

COVID Prevention Rules and Requirements

We all look forward to the COVID vaccine and putting this pandemic behind us. As the vaccine rolls out CPC's law office is prepared to assure that our priority team members receive recognition of your priority status and obtain the vaccine within the priority time frame. Our President & CEO has been a great advocate for appropriately including CPC personnel in priority categories. We will follow-up with the appropriate governmental bodies.

But, until we get to the point of widespread general public vaccination, experts predict that the next few months will be difficult and treacherous with COVID contagion danger, as I am sure you all know. The concern extends to people who have experienced COVID, as cases of repeat infections have occurred.

Strictly following the CPC COVID prevention plan presents the best way for all of us to mitigate risk and make it safely through this time period. The following is a recap and update of major Plan requirements. Please review and address any questions to our COVID Prevention Commander, Edgar Pereira, your supervisor, your HR Department or to your CPC law office. Please note, in addition to the paramount health and safety concern, these requirements serve to assure legal compliance and liability risk minimization.

CPC's Basic Rules of COVID Protection and Prevention

1. *"Hands Off, Don't Touch, I Don't Ask Much"*: from others, and from your own face, and from doorknobs, buttons, other shared items without a wipe or wipe down.
 - Always wash your hands with soap and water if available or use hand sanitizer after touching a common item, such as a doorknob, fax machine, copy machine, etc.
2. *Keep Your Distance, six feet, at least Stop in the Name of Love*: when you get six feet apart. Zoom over in-person meetings whenever possible, even if you are in the same facility.
 - Everyone, even when wearing a mask, and even when fully vaccinated must remain six feet apart, except when assisting children or clients. No more group photos shoulder-to-shoulder. Where six feet is impossible, the site must create plexiglass barriers in between.
 - Fully vaccinated is defined as two or more weeks after they received their final vaccine dose.
 - Workspaces must be configured so that all occupied desks are at least six feet apart, no one faces each other at any distance, no one shares regular office spaces at same time. If employees who share an office are both fully vaccinated they may share a regular office space at the same time.

- Absolutely no group meals in any premises, other than children. People may eat with masks off at their desks only when six feet apart from others.
- Schedule client appointments in advance to assure proper staggering.
- Staff schedules at any site must be no more than 30% of normal, with the exception of early childcare and student services.
- Shift to remote work to the fullest extent possible. The above 30% is the maximum - less is better.

3. *Mask Up!* Cover your mouth and nose.

- Everyone must wear at least a three ply (surgical) mask while indoors except when alone behind closed doors or eating seated at your desk with no one within six feet (with exceptions for very young children, residents, other special situations noted in the Master Plan.)
- You must now also wear a cloth mask or the equivalent over your three-ply mask when you come within six feet of anyone else for 10 minutes or more over the course of a 24-hour period. See attached for this Plan update.
- Please affix fresh masks when entering CPC or CPC program space or residential households to deliver CPC services.
- If you are designated to wear a fitted N95 mask due to potentially hazardous exposure continue to do so without any additional mask over the N95.
- If you have any questions about mask wearing - or any other matter, please contact your supervisor, COVID Prevention Personnel, the COVID Prevention Commander, or Rimma Cohen at the law office. We will arrange a consultation with our medical or industrial hygiene consultants.

4. *One at a Time:* in or at elevators, pantries, bathrooms, reception desks.

- Signage must be posted by elevators and bathrooms restricting number of users. Those restrictions must be strictly enforced.
- Elevators may allow 2 occupants. The occupants must follow the markings on the floor of where to stand.

5. *Do not Share from each to none, to each their own:* that includes pens, pads, phones, keyboards, desks, chairs, and everything! Where you must share, including with fax and copy machines, wipe down disinfectant before and after each person's use.

6. *Do not Burst Your Bubble:* stick with your cohort, at all times, isolate if not feeling well:

- Bubbles: Bubbles, or cohorts must be strictly maintained. Clients and staff must only interact with those in their bubble. Staff schedules must be maintained, strictly. No staff should interact with persons not in their bubble. Cleaning personnel who clean multiple bubble spaces must never come within 6 feet of people in spaces they clean.

- Every site must have a designated sick area and designated personnel to assist clients, students, community members, or staff who become sick while on CPC premises or in CPC programs.

7. *Let the Sunshine:* Move activities outdoors whenever possible.

- Maximize outdoor activity
- Let the law office know if you need assistance applying for park, school yard, or street closure permits.

