

Powerhouse Arts

COVID-19 Return to Work Safety Plan

Industry	Manufacturing
Address	98 4th Street Suite 406 Brooklyn, NY 11231 Satellite locations: <i>58-60 Seabring St, Brooklyn, NY</i> <i>5 Sigourney St, Brooklyn, NY</i>
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I. INTRODUCTION

The following is a COVID-19 Reopening Safety Plan based on mandatory State and City guidelines for returning to work safely during NYC's phased approach to re-opening businesses. This document, and the included guidelines, policies, and procedures will be reviewed, updated and posted in conspicuous locations on a regular basis.

Our goal is to enact policies and procedures that make in-person working as safe as possible for our staff, when there is a need to work in Powerhouse Arts spaces. Staff will be expected to continue to work remotely when possible.

Work that may be done on Powerhouse premises include tasks related to active projects that are reliant on Powerhouse equipment, and contactless pick-ups and drop-offs related to those active projects. Examples of work that must continue to be done remotely include virtual meetings and all tasks that can be performed on laptops.

Staff will be notified should any of these guidelines change.

Any questions about this Plan may be directed to:

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Director of Human Resources

yarisbeth@powerhousearts.org

718-522-1400 x125

II. WHAT TO EXPECT WHEN YOU RETURN TO WORK

1. Mandatory Health Screening Assessments

a. Screenings Overview

Daily health assessments are required by New York State for all employees returning to work (as well as essential visitors). Employees must complete an assessment to be allowed access to enter the workspace. These responses must be reviewed and documented everyday. The mandatory health screening assessment will consist of two parts: a short questionnaire and a temperature reading.

- i. The assessment, including both the questions and temperature check must be completed prior to coming into work. [The Assessment can be found here.](#)
- ii. Employees with a temperature of 100.4 or above, or answer “yes” to screening questions related to COVID-19 symptoms must stay home.
- iii. Employees who answer “yes” to screening questions regarding contact with a confirmed or suspected person with COVID-19, but are not experiencing any symptoms should inform the Director of Human Resources and may be able to work with additional precautions, including regular monitoring for symptoms and temperature, required face covering all times, and appropriate social distancing from others.
- iv. Employees will be provided with a thermometer if needed. There will also be thermometers on site, in the event that employees need to check their temperature during the workday.
- v. The Director of Human Resources will review all Assessments daily and maintain a record of which employees were screened, how many employees were permitted to work, and how many employees were required to stay home. Individual health data will be deleted daily and will not be stored, unless assessment indicates symptoms/positive test results.

b. Screening Assessments for Non-Powerhouse Staff

Client and consultant/contractor visits to Powerhouse should be kept to a minimum at this time. If it is determined that a client should be given access to collaborate on Powerhouse premises, they will be required to complete the same health assessment as staff.

c. Screenings locations

While the majority of screenings will take place off site, designated areas will be available in the event that a temperature check is needed during the work day.

58-60 Seabring St	<ul style="list-style-type: none"> • 6' screening area will be taped off to the right of the entrance breezeway • We are unable to accommodate parking in the outer or inner driveway
5 Sigourney St	<ul style="list-style-type: none"> • 6' screening area will be taped off in the loading dock area
90 Verona St	<ul style="list-style-type: none"> • 6' screening area will be taped off in front of the bookshelves
98 4th St	<ul style="list-style-type: none"> • Suite 405

