



Effective 8/16/21

Workplace Safety Protocols – Weekly Update

	Vaccinated Staff	Unvaccinated Staff	Guidance
Face Coverings (Masks) On-Site	Required indoors at this time *This will be revisited as Covid cases decline.	Required indoors indefinitely	**Required when moving about any common areas and interacting with co-workers regardless of vaccination status.
	Not required outdoors	Not required outdoors	
Health Screenings	Self-Report COVID-19 Symptoms to covid@ceoempowers.org Clearance documentation may be required	Self-Report COVID-19 Symptoms to covid@ceoempowers.org Clearance documentation will be required	Staff experiencing any COVID-related symptoms must contact their physician before returning to work.
Social Distancing	Encouraged	Encouraged	
Community-based work (outdoors)	Approved	Approved; face coverings encouraged	
Community-based work (indoors)	Approved with face coverings	Approved with face coverings	
Indoor Home Visits (WAP staff)	Approved; face coverings required	Approved; face coverings required	
Indoor Home Visits (Non-WAP staff)			Paused at this time
Off-site Trainings and Conferences	Limited to required trainings only	Unapproved	While at off-site trainings, staff will adhere to

			safety protocols in place at that location
In-Person Meetings or trainings (indoors)	Approved with face coverings	Approved with face coverings	Maximum group size of 4. May increase with appropriate social distancing.
Remote Work	Approved	Approved	As deemed necessary – based on position and approval from Director
Quarantine after suspected exposure	Per DOH, may not be required	Required	As required by NYS DOH. COVID pay will follow NYS Paid Leave policy
Use of on-site Kitchens	Approved	Approved	Staff must sanitize after use
Use of on-site Wellness Rooms	Approved; face coverings required at this time unless alone	Approved; face coverings required unless alone	Staff must sanitize equipment after use
On-site Interns / Volunteers	Approved; face coverings required.	Unapproved	Approved in a limited capacity with Director approval
Visitors and Customers	Appointment required	Appointment required	Face coverings required. See Director for further guidance on appointments.

Comments: The resurgence of the COVID-19 virus, particularly the Delta variant, has forced us to reevaluate our workplace safety protocols. We will continue to update the chart above as data and guidance is received from the CDC and the NYS Department of Health. CEO is committed to the health and safety of all staff members and our community. **The most important and effective course of action for all staff is to get vaccinated.** Once vaccinated, please forward proof to covid@ceoempowers.org