



## **Future 5 On-Site Coronavirus Safety Protocol (as of July 17, 2020)**

As all of us are very aware, the Coronavirus disease (COVID-19 virus) is upon us and, as always, the health and safety of our members, their families, volunteers and staff are of paramount importance. On March 13, 2020, in compliance with the State of Connecticut shelter-in-place mandate, **Future 5** moved its primary operations to a virtual platform. Now in order for **Future 5** to continue to maintain its relationship based work with under resourced students we must get back to meeting with our young people. **Future 5's** plan will be to phase in in-person activities with strict adherence to the guidelines established by our state and local governments.

As we re-engage in-person work, we must commit to not only our responsibility to ourselves but to others. This includes a commitment to keeping each other and the students we work with safe. Regular use of masks and a commitment to physical distancing is an important commitment everyone needs to make.

How do we adhere to “social distancing” while remaining connected will be a critical part of our successful re-entry. **Future 5** was born out of the basic human need for connection. We can not allow this virus to deprive our students of this fundamental need. We must adhere to our strong belief that young people in our community require connection to thrive, we can not allow them to slip back into isolation and limited opportunity.

As we plan for the return of our staff, students and volunteers so we can resume programming, we are vigilant on enhanced safety protocols to do everything we can to keep people safe:

### **Summer 2020**

The State of CT started opening select businesses on May 20<sup>th</sup> and moved into Phase 2 on June 17<sup>th</sup>. The State and City of Stamford have compiled the following guidelines for offices to reopen in as safe a manner as possible and to prevent the transfer of the virus. These rules and guidance are updated continually and **Future 5** will modify regulations in accordance with these modifications. Current governmental guidelines include:

- Capacity limit of 50% occupancy
- Strict cleaning and disinfecting protocols in all settings.
- Facemasks should continue to be worn in public at all times.
- Indoor gatherings will be restricted to a maximum of 5 people. (raised to 25 people as of June 17, 2020)
- Outdoor gatherings will be restricted to a maximum of 25 people (raised to 100 people as of June 17, 2020)

On June 18, 2020 **Future 5** received the Reopen CT badge which signifies the completion of the self-certification to reopen through The CT Department of Economic and Community Development.



## **STUDENTS/COACHES/VISITORS**

**Future 5** believes returning to in-person student meetings are critical to meeting our mission and providing the supportive, nurturing environment needed by our students. **Future 5's** rationale is that the work we do, requires in-person support, guidance and follow-up in order to continue to develop critical relationships and remain connected to our students it is imperative to work with them in person and provide them with the safe space and community they rely on at **Future 5**. With this in mind all student meetings will adhere to the following guidelines:

Everyone will be subject to protocol as follows:

- Everyone (or parents of all students under the age of 18) will be provided this (or most updated) set of guidelines and a permission slip/waiver. No one will be allowed to remain at **Future 5** until this is returned.
- Everyone's temperature will be taken at entry of **Future 5** premises, anyone with a recorded temperature above 99 degrees will not be allowed to remain on site.
- No one who has traveled to any state on the State of Connecticut's mandated quarantine list will be allowed on-site within 14-days of returning to Connecticut.
- Everyone will be required to wash their hands with soap and water or use hand sanitizer upon entry
- **EVERYONE must wear a face mask at ALL TIMES at Future 5**
- No one will be allowed to shake hands
- Social distancing must be maintained
- Anyone unable to follow these rules, may be asked to leave the premises
- Meetings will occur outside whenever possible.
- Staff, coaches and students are permitted to meet in other outside public venues in Stamford as long as all the basic safety guidelines of social distancing and face masks are adhered to.
- **Future 5** will provide masks to anyone in the event they do not have their own readily available.
- No one will be permitted to transport students in vehicles



During this initial re-entry our goals will include:

- Connecting in-person (within safety guidelines outlined in this document) to ensure their well being and continue continuity of our community and support
- Working with our members to re-connect, review their progress, obstacles and needs
- Move forward with the HS Class of 2021 on their college/post-secondary process
- Work with our rising College Freshman to ensure preparedness for matriculation
- Until revised, **indoor student meetings** will be limited to **5 people** but only where articulated social distancing can be insured.
- **Outdoor student meetings** will be limited to **10 people** under the same mask and spacing guidelines

## **ENHANCED CLEANING PLAN**

**Future 5** is following CDC and the State and City's guidelines for cleaning and disinfection practices. Routine cleaning and disinfecting are an important part of reducing exposure to COVID-19.

### **What Future 5 is doing:**

All employees are responsible for maintaining a clean desk area to facilitate effective cleaning measures.

Upon arrival each day and throughout the day, as necessary. Staff are responsible for wiping down their individual work space:

- Desk
- Phone
- Computer Equipment
- Chair

High frequency touch points in the office will be cleaned 2 times per day by a staff member based on the rotational schedule determined by the Executive Director.

Shared equipment (copy machine, fridge, water coolers) should be wiped down after each use by individual who has used each item.

