



early childhood specialists
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Los Niños Services, Inc. Corporate Office Reopening Plan

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INTRODUCTION

This plan was developed to conform to the guidance provided by the New York State Department of Health in their June 18, 2020, document entitled: *Guidance to Early Intervention Providers Regarding Novel Coronavirus (COVID-19) Reopening New York: Resuming In-Person Early Intervention Program Service, the Empire State Development's Essential Business and the Centers for Disease Control (CDC).*

This plan will be revised and updated as needed to adjust to changing public health conditions caused by the COVID-19 virus and all of the new requirements and regulations which may emerge over time. We solicited input and involvement from our staff during the original drafting of our reopening plan. We will rely on continued input from all stakeholders as we move forward implementing this plan and as we contemplate any additions or modifications.

We know our program must be as flexible and as responsive as possible to the needs of our staff members. We will closely monitor the conditions of our office as the COVID 19 pandemic continues and the effectiveness and appropriateness of our plan.

The goal of the plan is to guide the Our focus and concerns to the social and emotional needs of our staff members. By diligently working together and remaining focused on the outcomes we desire, we can find solutions to the many challenges ahead.

Our plan includes all the required elements identified by NYSDOH guidance by addressing the following areas:

- I. Safety Officer
- II. Communication Plan
- III. Health and Safety
- IV. Facility

Any suggestions, concerns and/or questions about our plan should be directed to the contact person identified at the beginning of this document.

I. Safety Officer

The site Safety Officer, **Scott Mesh or Jennifer Samboy**, is responsible to make sure the following procedures are being followed in the New York City Office by all Staff and Visitors.

The **Safety Officer** will:

- Ensure that **regular cleaning and disinfection of the workplace** are conducted and more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces. Cleaning and disinfection must be rigorous and ongoing and should occur **at least after each shift, daily, or more frequently as needed.**
- Ensure **regular cleaning and disinfection of restrooms.** Restrooms will be cleaned and disinfected at a minimum of at the end of every work day.
- Ensure **distancing rules are adhered to by using signage, occupied markers,** or other methods to reduce restroom capacity when feasible.
- Ensure that **materials and work tools are regularly cleaned and disinfected** using registered disinfectants.
- Provide for the cleaning and disinfection of exposed areas in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces (e.g. touchscreens, printers, keypads, telephones, handrails, door handles, vending machines, communal coffee stations).

II. **Communications Plan**

- LNS has affirmed that they have reviewed and understand the state-issued industry guidelines and that they will implement them.
- LNS will refer to CDC guidance on "Symptoms of Coronavirus" for the most up to date information on symptoms associated with COVID-19.
- A communication plan for employees, visitors, and clients that includes applicable instructions, training, signage, and a consistent means will be provided.
- The Safety Officer will work with the Center and building management to help facilitate any building-wide communications.
- Signage, physical distancing rules, appropriate use of PPE, cleaning and disinfection protocols have been established.
- A list of visitors to the center will be tracked in the Reception area and maintained by the Safety Officer.

III. **Health and Safety**

All LNS Staff and Visitors are required to follow the procedures described below:

1. **Face Coverings/Masks**

- Face coverings and/or masks are required to be worn by all adults at all times while at the NYC Office location. Acceptable face coverings for COVID-19 include but are not limited to cloth-based face coverings and disposable masks that cover both the mouth and nose. Should an adult arrive at the Office without a mask, one will be provided for them.
- It is recommended that children also wear masks. However, it is understood that due to age and/or sensory needs, a child may be unable to do so.
- Clients and visitors are required to adhere to CDC and DOH guidance regarding the use of PPE.

2. **Physical Distancing- Six Feet**

- The Safety Officer is responsible to ensure that the physical distancing of six feet is maintained at the center at all times. The Safety Officer is also responsible for evaluating, making recommendations, and implementing changes needed to the employees seating areas, work stations, and inside and outside common areas. The Safety Officer will work with the Office Manager to obtain resources needed to implement changes.
- All employees and visitors are required to maintain a distance of at least six feet at all times unless the safety of the core activity requires a shorter distance.
- **Workstations** and **Computers** have been assigned to each employee. Should computers, desks and work areas need to be shared between staff members, they will be thoroughly sanitized.

- **Restrooms** rooms have been labeled. The occupancy capacity has been modified to 50% to ensure physical distancing requirements. The Safety Officer will determine if the closing of any common areas within their office space is needed to maintain physical distancing.
- **Staggered Work Schedules** have been established by the Safety Officer in coordination with the Department Supervisors to observe physical distancing. If an employee wishes to modify their work schedule or needs to visit the Office on a day he or she is not scheduled, the employee is responsible to communicate and request such accommodations to the Safety Officer or Department Supervisor.
- **Staff and Department Meetings** will be conducted virtually whenever possible to avoid staff congregating in the kitchen or office spaces.
- **Movement and Travel:** The Safety Officer will establish designated areas for pickups and deliveries (e.g. Fedex, UPS), limiting contact as much as possible. These pick up and drop off areas will be in the assigned area outside of the office doors. The Safety Officer will limit on-site interactions and movements (e.g. employees should remain near their workstations as often as possible).
- LNS will limit all non-essential work related travel for their employees.

3. Hand Washing

- For **handwashing**: soap, running warm water, and disposable paper towels.
- For **hand sanitizing**: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.
- Make **hand sanitizer available** throughout common areas in the office. It will be placed in convenient locations, such as at the entrance, exit, and reception desk.
- Place **signage** near hand sanitizer stations indicating that visibly soiled hands should be washed with soap and water; hand sanitizer is not effective on visibly soiled hands.
- Place **receptacles** around the building for the disposal of soiled items, including PPE.
- The Safety Officer will provide appropriate **cleaning and disinfection supplies** for shared and frequently touched surfaces and require their employees and cleaning staff to use these supplies, following manufacturer's instructions, before and after use of these surfaces, followed by hand hygiene.

