



# PROTOCOLS FOR OPERATION WORKPLACE

**TITLE:** Covid-19 daily health assessment

**APPLIES TO:** All Staff

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**PURPOSE:** Every staff member returning to a VNSNY physical office space is **required** to complete the assessment **daily and before** arriving to a VNSNY office space to screen for signs/symptoms of Covid-19.

**PRACTICE:**

- Log into Workday, click on **requests** in the application section of the home page, click **create request** under actions. In the request field type, select **all** and choose **Covid-19 daily self-health assessment**.
- Follow the instructions at the top of the assessment and answer a series of questions about signs/symptoms and exposure to Covid-19 and click submit.
- **If you answer Yes to any of the questions, you must contact the CERT team at 212-216-9970 for next steps as you may not be able to work from the office.**
- CERT will inform you if you need to Isolate yourself at home, continue to self-monitor your symptoms, and/or call your health care provider.



# PROTOCOLS FOR OPERATION WORKPLACE

**TITLE:** Hand Hygiene in the Workplace

**APPLIES TO:** All Staff

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**PURPOSE:** To safely and effectively clean your hands to reduce the spread of germs, viruses and bacteria.

**PRACTICE:**

**Using Soap and Water**

- Please maintain 6 feet apart from others and wear a mask/face covering while at the sink.
- Always wash your hands if they are visibly soiled.
- Wet your hands with clean running water (warm or cold), apply soap.
- Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
- Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song twice.
- Rinse your hands under clean, running water.
- Dry your hands using a clean paper towel. Please ensure your hands are dry before touching other surfaces!
- Use a clean paper towel to turn off a manual faucet.

**Using Alcohol-based Hand Sanitizer**

- Use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Put enough sanitizer on your hands to cover all surfaces, including fingertips, between fingers and under nails.
- Rub your hands together until they feel dry (this should take around 20 seconds). Please ensure your hands are dry before touching other surfaces!
- Do not rinse or wipe off the hand sanitizer before it’s dry; it may not work well against germs.



# PROTOCOLS FOR OPERATION WORKPLACE

**TITLE:** Requirement for Mask and Face Coverings While In the Workplace

**APPLIES TO:** All Staff

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**PURPOSE:** To ensure all staff entering the workplace protect themselves and each other from airborne viruses, germs and bacteria.

**PRACTICE:**

- All staff are required to wear a mask or face covering while in the office. Masks may be removed to eat, drink and while at your workstation, as long as you are maintaining at least 6 ft apart from a colleague.
- Masks or face coverings must cover the nose and mouth to be effective.
- Masks should be removed and replaced when visibly soiled or wet and discarded in trash bins.
- Cloth face coverings should be washed daily after each use.

**Wear a mask or face covering.** It's required, and it's the right thing to do to help stop the spread of viruses, germs and bacteria. **Make sure it covers your nose and mouth.**



# PROTOCOLS FOR OPERATION WORKPLACE

**TITLE:** Café Hygiene in the Workplace

**APPLIES TO:** All Staff

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**PURPOSE:** To safely perform Café hygiene and properly use kitchen items including refrigerator, coffee machines, water & ice machines, microwaves, and sinks.

**PRACTICE:**

- Wash your hands with soap & water if visibly soiled.
- Please maintain 6 feet apart from others and wear a mask/face covering.
- Use hand sanitizer located in the café area.
- Put on gloves and prepare your food or drink.
- Wipe down any soiled surfaces before removing your gloves. Wipes are available for people to use in the café areas.
- Remove gloves and dispose of them in trash bin.
- Use hand sanitizer again and wash your hands with soap& water if visibly soiled.
- Employees will **not be allowed** to wash dishes in the sink. Please take your dirty items home with you.



# PROTOCOLS FOR OPERATION WORKPLACE

**TITLE:** Outdoor Terrace Guidelines

**APPLIES TO:** All Staff

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**PURPOSE:** To safely use the Outdoor Terrace at the workplace.

