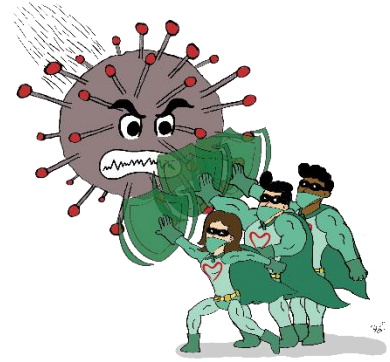




*Meeting Life's Challenges*

300 Washington Avenue Extension  
Albany, NY 12203-7303  
518/218-0000

**From:** Fred Erlich  
**Sent:** Wednesday, June 3, 2020 1:13 PM  
**To:** Albany Office Staff  
**Subject:** Reopening June 2020



To Albany Office Staff,

First of all, I want to thank everyone for their patience during these trying times. We have faced many challenges but, with the help of our amazing staff, we have continued to provide excellent services to those in our care. In welcoming some additional staff back to the main office, I want to make sure everyone is aware of how things are changing. At this point, who will return to the office, and on what schedule, is being overseen by each department head, keeping NYS guidance in mind. If you have questions about your schedule, or about when you can return to the office to work, please contact your immediate supervisor. To keep you safe, we are continuing to limit the number of people working in the building at one time.

When you are planning to come to the main office, please be aware that a face mask is required for entry and while navigating throughout the building.

As many of you are already aware, upon entry, you will be required to complete a self-screening form, which will include the following questions:

- A. Everyone entering this facility needs to take their own temperature every day. When you took your temperature today, was your temperature 100 DEGREES or HIGHER?\*
- \_\_\_\_\_ Yes      \_\_\_\_\_ No
- B. Have you experienced any COVID-19 symptoms in the past 14 days?
- \_\_\_\_\_ Yes      \_\_\_\_\_ No
- C. Have you had contact with any persons under investigation/diagnosed with COVID-19 WITHOUT wearing Personal Protective Gear in the past 14 days?
- \_\_\_\_\_ Yes      \_\_\_\_\_ No
- D. Have you had a positive COVID-19 test in the past 14 days?
- \_\_\_\_\_ Yes      \_\_\_\_\_ No
- E. Have you traveled outside of the country in the past 14 days?
- \_\_\_\_\_ Yes      \_\_\_\_\_ No

If you answer "YES" to A, B, C, D and/or E, your entry to the main office will be denied. If your entry is denied, before you will be allowed re-entry you will need to present a doctor's note clearing you to return. This note might be from your primary, or, if you wish, you can utilize our telemedicine benefit and contact United Concierge Medicine. Living Resources has provided

this benefit, free of charge, for all staff. The phone number for United Concierge Medicine is: (844)484-7362.

Once you have completed the self- screening form, you no longer have to go to the reception desk to “sign in,” the receptionist will sign you in, based on your completed form.

All office staff must clock in and out through their Stratustime account, on their computer.

Throughout the day, masks are expected to be worn **at all times** when navigating throughout the building. If you are alone in your cubicle or office you may remove your mask, but, please remember to put your mask on if a co-worker arrives. Any time you will be less than 6 feet from another person you will need to wear your mask, there are no exceptions. If you need an additional cloth or surgical mask, please see reception. Regarding phone use, please only use the desk phone provided for you at your own desk, refrain from “picking up” calls at someone else’s desk. If you are paged, please return to your own office and use your desk phone to respond.

For your safety, and upon NYS recommendation, water fountains, sinks and equipment deemed too close together, coffee pots and vending machines have been shut down for the time being, until we receive additional guidance. You will also see numerous signs and reminders throughout the building, reminding you to social distance. Please take note of these reminders and follow the guidance provided.

When using microwaves, refrigerators, sinks, shared printers and copiers, and other shared equipment, please use a paper towel to “touch” handles or buttons. Please remember to perform hand hygiene before and after contact with shared objects and areas such as reception sign in, restrooms, mail room, conference rooms, tables, copiers, tables, etc.

Conference rooms have been assigned limited seating capacity. When using conference rooms, please remember all social distancing guidelines, including masks or 6 feet social distancing. Virtual meetings are the preferred way of getting together during this time of expanded safety measures.

Please avoid congregating in tight spaces like aisles between cubicles, in coffee rooms, etc.

The front and back doors will continue to be locked at all times. The front door can still be accessed by your staff ID badges. If you need help with badges or rights, please contact Janeen Vanauken, Asst. Dir, Admin Services, at [JVanauken@LivingResources.org](mailto:JVanauken@LivingResources.org), or Judi Frey, Asst. Exec. Dir. For HR/Admin at [JFrey@LivingResources.org](mailto:JFrey@LivingResources.org). All staff will continue to be expected to enter through the front door. All interior doors will be kept open during the day to help with air flow and to eliminate the need to touch door handles.

To everyone who has continued to work in the main office, and to the people who have managed to make it work from home, I thank you. I know it has been challenging for everyone. I appreciate your flexibility and commitment to the mission. We will continue to monitor NYS guidance and will make changes to current protocols and schedules, as appropriate.

Fred  
Fredrick W. Erlich, CEO