



## **BCS Employee Return to Work Safety Guidelines and Employee Code of Conduct**

### Welcome Back

As we slowly transition back into society in accordance with the phased plans issued by New York State, an uncertain road remains ahead. Despite the uncertainties, however BCS must reopen and get back to providing in person services, with the safety of staff and clients at the forefront of everything we do. In preparation for re-opening, BCS has wadopted the following plan with the goal of mitigating the potential spread of COVID-19.

As you read this plan and as we re-open, please keep in mind: It is only through the full cooperation of all staff that we will maintain the highest level of safety at BCS.

### **Phased Reopening**

To assist with the transition of returning to the workplace, BCS will take a phased approach to reopening:

**Phase one** will take place between July 6, 2020 and August 31, 2020. During phase one, the following locations will officially open with adjusted staff schedules.

151 Lawrence Street

400 Liberty

691 Fulton

1310 Rockaway

1835 Sterling place

**Phase two** will take place beginning in September. During phase two, all other work locations will open unless otherwise directed. These dates are subject to change.

### **Employees with symptoms of COVID-19**

Prior to coming in to work, employees should self-monitor for signs or symptoms of COVID-19 and stay home if they are sick. If signs or symptoms develop while at work, employees must

inform their supervisor as soon as possible and will be sent home if necessary. Employees who are sent home will be contacted by Human Resources to discuss when they can return to work.

### **Temperature Checks**

All employees will have their temperature taken upon entering the workplace and asked to confirm that they are COVID-19 symptom free. According to the CDC, a temperature of 100.4 is considered a fever. Temperatures will be taken with a “no touch” thermometer by a staff member. Employees who have a fever will be sent home and referred to Human Resources for further direction. Upon entering the workplace, employees will also be asked if they are experiencing symptoms consistent with COVID-19 in accordance with CDC guidelines. Depending on your work location, you may notice spacing decals on the floor to indicate proper distance while waiting to have your temperature checked.

A daily log will be kept confirming that temperature checks were performed. The daily log will record the names of employees, but will not record individual temperatures. If a fever is confirmed, Human Resources will be notified. Moreover, BCS will take steps to ensure privacy during the temperature check process.

Temperature checks for clients will take place in accordance with the guidelines issued by the applicable state agency. Please consult your division director for further details on client temperature checks.

All staff will be asked to sign in to a log at the reception desk in order to facilitate tracing and tracking in the event of a sick employee.

### **Social Distancing in the Workplace**

While in the workplace, employees are expected to maintain at least six feet distance whenever possible in accordance with CDC and New York State guidelines. All rooms will be marked with signs indicating maximum occupancy.

#### *Office Layout*

Each worksite will be assessed prior to opening and all workstations and common areas will be rearranged if necessary, to ensure compliance with this guideline. Desk surfaces are expected to be kept free of all items to facilitate regular cleaning. Items should be stored away after use.

#### *Common Areas*

While common areas such as the kitchen and cafeteria will remain open, employees shall not congregate in these areas, and only utilize these spaces when necessary and when social distancing remains possible. A facemask should be worn in common areas.

Common use appliances such as coffee machines will be removed. Cleaning supplies, such as disinfecting wipes will be available to sanitize high touch areas like the water cooler and microwave after each use.

The detailed plan for appropriate distancing in smaller common area spaces such as bathrooms and elevators will be determined on a site by site basis, and you will be notified by your supervisor for the plan for your specific site prior to your site opening.

Signs will be present on doors, walls and the floor to indicate social distancing expectations around items like the copier, the bathroom and the entrance. Employees are asked to abide by these guidelines.

Hallways less than six feet wide will be one directional. Signs on the wall and floors will indicate the direction of traffic. Employees are asked to abide by these signs.

### *Meetings*

Staff meetings will be held in person only when social distancing is possible in properly ventilated spaces and within occupancy limits. In all other circumstances, meetings will be held virtually. Desktops will be fitted with webcams to facilitate these meetings.

### **Personal Protective Equipment (PPE)**

All employees are required to wear facemasks when social distancing is not possible in the workplace. BCS will provide face masks and gloves to all staff. Employees are expected to wear their facemasks upon leaving their office space as situations in which social distancing is not possible can be difficult to predict.

All requests for PPE must go through the purchasing department through program supervisors. It is critical that all PPE requests follow the appropriate process so BCS can ensure that we have enough PPE available at all times. BCS reserves the right to distribute PPE based on tasks employees are engaged in. PPE should not be shared between staff. Employees are allowed to bring their own PPE, if preferred.

### **Cleaning**

BCS has increased the intensity and frequency of cleaning in accordance with CDC guidelines. BCS checks the CDC website frequently to ensure that we follow the most up-to-date recommendations. A special cleaning protocol is in place in the event of a positive diagnosis in the workspace and for common areas.

Employees will notice both increased hand sanitizer in common areas as well as the availability of cleaning supplies throughout the worksite. Employees are expected to assist in cleaning their workspace throughout the day to ensure the highest level of cleanliness.

## **Ventilation**

BCS is working with our HVAC service contractor to increase the filtration capacity of our HVAC systems. This includes modified filters, more regular duct cleaning, and other devices designed to ward against the COVID-19 virus.

## **Handwashing**

According to the CDC, employees are expected to wash their hands with soap and water for at least 20 seconds when visibly soiled, before eating, and after using the restroom. It is especially important for employees to wash or sanitize their hands upon entering the workplace, and regularly throughout the day.

## **Office Equipment**

Personal office equipment such as pens, staplers, computer equipment should not be shared between employees. Requests for additional supplies should be made via programs' workflow for purchasing supplies.

## **Enforcement**

These safety protocols, put in place in response to COVID-19, are mandatory per BCS policy, and any violation of this protocol will be treated as a violation of the BCS employee handbook. Violations of this protocol may include discipline up to and including termination.

## **Alternative Work Arrangements**

BCS understands that some employees may request alternative work arrangements for a variety of needs. Not all positions are eligible for alternate work arrangements and each request will be evaluated on a case by case basis. However, during phase one, staff members are encouraged to discuss these possibilities with their supervisors'.

For those employees with underlying health conditions, or other health related concerns, please contact your supervisor and Human Resources to discuss possible accommodations.

## **Compliance Contact**

BCS has many different locations and each building may have some additional safety protocols. In the event you witness non-compliance with these guidelines, or have any questions or safety concerns about how BCS is working to prevent COVID-19 in the workplace, please contact Human Resources or complete and submit the following form anonymously:

<https://docs.google.com/forms/d/1cD8GzIG7DDQX-5EC2adCwP5WcalypPPaeFmDJu8V3ig/edit?usp=sharing>

BCS is a non-discriminating organization and does not tolerate retaliation or harassing behavior towards employees for any reason, including COVID-19 related conditions.