



Meals on Wheels of Syracuse COVID-19 Safety Chart August 1, 2021

STATUS	Red	Yellow	Green
Health Screenings	<ul style="list-style-type: none"> *Required for staff and visitors. *Screening questions required *Temperature monitoring required *Tracking required 	<ul style="list-style-type: none"> *Required for staff and visitors *Screening questions required *Tracking required 	*Not required
Masks	<ul style="list-style-type: none"> *Required in all common areas and during face-to-face contact. *Signs posted requiring masks in facility. 	<ul style="list-style-type: none"> *Required in all common areas and in offices where distancing is not possible for un-vaccinated staff and food service or clerical volunteers. *Required for all visitors and delivery volunteers. *Optional for vaccinated staff, food service volunteers and clerical volunteers in common areas. *Required if distancing is not possible with un-vaccinated people. *Proof of vaccination before going mask-less. Signs posted requiring masks in facility. 	* Optional for all staff, volunteers or guests.
Social Distancing	<ul style="list-style-type: none"> *At least six feet where possible. *Social distancing signs posted 	<ul style="list-style-type: none"> *At least six feet where possible. *Social distancing signs posted. 	* No distancing requirement
Training	<ul style="list-style-type: none"> *Employees and volunteers verbally trained on COVID-19 protocols at start of outbreak. *Memo/Constant Contact circulated about COVID-19 protocols at start of outbreak. 	<ul style="list-style-type: none"> *Memo/Constant Contact circulated about COVID-19 protocol changes at start of lowered status. 	*Memo/Constant Contact circulated about COVID-19 protocols ending.

STATUS	Red	Yellow	Green
Clients/Meal Service Delivery	<ul style="list-style-type: none"> *Masks worn at all times. *At least six feet social distancing to clients during delivery with requirement to leave meals in coolers with ice by doorway. *Reduce days of meal delivery. *Limit food service workers in kitchen for maximum social distancing. *Limit daily hours of work time when possible. *Simplified food menus with frozen meals. 	<ul style="list-style-type: none"> *Masks worn with client interaction or in residential apartments. *Six feet social distancing preferred during delivery with preference to leave meals in coolers with ice by doorway. Some limited brief entry for delivery with six foot social distancing required. *Option of normal days of delivery if capacity allows. *Expand menus with frozen and cold meals. 	<ul style="list-style-type: none"> *Regular client interaction and meal services.
Clients/ Case Manager Home Assessments	<ul style="list-style-type: none"> *No home visiting. 	<ul style="list-style-type: none"> *Pre-screen for vaccinations. *Home visit with masks for vaccinated clients. *Home visit with masks for no more than 15 minutes to assess environment for unvaccinated clients then, finish assessment by phone. *Social distance at least 3 feet or more whenever possible while in homes. 	<ul style="list-style-type: none"> *Regular client interaction.
Building Safety	<ul style="list-style-type: none"> *Limited traffic in facility. *Post signs at entrance reminding all of respiratory etiquette, masks, handwashing. *Provide hand sanitizer stations at the entry location and in the staff and volunteer rooms. *No in-person meetings. *Limit number of employees in lunch areas during breaks to allow at least 6 foot social distancing. *Remote work when possible. *Enhanced daily cleaning in kitchen and offices. 	<ul style="list-style-type: none"> *Post signs reminding all of respiratory etiquette, masks, handwashing. *Provide a hand sanitizer station at the entry location. *In-person meetings with limited capacity in order to meet social distancing. *Limit number of employees in lunch areas during breaks to allow at least 6 foot social distancing. *Remote work when necessary. *Normal cleaning requirements. 	<ul style="list-style-type: none"> *Pre-COVID safety requirements. *Building at full capacity.