



Community Services  
FOR EVERY1

# Office, Site, Home and Community Based Work Guidelines

For Employees at Community Services for Every1

These guidelines apply to **all** business activities within an *office setting and site based program*, i.e. Pre-Vocational Services, Day Habilitation, and Respite **and home/community based setting**, i.e. Behavioral supports, contracts, behavioral health, victims advocacy and self-direction.

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 and program sites 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>
Abbott Offices and Habilitation	1377 Abbott Road Lackawanna, NY 14218
Delaware Offices	452 Delaware Avenue Buffalo, NY 14202
Genesee Offices and Habilitation	2180 Genesee Street Buffalo, NY 14217



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Kenmore Staff Development, Buildings and Properties and Transportation Offices	1845 Kenmore Ave Kenmore, NY 14217
Oak Street Administrative Offices	180 Oak Street Buffalo, NY 14203
Humphrey Offices and Habilitation	175 Humphrey Street N. Tonawanda NY 14120
Jefferson Career Exploration Center	1485 Jefferson Avenue Buffalo, NY 14208

## Physical Distancing

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Update: Effective June 25, 2021, the State of Emergency declared by Governor Andrew Cuomo, to respond to the COVID-19 pandemic, was allowed to expire. All associated Executive Orders and most COVID-19 restrictions were lifted throughout the State.

Community Services for Every1 no longer limits the total number of occupants at any given time in confined spaces, i.e. Elevators, Storage Rooms, Mailrooms, Restrooms, etc.

- Consistent with CDC guidance, fully vaccinated people are no longer required to wear masks or maintain social distance in most places within NYS, including within OPWDD certified, operated and/or funded facilities and programs.
- **\*\*Individuals and staff will be required to wear masks, to the extent they can medically tolerate one, regardless of vaccination status while being transported between OPWDD certified locations or transported as part of an OPWDD certified service (i.e. from a residence to a day program).**
- In-person meetings/gatherings have resumed. Anyone who presents in person, and who are unvaccinated must wear a mask or face covering and adhere to social distancing.

**Community Services for Every1 has posted various signage at all locations to ensure employees and program recipients continue adherence to certain practices as applicable:**

- **Social Distancing:** Distance at least 6 feet as applicable. (i.e. unvaccinated)



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- **Face coverings** Consistent with CDC guidance, fully vaccinated people are no longer required to wear masks or maintain social distance in most places within NYS, including within OPWDD certified, operated and/or funded facilities and programs.
- Individuals receiving services must wear face coverings if unvaccinated or during transportation (regardless of vaccination status), if they can medically/sensory tolerate one whenever social distancing cannot be achieved.
- Program Sites must ensure that groupings of staff/individuals receiving services are as static as possible by having the same group of individual's work with the same staff whenever and wherever possible. Group size must be limited in order to safely implement social distancing within the space available.
- Program Rooms resume all pre-pandemic activities in compliance with applicable rules and regulations, which still may include applicable COVID-19 rules, regulation, or guidance issued by OPWDD.

## Protective Equipment

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Consistent with CDC guidance, fully vaccinated people are no longer required to wear masks or maintain social distance in most places within NYS, including within OPWDD certified, operated and/or funded facilities and programs. (\*)

Employees and those supported by the organization have been provided with face coverings at their request and on an on-going basis throughout the COVID-19 crisis. Should an employee or an individual supported require a replacement face covering, contact can be your supervisor or directly to Tammy Gorman at [tgorman@csevery1.com](mailto:tgorman@csevery1.com) who will arrange for pick-up/delivery of face covering(s).

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 guidance document "Acceptable Face Mask/Covering for COVID-19" available on Employee Portal under the COVID-19 link.

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.



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Community Services for Every1 has posted signage to ensure:

- Unvaccinated Employees, visitors, individuals 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.

**All employees, individuals and visitors must perform hand hygiene immediately upon entering a building and throughout the day. While delivering services within the community, employees also need to periodically wash their hands or utilize hand sanitizer.**

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.

**Community Based:** When providing services within a person or their families home, utilize cleaning & disinfecting supplies to sanitize the work area, before during and after provision of services. Contact your direct supervisor to obtain cleaning and disinfecting supplies as needed.

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. Moreover, limit use of shared objects and equipment among co-workers and those supported.

Reasonable measures to limit the sharing of objects, such as electronic equipment, arts and craft materials, touchscreens must occur. Sanitizing in between use and proper hygiene before and after use is a requirement.

We have ensured hand sanitizing stations are located throughout our locations for employee, individuals 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.



