

# CAREER SUPPORT SYSTEMS

INCORPORATED

*At CSS, we are committed to keeping abreast of all federal, state, and local health agencies and their guidelines to ensure a seamless return to work due to COVID-19 parameters.*

The use of face coverings, or masks, is a crucial part of the control of spreading the virus, and Career Support has adopted a five-step system to maintain a safe and healthy work environment for our administrative staff, our field staff, and any customers or visitors that enter our offices. This list is not all inclusive, but it begins with these steps:

1. All employees must maintain a **social distancing** guideline of six feet between all other employees when possible, and when not possible,
2. All employees must wear a suitable face covering over the mouth and nose to keep others safe as well as themselves. **Masks** will always be worn when employees are in public. This is critical for all field staff who routinely make job site visits and job development trips into their communities.
3. **Hand sanitizer** will be utilized on trips out in the community when foreign objects such as door handles, restroom stalls, credit card transaction buttons, etc. are touched. Hand sanitizer should be used before and after the employee touches any foreign objects to decrease the spread of germs onto the objects and after touching the objects.
4. Constant **hand washing** will continue to be a main practice of defeating the COVID-19 virus, and signs are posted at all sinks and wash stations in every CSS-maintained building or office.
5. A basic **questionnaire** (attached) will be administered to all staff and visitors and will be utilized when field staff enter customer job sites, to ensure there is no presence of illness or symptoms. When necessary, **thermometers** will be utilized to document on each questionnaire that the individual is safe to be near, but at the very least, field staff will ask their customers if they or anyone in their household has been ill.

Career Support Systems' dedicated directors have provided all staff members with the tools necessary to keep themselves, and their customers, safe from the spread of COVID-19 by issuing each staff member these valuable PPE products: a bottle of hand sanitizer and a washable face mask. In some cases, plastic gloves are provided for team members who work in the field alongside their customers on community job sites.

In addition to these precautions, CSS is also committed to continued staff training in each region to make sure the threat of COVID-19 is at the forefront of all our attention. Failure to treat COVID-19 can cause absenteeism, change in patterns of commerce, and interrupted supply/delivery of services, just to name a few things.

The organization is also sensitive to those with higher risk factors and have or will make accommodations to those individuals so that they may continue their job duties without interruption. Telecommuting and flexible work hours are enacted to increase physical distancing between employees, when possible. In addition to these, CSS has made all sick leave policies as flexible as possible to promote positive work environments and increased morale.

For the latest information on COVID-19, please visit these websites:

- [Virginia Department of Health \(VDH\)](#)
- [List of Local Public Health Departments in Virginia](#)
- [World Health Organization \(WHO\)](#)
- [Centers for Disease Control \(CDC\)](#)
- [www.osha.gov/covid-19](http://www.osha.gov/covid-19)

Our Mission: *To promote independence and self-sufficiency by delivering an array of exceptional community-based employment supports.*

Our Vision: *To be a recognized leader in the design and delivery of community-based employment services and supports.*