



support services to help you live your best life

MEMORANDUM

DATE: December 20, 2021
TO: Administration Staff
FROM: Jeff Paterson, CEO
RE: Updated COVID-19 Prevention Protocols

As the Omicron variant of COVID-19 begins to spread, we will be implementing new health and safety procedures at our 9812 Lockport Road administrative offices, including the Red House.

Breakroom/Boardroom Capacity: Effective Thursday, December 23, we are limiting occupancy of the breakroom to 2 people at a time. We will make the board/meeting room available for breaks whenever possible, with occupancy limited to 10 people at a time.

Vaccination Required to Eat with Co-Workers: Effective Thursday, December 23, any staff member who is not fully vaccinated, and boosted if necessary, must not eat with other staff members onsite. Staff members may eat with other staff members onsite if:

- They are fully vaccinated (two doses of Pfizer or Moderna, or a single dose of Johnson & Johnson)
- If fully vaccinated more than 6 months ago, they have since received a single-dose booster of Pfizer or Moderna

Face Coverings Still Required: Face coverings are still required of all staff in common areas, regardless of vaccination status. Face coverings do not need to be worn in individual work areas.

In-Person Meeting Limits: Preference should be given to remote meetings when possible. In-person meetings must be limited to no more than 10 people at one time in the boardroom; for meetings held in smaller rooms, attendance must be limited to a number that allows for social distancing. Face coverings must be worn, regardless of vaccination status. Windows and/or doors should be open to allow for ventilation, to the extent possible and practical. Any staff member who is not fully vaccinated, and boosted if necessary as explained above, may not attend in-person gatherings and must instead participate remotely.

Remote Work: If you believe you can accomplish all or some of your duties from a remote work location, you may request permission to work remotely using the attached form and procedure.

Get Vaccinated: If you are not vaccinated or are eligible for a booster but have not received one, please visit a pharmacy or visit <https://www.niagaracounty.com/health/Services/Public-Health-Preparedness/2019-Novel-Coronavirus-COVID-19/COVID-19-Vaccination>.



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Vaccine Clinic at Empower: Empower will be hosting a vaccine clinic in the Empower boardroom from 9:30 a.m. to 1 p.m. on Friday, January 7. To register for a first dose of Pfizer, visit <https://on.ny.gov/3pZ7BRu>. To register for a booster, visit <https://on.ny.gov/3e2WGAG>.

We will reevaluate these precautions over the next few weeks, based on infection trends in the community. Thank you for your patience in the meantime. We want everyone to stay healthy and safe.