## Community Services FOR EVERY1

# Communication

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In an effort to help our employees adhere to the state guidelines for re-opening office-based and program 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 and Self Directed Group Email. 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! Screening questions are no longer required. However, if someone presents visibly ill, we would ask for them to refrain from entering location. Receptionists at each location will be responsible to ensure this occurs. Logs will be maintained on site.

# Screening

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

Employees and visitors are responsible for self-monitoring. Screening questions are no longer required prior to entry.

Should the visitor disagree with any visiting restriction, immediately contact management for further guidance, but the individual should not be allowed access.

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

# Entrance to Site Based Programs

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All staff and individuals, as well as any visitor, must self-monitor prior to entry into the day program site and monitored for signs and symptoms of COVID-19 thereafter.



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Any individual or staff exhibiting signs or symptoms of COVID-19 upon arrival will not be allowed to enter the program building. They will be required to return home until they are fever free for 72 hours without the use of fever-reducing medications, i.e. Advil, Tylenol.

If symptoms begin while at the day program, the individual or staff must be sent home as soon as possible. The program must keep sick individuals and staff separate from well individuals and staff.

See Acute Illness Policy for more specific guidance.

## Gatherings in Site Based Programs

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Effective June 25, 2021, providers may operate programs at full capacity to extent possible, to resume unrestricted visitation at and community outings from residential facilities, and to remove capacity limitations during transportation if all individuals are vaccinated.

Limitations would only be placed on transportation when all individuals are not vaccinated.

## Travel Restrictions

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<https://coronavirus.health.ny.gov/covid-19-travel-advisory>

As of June 25, 2021, the New York State Travel Advisory is no longer in effect. As such, travelers arriving in New York are no longer required to submit traveler health forms.

All travelers, domestic and international, should continue to follow all CDC travel requirements.

## Essential Employee COVID Guidance

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*Community Services for Every1 Essential Employee Guidance for Clinical, Direct Support Professional or other Facility Staff:*

***If an absence of personnel would result in staffing shortages that would adversely impact operation of the site/department, Community Services under guidance of OPWDD will allow personnel to continue working under these stipulations (Department Directors to be consulted for remote work as applicable):***

***Asymptomatic:***

- Employees who have been in close contact to a confirmed or suspected case, should work. Employees should self-monitor twice a day (at least every 12 hours) for a fever (temperature equal to or greater than to 100.4) and cough or shortness of breath.



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- Personnel who are asymptomatic contacts of confirmed or suspected cases must wear a facemask while working and utilize universal precautions.
- To the extent possible, direct care professionals and clinical staff working under these conditions should preferentially be assigned to individuals at lower risk for severe complications, as opposed to higher-risk patients (e.g. severely immunocompromised, elderly).
- Personnel allowed to return to work under these conditions should maintain self- quarantine when not at work.
- Personnel allowed to return to work under these conditions should maintain self- quarantine when not at work.
- At any time, if the personnel who are asymptomatic contacts to a positive case and working under these conditions develop symptoms consistent with COVID-19, they should immediately stop work and isolate at home. All staff with symptoms consistent with COVID-19 should be immediately referred for diagnostic testing.

### ***Symptomatic:***

- To be eligible to return to work, personnel with confirmed or suspected COVID-19 must have maintained isolation for at least 10 days after illness onset, must have been fever-free for at least 72 hours without the use of fever reducing medications, and must have other symptoms improving.
- Personnel who are severely immunocompromised as a result of medical conditions or medications should consult with a healthcare provider before returning to work.
- If a staff member is asymptomatic but tested and found to be positive, they must maintain isolation for at least 10 days after the date of the positive test and, if they develop symptoms during that time, they must maintain isolation for at least 10 days after illness onset and must have been at least 72 hours fever-free without fever reducing medications and with other symptoms improving.
- Personnel who are recovering from COVID-19 and return to work after 10 days must wear a facemask while working until symptoms have completely resolved, so long as mild symptoms are improving, if they persist.

**\*\*Asymptomatic personnel who have recovered from COVID-19 infection may not need to undergo repeat testing or quarantine if exposed to COVID-19 within 3 months after the date of symptom onset from the initial infection or date of first positive diagnostic test if asymptomatic during illness.**

(CDC Guidance, “Testing Healthcare Personnel for SARS-CoV-2”, 2/14/2021, <https://www.cdc.gov/coronavirus/2019-ncov/hcp/testing-healthcare-personnel.html>).

Personnel who are placed on leave due to isolation, or because they do not meet the above conditions for returning to work, qualify for paid sick leave benefits.

**\*\*If you are experiencing any COVID19 symptoms you must notify the Flu Box at 716-883-8888, ext. 477.**