



Guidance from the Kentucky CASA Network on Returning to Work, Social Distancing, and Program Operations During COVID-19

Updated June 15, 2021

The KCN recommends that local program directors and board members consider guidance from the [Commonwealth of Kentucky](#) and the [CDC](#) when creating and enforcing policies about reopening offices and returning to full program operations. Additionally, the KCN has compiled some resources and a list of questions and considerations that local programs may want to review.

Starting June 1, the KCN will transition to a hybrid model of remote work and in-person office work. Effective June 14, the KCN's offices are now open to a limited number of people from the public. The KCN's offices are part of a foundation which has independent enforcement of COVID guidelines. As of June 14, we can have trainings of 50 persons or less. We anticipate being able to resume in-person trainings by the end of September at the KCN's offices. Currently, the foundation does not require masks in the office but has posted that masks are recommended, regardless of vaccine status.

Re-Entry

Things to Consider:

- ❑ What will our work model be for our staff?
- ❑ Will we require staff to come back into the office full time or will we operate on a hybrid schedule?
- ❑ If operating on a hybrid schedule, will there be set days that staff need to be in the office or will it be up to each individual employee?
 - Several programs throughout the network have decided to either permanently move to or temporarily try out a hybrid work schedule. Staff at those programs have indicated they view this as a benefit.
- ❑ Will our program be transitioning back to traditional classroom pre-service training? Will we also offer either Guided Learning or Flex Learning as an option for those who might be prohibited by long-distance travel to the office for training?
 - Many local programs are returning to traditional classroom pre-service training. However, some programs have found that Guided Learning has worked well for them and for their volunteers. At least one program is using Guided Learning and offering to have the debrief discussions in-person for those who would like to meet face-to-face to have those discussions. If you have specific questions about what is allowed for each pre-service training modality, especially during this transition time, please [contact Melissa](#).

Resources:

- [Team Kentucky Healthy at Work](#)
- [It's Time to Reimagine Where and How Work Will Get Done: PwC's US Remote Work Survey](#)
- [Recording of "What nonprofits need to know as staff and volunteers return from remote work to in-person operations"](#)
- [Increasing Vaccine Confidence through Communication and Community Engagement](#)
- [Managing Remote Employee Risk](#)
- [How to Sustain Company Culture in a Hybrid Work Model](#)

Policies

Things to Consider:

- Does our program plan to continue a mask policy, and if so, what requirements are included for who should be wearing masks – all individuals, all staff vs. all guests vs. all volunteers, only those who are unvaccinated?
- What is realistic for the implementation and enforcement of a mask policy?
- Will our program require volunteers to wear masks when visiting with children?
 - Some programs throughout the network are requiring masks during all indoor visits. Others are allowing mask-free for vaccinated volunteers with the permission of the child's parent or caregiver.
 - The KCN will be tracking to see what DCBS enacts as a policy for social workers conducting home visits and will pass this information along to the network once it has been set.
 - Note that children under 12 are not yet eligible for any COVID-19 vaccine. As of June 15, 2021, only about 7% of children under age 18 have been vaccinated in Kentucky.
- Will our program require staff, volunteers, and/or board members to get a COVID-19 vaccine, and if so, will we require proof and/or track this information?
 - If a local program chooses to keep a copy of an individual's vaccine card or plans to track who has been vaccinated, this information must be kept secured and separate from a standard personnel file.
- Thinking longer term – if there is another spike in COVID cases or another pandemic were to occur – at what point will our program require fully remote work, a mandated mask policy, or other policies that might affect our daily operations?

Resources:

- [CDC guidance for fully vaccinated people](#)
- [KNN Governance & COVID-19 FAQ](#)

THESE RECOMMENDATIONS WILL BE UPDATED EVERY 30 DAYS AND PROVIDED TO LOCAL PROGRAMS THROUGHOUT 2021.