

- ✓ The Board of Directors and Staff of the John Rex Endowment follow information from the CDC and NCDHHS to promote behaviors that prevent and reduce the spread of COVID-19. This policy statement applies to adults while inside the Endowment office.
- ✓ The Endowment strongly encourage individuals to become fully vaccinated against COVID-19. Our entire Staff is fully vaccinated (Kellan, Gladys, Sabrina, Irecka, Susan and McAllister).

Cloth Face Coverings

- There is evidence that wearing a face covering can help reduce the spread of COVID-19, especially because people may be infected with the virus and not know it.
- **Anyone who is not fully vaccinated must wear a face covering when inside the Endowment office.** If an individual states that an exception applies, the person must notify Endowment management prior to or immediately upon entering the office.
- If a visitor does not have a mask, an Endowment staff member will provide a disposable face mask.

Social Distancing and Minimizing Exposure

- Social distancing is a tool that will decrease the spread of COVID-19. Social distancing (“physical distancing”) means keeping space between yourself and other people outside of your home.
- **Anyone who is not fully vaccinated should stay at least 6 feet (about 2 arms’ length) from other people.**

Cleaning and Hygiene

- The Endowment promotes frequent use of hand washing and using hand sanitizer because washing hands with soap or using hand sanitizer reduces the spread of transmission.

Monitoring for Symptoms

- Directors, Staff and Visitors are encouraged to self-monitor for symptoms such as fever, cough, or shortness of breath. If an individual develops COVID-19 symptoms, the person should not enter the Endowment’s office and should immediately notify Endowment management. If an individual has had or has been exposed to COVID-19 two weeks prior to entering the Endowment office, please do not enter the Endowment’s office.

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- Reference: NC DHHS Interim General Guidance for Businesses and Organizations (May 20, 2021)
- Reference: NC DHHS Interim Guidance for Individuals Who Have Been Vaccinated Against COVID-19 (May 21, 2021)