**PRACTICE:**

- Please maintain 6 feet apart from others and wear a mask/face covering.
- Prior to entering the terrace, use hand sanitizer, wipe down any common surfaces before & after each use.
- Visibly soiled hands need to be washed with soap & water.
- Furniture will be placed in an appropriate, socially distant way. **Please do not move furniture around.**
- If eating or drinking on the terrace, please dispose of your trash in the trash bins. Upon exiting the terrace, use hand sanitizer and wash your hands with soap & water if visibly soiled.
- Wipes are available for people to use in the café areas and terrace to clean up after yourself.
- Employees will **not be allowed** to wash dishes in any sinks. Please take your dirty items home with you.



# PROTOCOLS FOR OPERATION WORKPLACE

**TITLE:** Use of Copier/ Printer Station(s)

**APPLIES TO:** All Staff

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**PURPOSE:** To ensure all staff safely use shared equipment while in the workplace.

**PRACTICE:**

**Prior to using a copier/printer/fax machine:**

- All staff must maintain at least 6 feet apart from each other and wear a mask/face covering.
- Use hand sanitizer and cover all surfaces, including fingertips, between fingers and under nails and let dry.
- Put on gloves.
- Complete your task.

**When you have completed your task:**

- Remove gloves and dispose in trash bin.
- Use hand sanitizer again.
- Wipes will be made available for your use but are not required.



# PROTOCOLS FOR OPERATION WORKPLACE

**TITLE:** Using Bathrooms in the Workplace

**APPLIES TO:** All Staff

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**PURPOSE:** To safely use bathrooms in the workplace.

**PRACTICE:**

- When opening the door, please ask how many people are in the bathroom to ensure ability to maintain 6 feet distance.
- Follow guidance for that bathroom for allowed number of people at any given time.
- Maintain at least 6 feet apart from others and wear a mask/face covering.
- Follow hand washing protocols after use.
- Wet your hands with clean running water (warm or cold), apply soap.
- Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
- Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song twice.
- Rinse your hands under clean, running water.
- Dry your hands using a clean paper towel. Please ensure your hands are dry before touching other surfaces!
- Use a clean paper towel to turn off a manual faucet.
- Open the door with a paper towel and discard in trash bin.



# PROTOCOLS FOR OPERATION WORKPLACE

**TITLE:** Staff Who become Ill at Work and Isolation Room Usage in the Workplace

**APPLIES TO:** All Staff

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**PURPOSE:** To ensure staff who become ill at work remove and/or isolate themselves when appropriate.

**PRACTICE:**

- Please maintain 6 feet apart from others and wear a mask/face covering when entering the workplace.
- The Daily News Building will utilize non-invasive, thermal temperature scanning upon entrance to the building.
- If you have a temperature of 100.4 or greater, you will be moved to a separate area in the lobby and re-scanned after 10 minutes. If your temperature is 100.4 or greater, you will not be allowed into the workplace.
- Call CERT (Clinical Expert Response Team) at 212-216-9970 for next steps.
- You must notify your manager of the guidance you receive from the CERT team, leave the premises immediately, and contact your health care provider.

**If you become ill while at work:**

- If you become ill while in the workplace, you must notify your manager, leave the premises immediately and contact your health care provider. If you are experiencing COVID-related symptoms, please call CERT at 212-216-9970.
- If you are unable to leave the workplace due to your illness, please notify your nearest colleague and manager, put on your mask, and go to the nearest dedicated isolation room located on your floor.
- If you are escorting an ill worker, please ensure you wear your mask before you assist them to the isolation room.
- PPE (personal protective equipment) will be available in each isolation room, clearly marked near the entrance of the room for use by the ill employee and person assisting them. Masks, gloves and gowns will be in the kit for use by the ill worker and person assisting them. **For all staff too ill to leave the premises by themselves, please dial 911 immediately.**
- Call CERT (Clinical Expert Response Team) at 212-216-9970 for next steps.