**Future 5** will provide adequate supply of appropriate cleaning products to facilitate this.

### **135 Atlantic Space**

Given the low traffic in the summer, 135 shall be commercial cleaned 4x/week (M-Th). At the end of the summer, this will be evaluated and increased if office traffic warrants additional commercial cleaning .



On any day the commercial cleaner may not be engaged. All high touch surfaces will be wiped down with commercial grade cleaning solution at the beginning of the work day in a staff rotation to be determined by the Executive Director.

#### **400 Main Street Space:**

The cleaning crew at 400 Main Street disinfects high touch areas every week night in **Future 5** suites (200 and 212) as well as in common areas of the building. (light switches, door handles, elevator walls, stairway rails, bathroom sinks, toilet handles, bathroom separators, garbage cans and the main entrance.) Common area tables are cleaned daily by **Future 5** staff and will be included in mid-day cleaning if visitor traffic warrants it.

#### **Additional Operational Safety Protocols:**

- All interior doors will be propped open to minimize touch points
- Mid-day standard of cleaning high touch points will be made and a log kept on execution
- **Future 5** will maintain physical distancing policy. All employees, students, and visitors to the space will be expected to keep a minimum of 6 feet (approximately 2 arms lengths) between themselves and others
- During any/all in-person meetings all attendees will have a mask covering their nose and mouth and maintain above physical distancing guidelines.
- Emergent research suggests that outside activities pose less risk than those conducted indoors therefore we will make all efforts to meet with our students outdoors whenever possible.

#### **GENERAL OFFICE ARRANGEMENTS**

**Future 5** will **slowly** and **conservatively** begin working on-site and will utilize the following guidelines:

- Working on-site at a level well **below** the 50% capacity
- Staff schedules and student/coach meetings are arranged to maintain 6ft between active work spaces.
- Social distance markers are placed around desks and shared equipment to encourage everyone to remain 6ft apart.
- Until determined otherwise, the small storage room may not have more than 1 person in it at a time and must be wiped down after usage.
- Daytime flow of traffic within the office - should adhere to practice of social distancing



- If there are more than 6 people total at any given time in 135 and 400 Main Street (suite 200) the following space ingress-egress pattern must be adhered to: Enter through 135 Atlantic Street and exit through 400 Main Street.
- Shared equipment should be wiped down after each use.
- No one shall share workspaces. computers, phones
- All visitors should have an appointment
- Signage is posted throughout **Future 5** to reinforce these policies.
- A visitor will be responsible for wiping down any equipment used during their visit to **Future 5** (chrome books, desktops, copier machines etc)

**Anyone who is feeling ill should not come into the office.**

IF an employee, student or coach tests positive for COVID-19 the person should not return to **Future 5** until the criteria to end home isolation is met as instructed by a healthcare provider and/or state and local health departments.

IF a member of our community (employee, student or coach) comes in contact with someone who tests positive for COVID-19, this person should not come to Future 5. Please report in to the Executive Director (Rachel Dewey [rdewey@futurefive.org](mailto:rdewey@futurefive.org)), self-isolate and seek advice from healthcare professional. If a member of our community (employee, student or coach) tests positive, we will ask them if they are willing to make a voluntary disclosure, which will allow us to inform others of the name of the person who is COVID positive. If the person does not want to make a voluntary proposal, we will inform our community of an exposure without a name.

Anyone who worked closely with a person who who tested positive will also be sent home to ensure the infection does not spread. Working closely is defined as in close proximity (within six feet) for a prolonged period of time (15 minutes or more) with them during the 48-hour period before the onset of symptoms. The CDC advises that the employees who worked closely with the infected worker should be instructed to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.

**PERSONAL HYGIENE:**

Everyone is encouraged to wash their hands frequently with soap and water for at least 20 seconds.

Hands should be washed:

- Upon arrival at the office
- Anytime you enter the office during the day
- After handling garbage
- After handling objects touched by others
- After using the bathroom.
- After coughing, sneezing or blowing your nose.



**Future 5** will have hand sanitizer on site for use if soap and water aren't immediately available

### **Protective Equipment**

All staff, students, volunteers, and any other visitors are required to wear face masks that cover the nose and mouth while on site except when eating or drinking. **Masks must be worn at all times when you are not alone or working in a shared space.** Gloves are not required but recommended if using cleaning products and will be provided to anyone who prefers to wear them at any time.

**Future 5 will have an adequate supply of face masks and gloves available in the office at all times for all staff members, students or other visitors.**

### **FALL 2020**

Guidelines for the Fall will be modified based on guidance by the CDC, State and Local governments. It is our hope to be able to invite more students and volunteers back into our space at this point and we shall make a determination on this in late August.

**All guidelines are subject to modification at any point based on CDC, State and local mandates. Future 5 will make all reasonable efforts to provide staff, students, parents and volunteers with information on any/all modifications as it becomes warranted.**