

# **S.A.F.E. Place's COVID-19 Preparedness and Response Plan**

*Abbreviated version made available to the public.*

## **Purpose**

In accordance with Executive Order 2020-59, S.A.F.E. Place ("Agency") institutes this COVID-19 Preparedness and Response Plan ("Plan"). The Agency aims to protect its workforce by enacting all appropriate prevention efforts. The Agency is continually monitoring guidance from local, state, and federal health officials and implementing workplace and Plan modifications where appropriate.

This document is an abbreviated version of the comprehensive plan, which is available by contacting S.A.F.E. Place Human Resources at [humanresources@safeplaceshelter.org](mailto:humanresources@safeplaceshelter.org).

## **Employee Work Structure, Screenings, Self-Monitoring, and Return-to-Work**

Employees who are able to perform their essential duties remotely may be permitted to work from home in accordance with approved telework arrangements. Only critical infrastructure workers performing necessary work are directed to report on-site. For such workers, the Agency abides by the recommended social distancing and other safety measures.

Any employee experiencing identified symptoms of COVID-19 should **not** report to work and, upon notification to the Agency, will be removed from the regular work schedule if they display any identified symptoms of COVID-19. Such employees may only resume in-person work upon meeting all return-to-work requirements.

To prevent the spread of COVID-19 and reduce the potential risk of exposure, the Agency screens employees on a daily basis. Employees who develop symptoms during their shift must immediately report to their supervisor and/or Human Resources. The Agency will comply with all federal and state reporting requirements.

Employees who were themselves diagnosed with COVID-19 may only return to work upon confirmation of the cessation of symptoms and contagiousness, proof of which may be acquired via the test-based strategy or the non-test-based strategy.

## **Workplace Flexibilities and Potential Benefits for Employees Affected by COVID-19**

Employees may be eligible for paid and unpaid leaves of absence under the Families First Coronavirus Response Act ("FFCRA"), Executive Order 2020-36, and/or Agency policy. Employees may be permitted to utilize available paid time off provided under the Agency policy concurrently with or to supplement any approved leave.

Under Executive Order 2020-57, and the federal CARES Act, unemployment compensation benefits are expanded in terms of eligibility, amount, and duration. Employees who are unable to report to work for reasons related to COVID-19, and do not qualify for Sick or Family leave, are referred to Human Resources for information on unemployment compensation benefits.

## Shelter Procedures

Shelter staff will make the following adjustments to the layout and capacity of the shelter in order to maintain social distancing.

To maintain the cleanliness of the shelter, Resource Center Advocates will, at the end of their shift, thoroughly sanitize the Resource Center and other identified areas with bleach water.

In addition, all other staff are expected to clean and sanitize their workstation as well as areas they access throughout the day such as bathrooms and kitchens.

## Client Screening

Resource Center Advocates will ask clients, and their child(ren), screening questions upon arrival at the building. Clients are not required to answer any or all the questions to gain entry. Answers are given on a volunteer basis from the client. Refusal to answer will not prohibit the client from accessing services, but the client may be placed in an isolation room on the Family Side or in a hotel.

All clients have the right to a clean and sanitary communal living environment and the responsibility to help maintain the environment, thereby promoting the health and safety of all clients and staff in the building. Should client(s) engage in behaviors that may jeopardize the health and safety of all clients and staff in the building, the client(s) may be moved forward from the Agency's residential shelter and offered alternative placement options and referrals at the discretion of the staff.

## Donations

S.A.F.E. Place recognizes the importance of fiscal and material donations to the agency. Further, the agency appreciates the generosity of the community in supporting our operations. Monetary donations can be accepted by dropping off at the shelter, via mail, or PayPal.

On-site material donations will be accepted following the procedures outlined below:

- Donors will be able to speak with Resource Center Staff via the main door intercom.
- Staff will also inquire whether the donor needs a receipt for their donation at this time. If the donor requests a receipt, the staff will gather the donor's email address and/or mailing address and informs the donor that the receipt will be sent to them via their preferred method.
- Resource Center staff instruct donor to unload materials and set them outside of the main door.

ACCEPTED ITEMS			
New/Gently Used Items	Cleaning Supply Items	Child Specific Items	New/Unopened/Unexpired Items
Pillows (any size)	Paper towels	Baby monitors	Deodorant
Comforters & Blankets (no larger than Full-size)	Toilet paper	Baby wipes	Hair products for People of Color
Twin-size bed linens	Garbage bags (extra-large & tall kitchen)	Diapers (size 4, 5, 6 preferred)	Hygiene products (soap, body wash, shampoo, conditioner, lotion)
Bath towels	High efficiency powder laundry detergent	Pull Ups (size 3T, 4T preferred)	Feminine personal hygiene products (pads, tampons)
Wash cloths	Pine Sol/floor cleaner	Baby powder, lotion, gentle soap	Brushes/combs
	Hand soap & sanitizer	Baby bottles	OTC medications for adults and children
	Bleach	Sippy cups	First Aid supplies
	Clorox/Lysol wipes	Pacifiers	Food (preferably shelf-stable items)
	Dish soap		Plastic/disposable silverware, plates, bowls, cups
	Glass cleaner		Craft supplies (stickers, glitter, glue sticks, construction paper, acrylic paint, markers, colored pencils, paint brushes, stencils)
	Toilet/shower cleaner		
	Sponges, SOS pads		
	Cleaning rags		
	Mops, buckets		
	Brooms, dustpans		
	Toilet plungers		

### Plan Updates and Expiration

This Plan will adapt and expire as needed, as determined by the Agency and in accordance with guidance from local, state, and federal health officials. Agency leadership will review this plan at least on a monthly basis and make any necessary changes.