IV. Facility

1. Hygiene, Cleaning, and Disinfection of the workplace

The Safety Officer will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including "Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19," and the "STOP THE SPREAD" poster, as applicable. The Safety Officer and cleaning company staff are responsible to maintain logs that include the date, time, and scope of cleaning and disinfection.

2. CDC Guidelines on "Cleaning and Disinfecting your Facility" If someone is suspected or confirmed to have COVID-19, procedures are as follows:

- **Close off areas** used by the person suspected or confirmed to have COVID-19. LNS may not necessarily need to close operations if they can close off all the affected areas.
- **Shared building spaces** used by the person suspected or confirmed to have COVID-19 (e.g. lobbies and building entrances) will be cleaned and disinfected in coordination with the building manager.
- **Open outside doors and windows** to increase air circulation in the area.
- **Wait 24 hours** before you clean or/and disinfect. If 24 hours is not feasible, wait as long as possible.
- **Clean and disinfect** all areas used by the person suspected or confirmed to have COVID-19, such as offices, bathrooms, common areas, and shared equipment.
- Once the area has been appropriately cleaned and disinfected, it can be reopened for use.
- **Employees without close or proximate contact** with the person suspected or confirmed to have COVID-19 can return to the work area immediately after cleaning and disinfection.
- **Employees are prohibited** from sharing food and beverages among themselves (e.g. self-serve meals and beverages), employees are encouraged to bring lunch from home, and reserve adequate space for employees to observe physical distancing while eating meals.

- Refer to DOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" for information on "close or proximate" contacts.

3. Daily Health Screening

- The Safety Officer is responsible to obtain mandatory daily health screening practices of their employees and visitors, but such screening shall not be mandated for the delivery personnel. See the attached "Daily Staff/Visitor COVID-19 Health Questionnaire."
- Screening practices may be performed remotely (e.g. by telephone or electronic survey via Paycom), before the employee reports to the office, to the extent possible, or will be performed on-site when they arrive at the Office. Visitors will complete the Health Screening form upon arrival.
- If an **employee or visitor has Covid-19 symptoms**, has been in contact with someone with Covid-19 symptoms, or has tested positive, or has been in contact with someone who has tested positive in the last 14 days, or who has traveled to a state or country on the NYS travel ban list, then they will not be allowed to enter the offices and need to self-quarantine for 14 days prior to being able to return to the office.
- The Safety Officer or Program Manager will provide such individuals with information on healthcare and testing resources as needed.
- The Safety Officer or Office Manager will immediately notify the state and local health department about any cases that test positive for COVID-19.
- The Safety Officer will maintain documentation of these incidents.
- Screenings will be conducted one at the time to prevent employees or visitors from intermingling in close or proximate contact with each other and observing the six feet distancing requirement.

4. Daily Temperature Checks

- Daily temperature checks will also be conducted as per U.S. Equal Employment Opportunity Commission and DOH guidelines. Records of employee health data will be maintained in a confidential manner.
- The Safety Officer will ensure that any person performing screening activities, including temperature checks, are appropriately protected from exposure to potentially infectious employees or visitors entering the Office. Personnel performing screening activities will be trained by the LNS HR Director who is familiar with CDC, DOH, and OSHA protocols.
- The Safety Officer will be provided and use PPE, including at a minimum, a face mask, gloves, a gown, and/or a face shield.
- The Safety Officer will refer to DOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" regarding protocols and policies for employees seeking to return to work after a suspected or confirmed case of COVID-19 or after the employee has had close contact with a person with COVID-19.
- **The Safety Officer is the central point of contact** responsible for receiving and attesting to having reviewed all employees' questionnaires, with such contact also identified as the party for employees and visitors to inform if they later are experiencing COVID-19-related symptoms, as noted on the questionnaire.

5. Tracing and Tracking

- The Safety Officer or Program Manager will notify the state and local health department immediately upon being informed of any positive COVID-19 test result by an employee in their office.
- In the case of an employee or visitor **testing positive**, the Safety Officer or HR Representative will:
- Cooperate with the state and local health department as required to trace all contacts in the workplace, and the state and local health department where the building is located must be notified of all individuals who entered the site dating back 48 hours before the employee or visitor first experienced COVID-19 symptoms or tested positive, whichever is earlier. Confidentiality must be maintained as required by federal and state law and regulations.
- Ensure that in the case of an employee showing symptoms while in the workplace, the building managers are immediately notified with information on where the individual has been throughout the building and notify building management if the symptomatic employee tests positive. The employee will be required to self-quarantine for a minimum of 14 days.

- Employees are required to take a COVID test prior to returning back to work. The test must indicate a negative result in order to return back to work. A doctor's note will also be necessary if other work related accommodations need to be made prior to returning to work.
- Individuals who are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted via tracing, tracking, or another mechanism, are required to self-report to their employer at the time of the alert and shall follow the protocol referenced above.

Additional safety information, guidelines, and resources are available at:

New York State Department of Health Novel Coronavirus (COVID-19) Website <https://coronavirus.health.ny.gov/>

Centers for Disease Control and Prevention Coronavirus (COVID-19) Website
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Occupational Safety and Health Administration COVID-19 Website <https://www.osha.gov/SLTC/covid-19>