member of their household. These policies include:

- Family First Coronavirus Response Act Emergency Paid Sick Leave (Federal)
- Family Medical Leave Act
- Sick Leave
- Vacation Leave

WOJB will work with the Sawyer County Department of Health to inform workers if they have been exposed to a person with COVID-19 in the workplace. WOJB will require them to self-quarantine for the recommended amount of time.

Handwashing

Staff and volunteers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their time on site, prior to any mealtimes, and after using the toilet. Hand sanitizer dispensers are also available and can be used for hand hygiene in place of soap and water if hands are not visibly soiled.

Respiratory Etiquette: Cover your cough or sneeze.

Everyone is asked to cover their mouth and nose with a tissue or their sleeve when coughing or sneezing and to avoid touching their face – in particular their mouth, nose and eyes – with their hands. Tissues should be disposed of in the trash and individuals should wash or sanitize their hands immediately afterward.

- The CDC “Stop the Spread of Germs” poster has been posted in the rest rooms and common areas.
- Maintenance will make sure tissues and sanitizer are available in common and high traffic areas.
- You may request tissues and sanitizer from maintenance for your office area.
- Employees are expected to wear cloth face coverings in public settings where social distancing measures are difficult to maintain. Individuals should bring their own mask; one will be provided if necessary.

Social Distancing

Social distancing has been implemented on the WOJB Campus.

- Staff and volunteers will avoid using anyone else’s personal protective equipment, phones, computer equipment, desks, workstations, offices or other personal work tools and equipment. There are some situations where work tools must be shared. In those situations, employees and volunteers should take precautions to sanitize between use.
- Where workstations do not permit at least six feet between employees, employees will wear cloth masks at all times.
- Common spaces such as break and conference areas will have furniture rearranged or restacked to promote social distancing. As noted above, the kitchen area will be limited to food preparation only. When possible, employees are encouraged to bring meals to their desks for consumption.

Housekeeping

Regular housekeeping practices are being enhanced by WOJB, including routine cleaning and disinfecting of work surfaces, equipment, tools, and machinery, and areas in the work environment, including restrooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as door handles, etc.

- Housekeeping staff have been provided refresher training on proper cleaning techniques, as well as background information on COVID-19.
- If there is a confirmed positive case reported to WOJB, disinfecting of areas the individual came in contact with will be disinfecting using OSHA and CDC protocol.
- Housekeeping will clean public spaces such as restrooms, door handles, at least once daily, and more frequently if deemed necessary.
- For shared department equipment, such as phones, keyboards, copiers, and particularly the studio, individual users will be responsible to clean these surfaces before and after the individual use. Cleaning supplies will be made available by Housekeeping.

Communication

The most up-to-date version of this Plan will remain posted. Additional communication will be ongoing as circumstances surrounding the pandemic require. Everyone is to monitor how effective the program has been implemented by reporting observations and concerns to the General Manager. This plan has been adopted by WOJB and its Board of Directors. It will be updated as necessary.