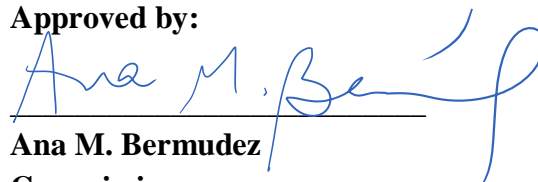


Procedure #COVID-19-06
June 2, 2020

THE CITY OF NEW YORK
DEPARTMENT OF PROBATION

Approved by:



Ana M. Bermudez
Commissioner

Policy Statement

Guidance and Direction on NYC Probation COVID-19 Office Reconstitution

Coronaviruses are a group of viruses that can cause illnesses ranging from mild diseases, such as a cold, to more serious illnesses, such as pneumonia. Recently, a new coronavirus was detected that had not been previously seen in humans. The disease, called COVID-19, can be spread from person to person.

Health officials are still learning about the spread and severity of a novel (new) coronavirus. The infection, called COVID-19, can be spread from person to person between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes, regardless of whether the person is symptomatic or not.

This EPAP is focused on providing guidance and directives regarding the reconstitution of DOP offices as we gradually increase in-office staffing levels and begin to reopen to non-employees. Because this will be a phased process, the “Guidance and Direction on NYC Probation Response to COVID-19” EPAP will also remain in effect until further notice.

This EPAP will be updated as new and additional information becomes available. **All DOP staff are further advised and directed to continue to monitor their agency e-mail, which can be remotely accessed at office.com for updated and real-time information. Information will also be posted to the agency Intranet and via the DOP COVID-19 Sharepoint site which is also accessible at office.com and via mobile app.**

Specifics

Overview

We are taking proactive and precautionary steps to do everything possible to ensure the safety and health of all DOP employees, people on or otherwise engaged with probation and the communities we serve as we work toward the reconstitution of DOP offices and resuming, when necessary and appropriate, the in-person provision of office-based services and/or programming.

To this end, when New York City enters Phase One Reopening from New York State “Pause,” expected to begin on June 8, 2020, we will begin increasing the numbers of staff physically working at our offices in stages.

We are anticipating a maximum number of employees at each office at any one time as a percentage of our pre-COVID-19 headcount with the anticipated maximum individual office capacities as follows:

- Phase A: 25% of pre-COVID-19 staffing level working in-person/in-office at any one-time
- Phase B: 50% of pre-COVID-19 staffing level working in-person/in-office at any one-time
- Phase C: 75% of pre-COVID-19 staffing level working in-person/in-office at any one-time
- Phase D: 100% of pre-COVID-19 staffing level working in-person/in-office at any one-time

The specific timing for these phases and determinations regarding affected functional units and individual staff schedules, as well as access for clients and/or other public visitors, have not yet been made. The specifics will be decided based, at least in part, on a divisional and local office basis, on the progress and impact of the broader New York City citywide reopening efforts and timetables and for our court-based functions will necessarily be articulated with court reopenings and business processes.

Office-Based Health and Safety Strategies and Plan

In accordance with all relevant expert guidance, we will utilize the following strategies to mitigate risk for staff and those on probation, and to the communities we serve:

I. PEOPLE

A. Physical Distancing

- Ensure 6 ft. distance between all persons, unless safety or core function of the work activity requires a shorter distance.
- Any time people are less than 6 ft. apart from one another, they must wear acceptable face coverings.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, occupancy will be kept to under 50% of maximum capacity.
- Physical (social) distancing markers will be utilized in commonly used and other applicable areas on the site (e.g. reception desks, waiting areas)
- Workspace reconfiguration and/or physical barriers will be considered when and where physical distancing is not an option.
- In-person gatherings will be limited as much as possible and use of Teams or other video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate physical distancing among participants.

II. PLACES

A. Protective Equipment

- Face coverings will be available for staff and visitors.
- The sharing of objects and touching of shared surfaces will be limited and discouraged; when in contact with shared objects or frequently touched areas, gloves will be available; staff should sanitize or wash hands before and after contact.

B. Hygiene and Cleaning

- Hand hygiene will be encouraged including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer for areas where handwashing is not feasible.
- Regular cleaning and disinfection of offices including shared objects and surfaces, as well as restrooms and common areas will be conducted.

C. Communication

- Signage will be posted to remind staff and other visitors site to adhere to proper hygiene, physical distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- On-going communication for employees, clients, community members and other visitors will continue and provide the most updated information.
- A site-based log of every non-staff, and non-scheduled, staff person, visiting each office location will be maintained.

III. PROCESS

A. Scheduling

- Offices will be staffed on a rotating basis with employees working staggered schedules and hours.
- Client visits will take place on a pre-scheduled basis, as practicable.

B. Screening

-A mandatory health screening assessment will be conducted before employees begin work each day and for essential visitors, asking about COVID-19 symptoms -:

Have you, or someone you have been in close contact with, experienced any of these symptoms for the first time in the last 7 days? Answers should be limited to "Yes, I have one or more," or "No, I don't have any." (The employee does not have to indicate which symptom(s) they have): a. Fever b. Cough c. Shortness of breath or difficulty breathing d. Sore throat e. Chills f. Muscle pain g. New loss of taste or smell
1 2. Are you currently experiencing any of the symptoms in described in Question 1?

- At the discretion of the Commissioner, in addition to the screening of employees and/or visitors for signs and symptoms, DOP may undertake temperature screenings at designated DOP facilities and/or DOP programs through the use of a no-touch thermometer. Employees and/or visitors with a temperature of 100.4 degrees F or greater shall be denied entry.

C. Contact tracing and disinfection of contaminated areas

-Cleaning and disinfection of contaminated areas, and contact tracing, will take place in the event of a positive case.

Additional health and safety procedures and directives can be found in the "Guidance and Direction on NYC Probation Response to COVID-19" EPAP will remain in effect, and continue to be updated until further notice.