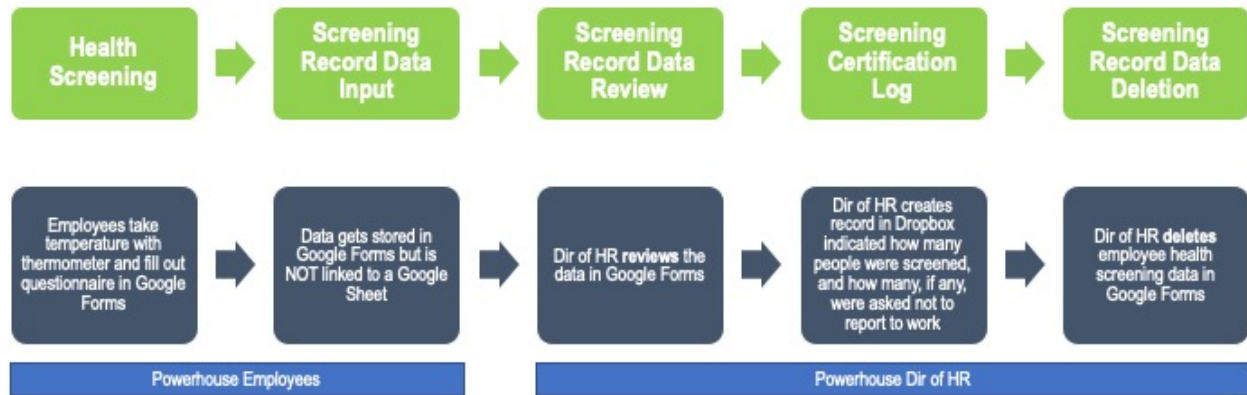
d. Health Data

- i. Powerhouse will apply strong administrative, physical, and technical safeguards to protect the personal information, including any medical information, obtained and processed in connection with the administration of COVID-19 assessments under this policy. Such policies and procedures shall include Powerhouse's existing and applicable data privacy and security procedures, the terms of which are incorporated herein by reference. All employees involved in the COVID-19 assessment with access to confidential personal information shall execute a confidentiality agreement.
- ii. **Access and Storage.** Only Powerhouse personnel directly involved in the administration of COVID-19 assessments under this policy, designated members of the HR and IT departments, may have access to the results of COVID-19 assessments administered under this policy and personally identifiable information collected in connection with the administration of such assessments. To the extent such information is stored on Powerhouse's information systems, it will be held in a secure, password protected database, in a restricted access area of Powerhouse's servers to which only the persons referenced above in this paragraph have access.
- iii. **Use of COVID-19 Assessments Results.** The results of the COVID-19 assessments administered under this policy may be used only for the purposes outlined in this policy. Specifically, Powerhouse will use such results solely to help ensure the health and safety of employees and persons in the environments where they are working.
- iv. **Disclosure of COVID-19 Assessments Results.** The results of COVID-19 assessments under this policy will not be disclosed outside Powerhouse except (i) as required or permitted by law including, but not limited to, in response to a court order or demand from a federal, state, or local public health agency, (ii) in accordance with recommendations from the CDC or other public health authorities, or (iii) upon receipt of the employee's written consent or authorization. This means that COVID-19 assessment results under this policy will not be disclosed to any medical, insurance or other parties by Powerhouse, except as provided above.

v. **Retention and Destruction of COVID-19 Assessments Results.**

In accordance with state and local guidance, we will securely destroy COVID-19 assessment results on a daily basis following our mandatory daily review of those results and requisite documentation, unless assessment indicates symptoms/positive test results. Assessments that indicate symptoms will be kept for 30 days.

Health Assessment Data Flow/Process



2. Response to a Positive Case

a. Immediate Response

- i. Employees who present with COVID-19 symptoms (*i.e., fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea*) should stay home, or if already at work, will be sent home, to contact their health care provider for medical assessment and COVID-19 testing. In either case, the employee should notify the Director of Human Resources directly.
 1. If tested positive, the employee may only return to work after completing a 14-day quarantine at home. Employees who present with no symptoms but have tested positive in the past 14 days may only return to work after completing a 14-day quarantine.
 2. If testing is not available, employees will be allowed to return to work 10 days after illness onset and at least 3 days (72 hours) after recovery. Illness onset is defined as the date symptoms begin. Recovery is defined as resolution of fever without the use of fever-reducing medications with progressive improvement or resolution of other symptoms.

b. Protect Other Employees

- i. Powerhouse will inform fellow employees of their possible exposure but maintain confidentiality as required by the Americans with Disabilities Act.

- ii. Fellow employees should self-monitor for symptoms.
- iii. Powerhouse will work to identify the individuals—including colleagues, customers, visitors, and vendors—the infected employee came into contact with during the 14 days prior to testing positive or first displaying symptoms.
- iv. Powerhouse will notify affected customers, visitors, and vendors and instruct those employees who came into contact with the sick employee within the 14 day period to go home and self-isolate for 14 days, working remotely if possible.
- v. Employees should not return to work until the criteria to discontinue home isolation are met.
- vi. OSHA recordkeeping requirements mandate covered employers record certain work-related injuries and illnesses on their OSHA 300 log. OSHA released new guidance May 19 that employers are responsible for recording a COVID-19 case if it is confirmed as a COVID-19 illness, meaning that the individual has at least one respiratory specimen that has tested positive for COVID-19; is determined to be work-related using reasonably available information; and involves one or more of the general recording criteria, such as medical treatment beyond first aid or days away from work. A COVID-19 case may also be reportable if it is work-related and leads to death or hospitalization.

c. Workplace Environment

- i. Based on the potential breadth of exposure to COVID-19, Powerhouse will consider closing immediately, coordinating with employees to work remotely if possible.
- ii. We will perform enhanced cleaning and disinfection after persons suspected or confirmed to have COVID-19 have been in our facilities, following CDC cleaning and disinfection recommendations.
- iii. To the extent employees will be performing cleaning and disinfection, Powerhouse will train employees on new products being used in the workplace for cleaning and disinfection purposes and any corresponding hazards in accordance with appropriate OSHA standards.
- iv. Powerhouse will collaborate with local and state health departments to ensure appropriate protocols and guidelines, such as updated/additional guidance for cleaning and disinfection, are followed, including for identification of new potential cases of COVID-19.