8. *Clean, Clean, Clean, and Clean In Between:* disinfect private spaces daily, common halls and areas twice daily, heavily used areas three or four times daily, and furniture, equipment, other items in between use by different individuals or cohorts.

- 3,2,1 cleaning and disinfecting schedule: All areas must be both cleaned with regular soap and water then disinfected with Clorox, Lysol, or another approved disinfectant. (Contact Rimma to see if your substance is approved.) This must be done at least three times daily in bathrooms, elevators, and other high uses areas; twice in all common areas; once in private work spaces.
- At least one of the heavy use and common area cleanings must involve use of electrostatic cleaners.
- Every site must have a clear schedule for who accomplishes above cleaning. If an outside agency is used, the site must make sure that agency adheres to above standards
- All sites must maintain a surplus of at least one week of supplies of PPEs, disinfectant, and hand sanitizing substances.
- All sites must maintain at all entrance areas, classrooms, distinct work areas, and other strategic locations hand sanitizers and extra supplies of individually wrapped masks in case visitors or staff lose, soil, or lack their own.

9. *Breathe Easy:* open windows, only use spaces with ventilation which meets standards.

- Air ventilation: ALL site supervisors and COVID Prevention Personnel must familiarize yourselves with the air ventilation recommendations at your site AND assure implementation. The correct number of HEPPA filters must be deployed at all times. Filter installation and cleaning recommendation should be implemented ASAP.
- Keep windows, curtains, doors open to the extent safely possible and weather permits.
- When weather forces you inside make sure your air vent systems and HEPPA filters are turned on at all times, including in bathrooms.

10. *Good Plexiglass Makes for Good Neighbors*: wherever you expect others could come within six feet.

- ALL reception areas and security desks must have plexiglass partitions.
- ALL case worker or other spaces where CPC personnel interact with clients or community members must have plexiglass partitions.
- To the extent physically feasible, work stations should have surrounding plexiglass, even if adjoining desks are not used at same time.
- Early childcare and youth programs must only use flame resistant plexiglass alternatives anyplace on their sites. It is preferable for all sites to use flame resistant barriers, but under no circumstances should a heat or fire source be in proximity to a plexiglass barrier.

11. *If You See Something, Do Something*: Let someone know if you spot any breach of the CPC COVID Prevention Plan, no matter how minor.

- If anyone who tests positive was present on CPC premises or in any CPC program at a time following the suspected exposure, whether that exposure took place on or off CPC premises, the person must notify their supervisor or the COVID Prevention Commander.
- Inform the COVID Prevention Commander, your supervisor, HR, or the law office if you observe any violation of or deviation from these requirements or the CPC COVID Prevention plan.
- Don't be bashful: If you have any questions about any COVID related matter please contact your supervisor, COVID Prevention Personnel, the COVID Prevention Commander, or Rimma Cohen at the law office. We will arrange a consultation with our medical or industrial hygiene consultants. You may also always contact the law office anonymously by emailing the General Counsel, Alan Gerson at agerson@cpc-nyc.org or calling Alan Gerson at (646) 723-6896.

12. *No Group Heavy Breathing Activity*: Sorry, no singing, wind instruments, aerobic Exercise, etc.

13. *There's No Place Like Home*: Do NOT come to work when not feeling well, travelled outside "safe" areas, have been exposed, tested positive, no matter how important your office matter, follow quarantine rules. Stay home when you are not scheduled to come in.

- A person without symptoms who tests positive, who took the COVID test because of a possible exposure, must quarantine for 10 days from the date of exposure.
- A person without symptoms who tests positive without pinpointed exposure must quarantine for 10 days from the date of the test.
- A person who has had any COVID symptoms must still meet reentry requirements of 72 hours without fever not using fever suppressant,

improvement in all other symptoms, remaining in quarantine for 10 days from symptom onset, and a doctor's note.

- Asymptomatic travelers entering New York from another country, U.S. State, or territory do no longer need to test or quarantine, but is still recommended for all travelers who are not fully vaccinated.
- All travelers must monitor symptoms daily from day of arrival in New York for 14 days. If any symptoms develop you must immediately self-isolate.
- Closed means closed. During CPC's closure, no program, or appointments or in person services, may take place without special COVID Prevention Commander prior approval, except for pre-designated COVID period continuing services.

14. *Do Go Changing for Me, and You:* put on Gown, N95 mask, gloves, visor, when working with someone who might be sick, or anyone of any age when you anticipate coming in contact with bodily fluid, or when cleaning bathrooms or any other possibly soiled surface or item or with liquid which could splash.

