



Community Services  
FOR EVERY1

# Office Based Work Guidelines

## For Employees at Community Services for Every1

These guidelines apply to all business activities within an office setting. Community Services for Every1 will stay up to date with all information passed to us from the CDC, our local Health Department and OPWDD and make necessary changes to this document as necessary.

*It's important that in the re-opening of offices employees abide by all safety precautions as noted in the guidelines and posted at the office locations.*

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# Locations

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The guidelines pertain to the following locations:

| <b>Location</b>  | <b>Address</b>                               |
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| Abbott Offices and Habilitation  | 1377 Abbott Road<br>Lackawanna, NY 14218     |
| Delaware Offices   | 452 Delaware Avenue<br>Buffalo, NY 14202     |
| Genesee Offices and Habilitation   | 2180 Genesee Street<br>Buffalo, NY 14217     |
| Kenmore Residential Offices  | 1179 Kenmore Avenue<br>Kenmore, NY 14217     |
| Kenmore Staff Development, Buildings and Properties and Transportation Offices | 1845 Kenmore Ave<br>Kenmore, NY 14217        |
| Oak Street Administrative Offices  | 180 Oak Street<br>Buffalo, NY 14203          |
| Humphrey Offices and Habilitation  | 175 Humphrey Street<br>N. Tonawanda NY 14120 |
| Jefferson Career Exploration Center  | 1485 Jefferson Avenue<br>Buffalo, NY 14208   |



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# Physical Distancing

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During Phase II of re-opening, Community Services for Every1 must limit the total number of occupants at any give time to no more than 50% of the maximum occupancy for a particular area set by the certificate of occupancy at each site.

**Until otherwise noted:**

- No in-person meetings/gatherings larger than 10 involving **internal** employees. Should a meeting/gathering be scheduled you must always allow the option to attend virtually for those who prefer not to meet in person. Anyone who presents in person, must adhere to social distancing and wear a mask or face covering.
- No in-person **external/visitor** meetings/gathers until otherwise noted. Please host external meetings/gathers virtually utilizing technology, i.e. Zoom, Microsoft Teams, Go-to-Webinar, etc.... For example: Care Review, DDAWNY Committees, Trainings that invite external guests.

**Community Services for Every1 has posted various signage at all locations to ensure employees:**

- Distance at least 6 feet in common areas, unless safety of the core activity requires a shorter distance, ensure face covering if so.
- Face coverings must be worn by all employees or visitors within 6 feet of another person, acceptable face covering must be worn ensuring that mouth and nose are covered. Employees should be prepared to don a face covering if another person unexpectedly comes within 6 feet.
- We are prohibiting the use of tightly confined spaces, like elevators for no more than **ONE person** at a time.
- Please adhere to posted signage within multi-stall restrooms. Limitations of persons utilizing the space has been noted as applicable.
- Limit interpersonal contact and congregations through various methods. Examples are: adjusting your office based working hours with supervisor, seek supervisor approval for remote working, while at office eat lunch in your office.



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# Protective Equipment

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Employees have been provided with face coverings at their request on an on-going basis throughout the COVID-19 crisis. Should an employee require a replacement face covering, contact can be made to Tammy Gorman at [tgorman@csevery1.com](mailto:tgorman@csevery1.com) who will arrange for pick-up of face covering.

Acceptable face coverings include but are not limited medical grade or cloth, example, homemade sewn, quick cut, bandana, surgical masks and face shields.

Employees are responsible for cleaning, replacing and prohibiting the shared use of a face covering.

Refer to the Acute Illness Policy regarding don, doff, clean (as applicable) and discard of PPE. The Acute Illness Policy can be located on the Employee Portal under the COVID-19 link.

Limit the sharing of objects, such as tools, laptops, notebooks, telephones, touchscreens, and writing utensils, as well as the touching of shared surfaces.

Community Services for Every1 has posted signage to ensure:

- Employees, visitors, and contractors wear face coverings in common areas including elevators, lobbies, and when traveling around the office.

# Hygiene and Cleaning

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It is important that agency employees adhere to hygiene, cleaning and disinfection requirements from the [Centers for Disease Control and Prevention \(CDC\)](#) and [Department of Health \(DOH\)](#).

Hygiene and Cleaning practices can also be referenced in the Acute Illness Policy stored on the employee portal under the COVID-19 link.

Cleaning and disinfection supplies will be made readily available at each location and in restrooms. We encourage you to use the supplies, followed by hand hygiene.

Janitorial Staff have been briefed on the cleaning and disinfection procedures and are responsible for cleaning all high-touch areas, common spaces, restrooms, etc. on a scheduled basis. Employees must ensure they wipe down personal space periodically as well, including computer, telephone, key board, door knobs, and desk surfaces.



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We have ensured hand sanitizing stations are located throughout our locations for employee and visitor use and have supplied each work office with a bottle for personal use.

Community Services has posted signage within the buildings reminding employees of proper hand washing. Please adhere to the postings.

## Communication

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In an effort to help our employees adhere to the state guidelines for re-opening office-based locations, we've posted signage inside and outside of the locations to remind personnel and visitors to adhere to proper hygiene, social distancing rules, appropriate use of PPE and cleaning and disinfecting protocols.

Communication on changes to guidelines and/or additional guidance will be posted on the Employee portal that can be accessed from your home, mobile device, or work site. Contact Kelly Kinderman at [kkinderman@csevery1.com](mailto:kkinderman@csevery1.com) if you are having difficulty accessing the portal.

Periodic communication will also be sent through the COVID19 Outlook Mailbox and COVID19 Therap S-Comm. Employees and external parties are able to email [COVID19@csevery1.com](mailto:COVID19@csevery1.com) with questions and concerns or by contacting 716-883-8888, Ext. 707.

Visitors must always sign in to all locations! Receptionists at each location will be responsible to ensure this occurs. Logs will be maintained on site.

If a worker or visitor was in close contact with others at the office location and tests positive for COVID-19, the agency must report the occurrence in-line with NYS and OPWDD. Additionally, the agency will perform contact tracing. Refer to the Acute Illness Policy for additional guidance.

## Screening

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Employees who are sick should stay home or return home, if they become ill at work.

Every employee, contractor and visitor must be screened prior to entering office-based locations. This will include: (1) COVID-19 symptoms in the past 14 days, (2) positive COVID-19 test in the past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days.

Receptionists will refer employees and visitors to the questions prior to entry. Receptionists will also have a touch less thermometer available to take temperatures of visitors. All visitors, including those supported by Community Services for Every1 will need their temperature taken. Employees are



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responsible to self-check prior to entering the building, but are free have their temperature checked as well by reception.

Refer to Acute Illness Policy for additional screening guidance.

If someone presents experiencing COVID-19 related symptoms, notify Jennifer Theilbolt, Benefits Manager by phone – 716-883-8888, Ext 167.