To: All CEO Staff

From: Sue Rosa, Vice President

Re: Updated Health and Safety Protocols

Updated: May 18, 2021

The following updated COVID-19 safety protocols will be observed effective immediately for all CEO staff working within a CEO site. Any staff working within an offsite building must observe their site-specific protocols.

**Vaccinated staff:**

Staff who have provided proof of being fully vaccinated will **not** be required to wear a mask or observe social distancing during working hours,

It is expected that any staff conducting in-person meetings ensure that all participants within the meeting are comfortable without a mask or provide an alternative virtual meeting arrangement/option.

**Unvaccinated staff:**

Individual office space: Staff who are unvaccinated will be required to wear a mask in their office space or classroom when any other individuals are present regardless of the other person’s vaccination status.

**Indoor meetings:**

Any indoor meetings will only require masks and social distancing for any unvaccinated staff in attendance.

**Outdoor meetings:**

Meetings with a mix of vaccinated and unvaccinated staff may be scheduled outdoors, no masks required.

**Classroom staff with children present:**

Until further guidance is provided by OCFS, classroom staff must wear their masks while working with children at all times regardless of vaccination status.

**Classroom staff working without children**:

Vaccinated staff will not be required to wear masks while performing work before or after children arrive within their assigned classroom.

Unvaccinated staff will be required to wear masks at all times during the day regardless of children being present.

**Common areas**:

All unvaccinated staff will be required to wear a mask while traveling throughout shared areas of their building.

**Temperature screening activities:**

All staff and visitors will only be required to self-report a fever of greater than 100.4°, but will not be required to take their temperature upon entering the building.

**Contactless service model and Customers/Visitors**

The agency will maintain a contactless service model until further notice, unless deemed otherwise necessary by the program or funding source. Customers and/or Visitors entering a CEO Site will be required to wear a mask unless proof of vaccination is provided. Further guidance in the area will be issued in the near future.

Any work-related activities occurring within a customer’s home will require staff to remain masked at all times, regardless of vaccination status.

**Effective July 1st**

**Interns and Volunteers:**

Vaccinated interns or volunteers may be allowed to work onsite as long as the work area allows for social distance throughout the assignment. Each Director will be required to conduct an assessment of space and opportunity for meaningful work based on the program’s current service model.

**Disinfection/Sanitizing** efforts will be focused on high traffic areas throughout the day. This will include Entrance/Exit doors, bathroom door handles, etc. All high-touch surfaces will continue to be cleaned as part of the normal cleaning protocols daily. Common areas will be stocked with cleaning supplies for staff to conduct additional sanitizing efforts as they feel appropriate.

Staff members who are fully vaccinated will be required to provide proof of vaccination to the Human Resources Department to be deemed cleared to perform work within their office or classroom without a mask. Please email your vaccination card to COVID@ceoempowers.org

All protocols will continue to be monitored and are subject to change based on transmission cases within the state and local communities.

Your continued efforts and compliance with all established Health and Safety measures are greatly appreciated.