- Anyone whose duties call for work with someone who is sick must be fitted for a N95 mask and have a N95 immediately available for such use. This includes navigators and designated first aide responders.
- You must also receive and wear a face visor, gown, and gloves in situations when your duties could subject you to contact with bodily fluids, either from direct contact with a patient or client, or from splash from bathroom cleaning, or cleaning an area suspected of infection.

15. *AND YOU STILL GOTTA WASH YOUR HANDS:* and wash, and wash, and wash, multiple times during the day, including after using shared items, after touching shared doorknobs, buttons, etc., (better to avoid direct touching by using glove or wipe), after leaving bathroom, after using or touching any item outside of your personal domain. Hand Sanitizers for all!!!!

- Frequently wash hands
- Remember, the NYC Fire Department classifies sanitizer as a flammable substance. Keep sanitizer, including when in liquid form on your hands, away from fire or heat sources. Follow Fire Department placement rules for sanitizer cannisters as set forth in the Master Plan - contact Rimma if unclear.

16. *No Exceptions:*

- Requirements apply to all CPC and subsidiary facilities and programs, even if a program takes place on non-CPC premises.
- Requirements apply to everyone: Team Members, community members, visitors, corporate officers, politicians, clients, part-time and full-time staff, etc.

- If a site does not meet requirements, e.g., ventilation, plumbing standards, that site must be closed until it achieves compliance.

17. Check it out: undertake required screening and maintain required records:

- Everyone entering a CPC site, must be temperature checked every time the person enters or re-enters premises.
- Everyone entering CPC premises must fill out the health questionnaire before proceeding beyond the security or reception area. If received and filled out electronically, the electronic pass suffices for the entire day. If not done electronically, either because the system was down or the person (employee, program participant, visitor) did not receive one, the person must fill it out manually. All reception areas must maintain a supply of back up written questionnaires for this purpose.
- Log it: all sites must keep a log of visitors not regularly scheduled on a given day, including staff, clients, patients, community members, contractors, all persons who move beyond security desk or receptionist.
- All sites must maintain a log of COVID positive or sick persons who the site discovers was on premises or in a program within the past seven days.
- Contact tracing: The supervisor must then notify anyone who might have been exposed to the positive person, within six feet for 15 or more minutes in a 24-hour period.

18. SPECIAL sensitive situations

- First Aid Responders/Sick Person Assistance Personnel/Resource Navigators:
 - All must be fitted for N95 masks and use them or have them available
 - Responders must receive ambu bags; sites must immediately procure AEDs if lacking
 - All must use gloves, gowns, visors when providing assistance, and have that available
- Home Attendants/Personnel Care Assistants:
 - Agency must assure daily monitoring of patients for symptoms, including signs of fever
 - Agency must continue daily wellness checks
 - Where there is any sign that a patient might be positive or have a COVID symptom, home care providers must be fitted for and given N95 masks, gowns, gloves, visors
 - Agency must periodically remind home care personnel and patients of basic practices:

- Visors, gloves, gowns, when dealing with bodily fluids, emissions
 - Use of masks at all time by personnel, and by patients where practical especially when within six feet, except when eating.
 - Six feet distancing, and not directly opposite each other if eat together.
 - Maximize open windows and ventilation to extent weather permits
- Early Child Care/After School
 - Strictly enforce bubbles as indicated above, including with temperature checks
 - "Private space" soft barriers between children during nap time
 - Plexiglass separation when eating
 - Teachers, staff use N95, gloves, gowns, visors when dealing with bodily substances, vomit, etc.
 - No soft toys, except for individual student with non-shared therapeutic toy
 - No singing
 - Common play or other use areas cleaned and disinfected between use by different cohorts
- Construction/ Renovation sites
 - Delay individual relocation until spring, if at all possible
 - Developer or contractor must provide written COVID prevention plan for CPC review to assure it comports with our plan,
 - Where Porto-Toilets must be used, every effort must be made to obtain self-disinfecting state-of-art toilets. If not, disinfecting spray must be provided on hand for thorough spraying before and after each toilet use.
- Apartment Entry by CPC personnel for delivery, repair, or social service:
 - Avoid where possible, do remotely
 - Arrange contactless delivery/service provision, with six feet distance if feasible
 - Advise occupants in advance, give them option of leaving, if non-emergency
 - Always wear masks and advise occupants to wear masks
 - Advise occupants to open windows, weather permitting
 - Obtain COVID status by phone of occupants before arriving, if must enter a COVID positive or sick person residence, personnel must use N95s, visors, gloves, gowns

- Reception
 - All sites, including administrative sites, open for any regular shifts must have a receptionist or security officer on duty at all times. Where a receptionist has other duties, e.g., cleaning, the site must schedule a back up to take over. Temperature checks must be six feet away from where receptionist sits.
 - All reception and security desks, including in Central, must be equipped with plexiglass around their desks. Reception and security must be equipped with visors in case they have to step out from their desks to assist with temperature checks or other matters.

