



Because the health of all staff and visitors is important to 13thirty Cancer Connect, the following safety practices will be in place at both our Rochester and Syracuse centers.

Physical Distancing

- Staff will maintain a safe, 6-foot distance, unless work activity requires closer distance necessitating appropriate face covering.
- Designated areas will be defined for pick-ups and deliveries, limiting contact to the extent possible. All deliveries (mail, UPS, Fed Ex.) will be left at the main entry door.
- All entry doors will be kept open to reduce common touch areas.

Protective Equipment

- One-time use, disposable face coverings will be available at all locations for staff and/or visitors.
- Appropriate face covering will be used on-site, in common-use areas (hallways, bathrooms) as defined by specific building requirements and/or staff comfort.
- All shared hard-surfaces will be wiped before and after use: printers, refrigerator and microwave handles/buttons, sink faucets, main door handle, all A/V remotes/buttons, personal keyboards/monitors, if used by another person.

Hygiene

- Touchless sanitizer dispensers will be installed inside the main entry of each site.
- Hand sanitizers and disinfectant wipes will be available at desks and commonly used areas.
- Frequent handwashing will continue to be encouraged.

Communication

- Safety practices will be posted at entry doors as well as on the 13thirty Cancer Connect website.
- Staff will maintain a visitor log at each location with contact information for all visitors, depending on length and purpose of visit.
- Should any staff member or known visitor test positive for COVID-19, the Executive Director will be responsible for notifying state and local health departments.

Wellness Checks

- All staff will self-administer daily temperature checks using the touchless thermometer provided at each site. Results will be self-recorded and maintained in a Google sheet.
- All staff and visitors will complete a brief screening questionnaire upon entering asking: 1) any COVID-19 symptoms in past 14 days? 2) positive COVID-19 test in past 14 days? 3) any close contact with confirmed or suspected COVID-19 cases in past 14 days?

Testing

- Prior to resumption of regular contact with 13thirty members, staff will be tested for COVID-19 and provide confirmation of negative result. Should any staff test positive, appropriate reporting, contact tracing, and cleaning will be implemented.