



This Covid-19 response plan aims for the Brunner Literacy Center to continue its mission to provide flexible learning opportunities to meet the individual needs of adult students in pursuit of their personal or professional education. This safety plan follows guidance from the Ohio Department of Health and is also informed by information from the Center for Disease Control and the World Health Organization. This plan may be amended as guidance changes.

The office coordinator is the designated staff person for coordinating Covid response at Salem Ave. She and the executive director will ensure that this plan is strictly followed.

### **Physical Requirements**

All furniture at the BLC will be placed 6 feet apart to ensure social distance. This requires the removal of some tables and chairs.

Couches and chairs made of fabric will no longer be used due to the difficulty in disinfecting this type of furniture.

The floor will be marked to show appropriate social distance from tables, desks, and other populated spaces. The floor will also be marked with pathways to ensure social distancing even when moving about the BLC.

Tutors or the designated staff person will wipe the surface of their table with disinfectant after each tutoring session.

All high contact surfaces, such as desks, tables, counters, doorknobs, and sinks, will be disinfected at the end of each day by the designated team member after all volunteers, students and other staff have left the building. The designated team member will be provided with disposable rubber gloves and will be wearing a mask. The BLC may adjust operating hours to accommodate the time needed for thorough disinfecting.

There will be a disinfecting station for staff, volunteers and students to use. This station will have disinfectant spray, paper towels, hand sanitizer, safety information and other relevant items available.

The office area and kitchen are accessible only to staff or to a volunteer with office responsibilities, i.e. the bookkeeper.

Only one person is permitted in the restroom at a time.

All site visits are postponed.

Staff members are encouraged to meet with individuals off-site. Meetings that must be conducted on site are to be approved by the executive director and scheduled with the Office Coordinator at a time when there are fewer learning teams on site. These meetings should take place at a designated table

that ensures social distance. Team members must be notified in advance if there is an on-site meeting is being planned.

All large events that cannot be conducted virtually, including volunteer appreciation, are postponed until further notice.

Signage on health safety will be posted in multiple languages at the front entrance of the BLC.

### **Staff Requirements**

The BLC will have rotating office work schedule to ensure that no more than four staff members are in the office area at any given time to ensure social distancing. The office and student coordinators may be in the student area in addition to the staff in the office area.

Staff members will work from home when not in the office. If a team member does not need to be in the office on their designated office workday, they are encouraged to work from home. This excludes the office coordinator.

Staff with any Covid symptoms must inform the executive director and stay home even if they suspect that the symptoms is related to another cause.

Temperature checks will be conducted at the start of each workday. Any team member with a fever will be sent home.

Team members must always practice social distancing. Handshakes, hugs, and other forms of physical contact are not permitted.

Team members are encouraged to wash their hands and use hand sanitizer frequently. Hand sanitizer will be available.

Team members must disinfect any shared space immediately after use, i.e. copier, tables, counters, etc.

All staff members will be required to wear masks that cover the nose, mouth, and chin. Team members must put their masks on before entering the building.

Team members are not permitted to eat at the BLC. Team members will be given an hour-long lunch break to compensate for this inconvenience. They may step outside for snacks throughout the day. Team members may use shared spaces such as the refrigerator or microwave for their food, but they must then take their food outside to eat and disinfect the space after eating. Team members cannot use BLC mugs, utensils, plates and bowls.

Team members may drink at their office if they do not need to remove their masks/touch their mouths to do so, i.e. by drinking from a straw or water bottom. Drinking from an open cup is not permitted.

All meetings of more than two individuals will be conducted remotely. This includes weekly team and program team meetings.

Desk and chair sharing are not permitted. Team members must work at their designated office spaces and use their designated office furniture. Team members are encouraged to wipe down their office furniture with disinfectant at the end of each workday.

Team members should avoid sharing work materials, such as computers, notebooks, pens, etc.

### **Learning Team Requirements**

All learning teams will be informed of the distance learning option.

All learning teams will be informed of the Covid response of the BLC, including the requirements, changes in office structure, and risks of social contact.

Any student or tutor with Covid symptoms must stay home.

Temperature checks will be conducted upon arrival. Any student or volunteer with a fever will be sent home.

There will be no more than five learning teams at the BLC at one time to ensure social distancing; however, effort will be made to schedule learning teams so that the fewest number are on site at the same time. Arrival times for these learning teams will be staggered to ensure that there is no clustering of individuals.

All students, tutors, volunteers, guests and visitors will be required to wear masks that cover the nose, mouth and chin. They must put on their masks before entering the building. We have a limited supply of paper masks to provide to those who do not have masks. Any individual who refuses to wear a mask will be asked to leave.

Beverages and food will no longer be served for consumption at the BLC; however, we will still supply food from the pantry for individuals to take home. Eating is prohibited, but learning team members may drink out of closed containers such as a water bottle as long as masks remain on.

Learning teams will have the option of sharing a table. If they are sharing a table, they will be required to sit at opposite sides of the table. They will also have the option of working at two separate tables to ensure six feet of separation.