3. Enforcing Social Distancing at Work

- a. Powerhouse is required to ensure a 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time

personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.

- b. Tightly confined spaces can be occupied by only one person at a time, unless all occupants are wearing face coverings. If occupied by more than one person, we must keep occupancy under 50% of maximum capacity.
- c. Social distancing markers will be posted using tape or signs that denote 6 ft. of spacing in commonly used areas and designated health screening areas.
- d. In-person gatherings must be limited as much as possible. Use tele- or video-conferencing whenever possible. Any essential in-person meetings should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- e. Staff must use established designated areas for pick-ups and deliveries, limiting contact to the extent possible.
- f. Staff are required to continue to work remotely whenever possible.

4. Cloth Face Coverings

- a. Powerhouse will provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement. We will stock disposable surgical masks, as well as disposable rubber gloves. Cloth masks may be used instead of or in addition to surgical masks.
- b. Face coverings must be cleaned (cloth masks) or replaced (surgical masks) after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

5. Cleaning

- c. Powerhouse will adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and provide and maintain hand hygiene stations at all work sites including handwashing with soap, water, paper towels and alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible. Good hand hygiene will be promoted with signs posted at every hand hygiene station.
- d. Directors at each worksite will be responsible for monitoring inventory and ordering on an ongoing basis to ensure supplies are fully stocked.
- e. Directors will be responsible for maintaining a cleaning log at each worksite. The log will be kept at the Director's desk.
- f. Cleanings will happen via the schedule in Appendix E. Shared objects will be cleaned multiple times per day.
- g. We are required to limit the sharing of objects and discourage touching of shared surfaces. When in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash your hands before and after contact.

Common objects that are likely to be shared between employees include:

Commonly Touched Surfaces	5 Sigourney Street	58-60 Seabring	90 Verona Street	98 4th Street
Door knobs	x	x	x	x
Light Switches	x	x	x	x
Toilet	x	x	x	x
Sink Faucets	x	x	x	x
Coffee Maker	x	x	x	x
Refrigerator handle	x	x	x	x
Air conditioners	x	x	x	x
Microwave	x	x	x	x
Printers/Copiers	x	x	x	x
Water Dispenser	x	x	x	x
Fans	x	x	x	
Alarm System	x	x	x	
Master locks	x	x	x	
Machine Power Switches	x	x	x	
Computer Keyboards	x			
Washout Sprayer Handle	x			

6. Communications and Signage

- a. Signage has been posted throughout worksites to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of face coverings and gloves, and cleaning and disinfecting protocols.
- b. This Reopening Safety Plan will be distributed to all employees and essential visitors so that they are aware of and may follow the guidelines. The Director of Human Resources will provide any updates to this plan or new related information to staff via email.
- c. Directors at each work site will maintain a continuous log of every person who enters the premises and has contact with staff; excluding deliveries that are performed with appropriate face coverings or through contactless means; and excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.

APPENDIX A: REFERENCES

- <https://forward.ny.gov/regional-unpause-dashboard>
- <https://forward.ny.gov/phase-one-industries>
- <https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/ManufacturingShortGuidelines.pdf>
- <https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/ManufacturingMasterGuidance.pdf>
- https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/NYS_BusinessReopeningSafetyPlanTemplate.pdf
- <https://www1.nyc.gov/assets/doh/downloads/pdf/imm/covid-19-reopening-manufacturing-guidance.pdf>

APPENDIX B: CAPACITY

Per New York State requirements, worksites are limited to 50% capacity at this time:

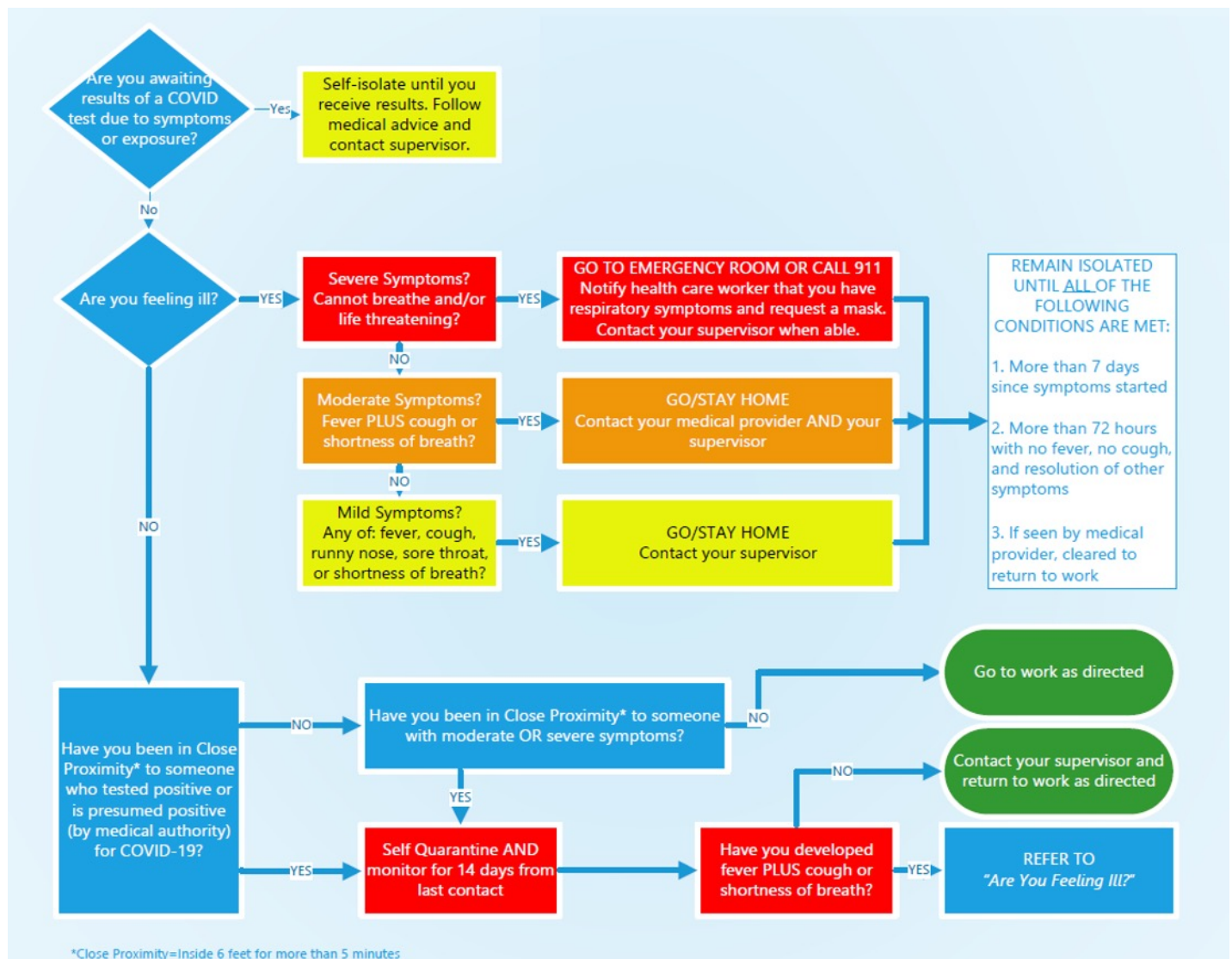
Location	Capacity as per CoO	CoO Year	50% Reduced Capacity
58-60 Seabring St	40	1998	20
5 Sigourney St	20	1959	10

References:

DOB - CoO for 5 Sigourney St

DOB - CoO for 58-60 Seabring St

APPENDIX C : EMPLOYEE SYMPTOM AND ISOLATION DECISION TREE



This content has been informed or adapted from CDC and WHO guidelines, from online conversations with the Venture and Business Community, publicly available information, including original content in the [Safe Work Playbook by Lear Corporation](#) and www.lifelabslearningcorporation.com, Newmark Knight and Frank <http://www.ngkf.com/> and generously shared online.

APPENDIX D: CLEANING SCHEDULE

Area	Daily	Weekly
Bathrooms	<ul style="list-style-type: none">• Beginning of day• End of day• Staff should wipe down the sink basin, faucet knobs, toilet flush knob, and door handles after each use of the restroom.	<ul style="list-style-type: none">• Greenhouse Eco Cleaning
Kitchen/Pantry Areas	<ul style="list-style-type: none">• Beginning of day• End of day• Staff should wipe down counters and basins after use.	<ul style="list-style-type: none">• Greenhouse Eco Cleaning
Workshop Areas	<ul style="list-style-type: none">• Beginning of day• End of day	<ul style="list-style-type: none">• Greenhouse Eco Cleaning
Ingress/Egress	<ul style="list-style-type: none">• Beginning of day• End of day	<ul style="list-style-type: none">• Greenhouse Eco Cleaning
Delivery/Pick-Up Zones	<ul style="list-style-type: none">• Beginning of day• End of day	<ul style="list-style-type: none">• Greenhouse Eco Cleaning

APPENDIX E: CLEANING LOG

[illegible]

APPENDIX F: VISITOR LOG

[illegible]