**SEPARATE WE STAND, TOGETHER WE FALL, BUT UNITED THROUGH IT ALL
WE WILL CONQUER THE COVID!!!**

THE ABOVE IS INTENDED AS A HIGH-LEVEL SUMMARY AND NOT A SUBSTITUTION FOR THE FULL PLAN. THE PLAN WILL BE UPDATED AND MADE AVAILABLE BY NEXT WEEK.

Language from the CPC COVID Prevention Master Plan on additional, second cloth mask covering over your three-ply surgical masks.

“CPC strongly advises all personnel to properly wear a cloth mask over your three-ply surgical mask. All personnel who work within six feet of program participants, residents, clients, or patients must wear cloth masks or the equivalent over their three-ply surgical masks in those situations. See below for direction on how to affix masks from our industrial hygiene consultants. The cloth mask you wear on CPC Premises or at CPC programs or while delivering CPC services, including home care, must be different from any mask you wear outside or elsewhere. If you would like a free cloth mask from CPC, please approach your supervisor or COVID Prevention Personnel.

‘The Chinese-American Planning Council, Inc. (CPC; the “Client”) has requested that TRC Environmental Corporation (TRC) conduct a review of recent media attention promoting the wearing of two face coverings in the efforts to help control the spread of COVID-19. TRC recognizes that the United States Centers for Disease Control (CDC) is a leading authority on COVID-19 control guidelines. While CDC has not issued an official statement recommending the use of multiple face coverings, they have issued guidance for users.

Applicability

CPC policies specify that all staff members will use either, a 3-ply medical procedure mask (also referred to as surgical masks or disposable face masks), or a tight fitting N95 mask. The mask type is specified based on job duty.

This document addresses the potential use of double masks, and is specific to the use of a 3-ply medical procedure mask. For the purposes of clarity, N95 masks should NOT be modified or used with any other mask type that may interfere with the fit of the N95 mask. Face shields that do not contact the mask and do not interfere with the mask straps may be worn with N95 masks when needed.

CDC Guidelines

According to the CDC, improving filtration and improving mask fit, are two ways that can increase the protection offered by a face mask. Improved filtration can be accomplished by increasing the number of material layers used in the mask, while improving the fit refers to how a mask is effectively worn on the users’ face. A properly fit mask will sit snugly against the face, and will not have gaps between the mask material and the skin, where droplets from the wearers nose or mouth may escape, unfiltered.

One technique presented by the CDC to improve the filtration and fit of masks, is the use of double masks. The following guidelines are extrapolated from CDC website (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>) on how to properly use double masking. For the intent of this correspondence, TRC is neither recommending for or against the use of double masks. If a user elects to use a double mask, then these guidelines should

be followed:

- *Do not use double masking with a N95 mask;*
- *Double masking should only be used to help create a better seal around your face when using a disposable mask;*
- *The disposable surgical mask must be worn UNDERNEATH the second mask;*
- *The second mask should be a cloth reusable mask;*
- *Make sure you can breathe easily ‘*

Personnel currently required to wear a N95 mask, must continue to wear a fitted N95 without a cloth mask over it. Cloth masks over a N95 provide no extra protection and could be dangerous to you. You must wear the N95 if you fall in one of the following categories or situations, as previously advised: you work with or are likely to work with COVID or COVID symptomatic patients, you are a first aid responder or are designated to assist sick persons, you might come in contact with another person's bodily fluids or excrement, or you are a bathroom or other cleaner who might encounter a splash situation.

CPC will strongly encourage CPC clients, patients, program participants, residents, community members, service recipients, and visitors to wear the cloth masks over the three-ply except when medically contra-indicated and except also for the following: early childcare care pupils, residents in their own apartments or homes with only a regular or substitute service provider or co-residents present. CPC will provide such encouragement with signage, requests by receptionists or security, and availability of free, clean cloth masks or the equivalent.”