

NY FORWARD SAFETY PLAN

Child Care Council of Westchester COVID-19 Safety Plan

Adopted July 15, 2020

Updated February 16, 2021; April 5, 2021 and January 26, 2022

We will continue to monitor changes in county, state and federal requirements so that we can update this Safety Plan accordingly as well as provide our staff with information and support. The contents of this Safety Plan will be included in the orientation for new staff and volunteers. It is the expectation that all Council staff and volunteers will make sure that they understand this plan, ask questions as necessary to clarify, and carry out all procedures consistently. Working together, we can fulfill the Council's mission and maintain a safe workplace.

This Safety Plan represents the Council's general approach and can be adjusted and/or supplemented at any time as circumstances change.

PHYSICAL DISTANCING: To ensure employees comply with physical distancing requirements, the Council will do the following:

- Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If a confined space is occupied by more than one person, occupancy should stay under 50% of maximum capacity.
 - Limits occupancy in the kitchen to 2 people at a time for as brief a period as possible to allow others convenient access.
- Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings should be held in open, well- ventilated spaces with appropriate social distancing among participants.
- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.
- The Council will decrease the amount of in-office staff by implementing a one day a week work from home schedule for all staff effective February 1, 2022. Department supervisors will organize these schedules, keeping in mind what functions most require an in-office presence.
- Effective February 1, 2022, all field visits required by the Council's contracts will continue unless and until we are notified by the funder to suspend those visits. CPR/FA, MAT and CDA in-person trainings are permitted as long as social distancing of 6 ft. is maintained. ITA, mental health consultation and subsidy support visits can also be done in-person. While the Council will continue to conduct most of its other training virtually, on-site trainings can be conducted if the requested location provides a room where social distancing of 6 ft. is maintained and guarantees that all participants will remain masked throughout.