



COVID-19 Safety Code of Conduct

As an employee of Valley Senior Living, I pledge to follow all Valley Senior Living policies, procedures and recommended guidelines that are put forth in an effort to safeguard our residents, my coworkers and myself during the COVID-19 pandemic.

By initialing each statement below I acknowledge that I have been informed of the policy, procedure or recommended practices (while On Duty and Off Duty) and also agree that I will comply with each of them.

While on premise at Valley Senior Living:

___ **I pledge that I will follow the expectations of screening, which consists of answering questions and taking a temperature upon entering or exiting the premises. If my temperature or any of the answers to the questions indicates a concern, I will follow the instructions of contacting my immediate supervisor and the COVID-19 Staff Illness Line.**

___ I pledge that I will comply with the most current Personal Protection Equipment (PPE) policies and expectations communicated to me by Valley Senior Living (ie. Mask and Eye Protection Expectations). I understand that if I do not comply with all policies and expectations related to PPE, I could be subject to disciplinary action. I will also encourage my fellow co-workers to comply with the expectations and will notify my supervisor if I witness someone who is not following this policy.

___ I pledge that whenever I am not wearing my PPE, while at Valley Senior Living (ie. formal breaks, in a private office, etc), that I will practice social distancing and remain at least 6 feet away from any other person. I will also encourage my fellow co-workers to comply with the expectations and will notify my supervisor if I witness someone who is not following this policy.

See note on next page regarding potential disciplinary actions and payment of wages.

___ I pledge that I will (regardless of my department) offer to assist a resident to wear their face mask during our interactions (unless the resident is care planned otherwise). I understand that my failure to offer to assist a resident to mask during cares or interactions in their room could be investigated as potential neglect.

While off Valley Senior Living premises:

___ I pledge that if I am experiencing COVID-19 related symptoms, I will stay home, contact the Staff Illness COVID-19 Hotline at 701.741.9646 and notify my supervisor.

___ I pledge that **I will not report to work** and notify the Staff Illness COVID-19 Hotline (701.741.9646) if someone in my household or close contact (example: friends who you regularly see) has new onset

respiratory symptoms, has been exposed to someone who is COVID-19 positive, is being tested for COVID-19, or works for an organization that has been deemed to have a COVID-19 outbreak.

Note: You will be paid 100% of your regular rate for all scheduled shifts if you are symptomatic, contract COVID-19, or are not allowed to work due to living with or being exposed to some COVID-19 positive that was beyond your control.

____ I pledge I will comply with the recommended city, state, and national safety guidelines while I am not at work in order to safeguard our residents, my coworkers and myself (as people may be COVID-19 carriers even if they are asymptomatic). At this time this will also include:

- Practice good hand hygiene and be mindful when I touch my eyes, nose or mouth
- Wear a cloth face mask in public when social distancing is not able to be accomplished.
- Practice 6 foot social distancing at all times with everyone outside of my immediate household. A household can include others outside of your home – for example, a significant other living in a different place, a parent that you are caring for, etc.
- I will notify my supervisor if I intend to travel domestically or internationally. While domestic travel is allowed, **there are protocols that may need to be followed upon return. We strongly recommend delaying or postponing non-urgent domestic and international air OR cruise travel at this time.** CDC Travel resource: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

Note: If you do not follow PPE policies or do not practice recommended social distancing guidelines (both at work and away from work) you could be subject to disciplinary actions. If Valley Senior Living does not allow you to work as a result of such failures, you will be required to use your PTO and once that is exhausted you will be paid administrative leave at 60% or your wage rate until you are allowed to return to work.

ACKNOWLEDGEMENT

I hereby acknowledge that I have received and reviewed Valley Senior Living’s Staff COVID-19 Safety Code of Conduct. I hereby acknowledge and affirm that:

1. I fully understand the organization’s Staff COVID-19 Safety Code of Conduct and other related policies and procedures that have been communicated to me via email, text or my supervisor.
2. I understand that all related policies are available to me electronically or upon request.
3. **When I have a concern about possible noncompliance or other practices that might pose a risk to the residents, my coworkers or myself, I will notify my supervisor.**
4. I fully understand that my failure to adhere to these policies and procedures set forth may subject me to disciplinary actions.
5. As a Valley Senior Living team member, I understand that my actions both at work and away from work play an integral role in our success in keeping COVID-19 out of our communities.

Printed Name: _____

Signature: _____ Date: _____