Stay at Home Toolkit Template:
Executive Order 20-20: Stay at Home

This template is provided as a sample for agency partners. As independent nonprofits, your board of directors should provide guidance on policy best suited for your program. We are available to advise and provide information to help inform your decisions.

1. What is a Stay at Home Order?
   - All persons currently living within the State of Minnesota are ordered to stay at home or in their place of residence except to engage in the Activities and Critical Sector work outlined within the order.
   - Exempt Activities include:
     - Health and safety activities
     - Outdoor activities
     - Necessary supplies and services
     - Essential and interstate travel
     - Care of others
     - Displacement
     - Relocation to ensure safety
   - Exempt Critical Sector employment – several categories included in the order

2. When does this order go into effect?
   - Friday, March 27 11:59pm – Friday, April 10 5:00pm

3. What does Stay at Home order mean for Second Harvest Heartland and agency partners?
   - We are exempt under the Critical Sector – Exemption section bb: Charitable and social services organizations “engaged in hunger relief network”.
   - Under the definition provided – this order provides exemption for employees, contractors, vendors, and volunteers performing work on behalf of Second Harvest Heartland and other hunger relief programs.

Definitions. As used in this Executive Order, “workers” and “personnel” are broadly defined to include employees, contractors, vendors, and volunteers. As used in this Executive Order, “Critical Sectors” is defined to include the categories found in the CISA Guidance and the additional categories listed below.

Exemptions – Critical Sectors. All workers who can work from home must do so. Workers in the following Critical Sectors, who are performing work that cannot be done at their home or residence through telework or virtual work and can be done only at a place of work outside of their home or residence, are exempted from the prohibition in paragraph 1 as set forth below. These critical services exemptions apply only to travel to and from an individual’s home or residence and place of work and an individual’s performance of work duties that cannot be done at their homes or residence. Travel may include transportation to and from child care or school settings as necessary to ensure the safe care of children.
bb. **Charitable and social services organizations.** This category is limited to workers supporting organizations that are engaged in hunger relief work, and those that provide food, shelter, prescription delivery, mental health and substance abuse treatments, and other social services, as well as other necessities of life for individuals in need of such services, older adults who live alone, people with disabilities, and those who need assistance as a result of this emergency.

4. **Second Harvest Heartland General Practices**
   - All measures being taken are to limit exposure and risk of each and every individual within our facility.
   - **Safety measures/Expectations for anyone coming on-site**
     - Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
     - If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
     - Avoid touching your eyes, nose, and mouth with unwashed hands.
     - Make sure team areas are getting wiped down multiple times during the day (door handles, tables, shared work spaces, keyboards, etc)
     - New process will begin for volunteers and all contract/temporary employees before entering the building:
       - Answer a list of questions:
       - For contractors, temps, and volunteers – temperature taken through thermal thermometer
   - **Protocol if someone is feeling sick**
     - If individuals are feeling sick – they should stay home
     - Update your HR Partner on status of all employees
     - HR will provide guidance on pay and time coding due to new COVID-19 special pay laws
     - After being sick – you can return to work if:
       - You have had no fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers) AND
       - other symptoms have improved (for example, when your cough or shortness of breath have improved) AND
       - at least 7 days have passed since your symptoms first appeared

5. **There are some specific COVID-19 pay and FMLA practices that go into effect April 1, 2020.**

6. **Team Specific**
   - Per the Executive Order: All workers that can work from home should do so.
     - Have regular check ins with your remote employees
     - Plan virtual “team activities.” Social media is also overflowing with fun ideas and tips as well.
   - **Remote employees** should limit travel to only required trips – use technology options (Teams and Zoom) whenever possible
7. **These are SHH’s volunteer guidelines if you’d like to use as a resource** Second Harvest Heartland Volunteer Guideline Update 3/26/20. While we appreciate the community’s overwhelming response to help, you will not be allowed to volunteer if:

- You are currently sick, including fever, cough, shortness of breath or have had these symptoms in the last 7 days
- You have traveled out of the state of Minnesota within the last 14 days
- You have been around anyone with symptoms of or a diagnosis of COVID-19 or Influenza A & B within the last 7 days
- You are a person of any age who has a serious underlying medical condition
- You are age 65 or older
- You are under the age of 18
- Find further SHH volunteer program information here [http://support.2harvest.org/pdf/YARN/VolProgramBullets.pdf](http://support.2harvest.org/pdf/YARN/VolProgramBullets.pdf)