

COVID-19 RCO Reopening Strategic Plan

The COVID-19 pandemic has necessitated profound changes to the way that people gather in their communities. Recovery community organizations will be well served in their reopening plans by applying Community Principles of harm reduction and safety to craft our response to these changes in a manner conducive to the wellbeing of our participants, staff, and community stakeholders, which are also consistent with guidance from state and local authorities.

Each RCO should take into account their overall plan in the context of local, state, and federal governmental guidance. Unity Recovery is providing the following example strategic plan in the context of Philadelphia and Pennsylvania guidance to serve as a framework for other RCOs operating around the country.

The resources below should be considered fully incorporated into any reopening guidelines and plan. Recovery community organizations operating in other states should reference their state and local guidelines and resources where appropriate and applicable.

- [CDC reopening guidance - Community Organizations](#)
- [CDC cleaning and disinfecting guidance](#)
- [CDC Reopening Decision Tree](#)
- [Commonwealth of Pennsylvania Reopening Guidance](#)
- [Pennsylvania COVID-19 Business Safety Required Posters](#)
- [Philadelphia Guidance for Congregate Settings for Residents Who Use Drugs](#)
- [Philadelphia Facility Cleaning Guidance](#)
- [Philadelphia COVID-19 Guidance for Businesses](#)
- [Philadelphia Behavioral Health Providers Guidance](#)
- [Philadelphia COVID-19 Fact Sheet](#)

Brick and Mortar Center Operations

Governor Tom Wolf's plan for the Commonwealth of PA outlines a three-stage plan for reopening of public spaces (appendix). Under the PA State [Industry Operation Guidance](#), Unity Recovery seems to fall into the category of Healthcare and Social Assistance, and could technically be permitted to operate under the current restrictions. However, the [Governor's three-stage plan for reopening](#) recommends teleworking whenever possible through the (second) Yellow Phase of testing and mitigation, and suggests more restrictive operations for similar business types.

Reopening the Unity recovery center requires consideration and balance of several factors:

- The likely phase of PA's reopening plan at the time of the recovery center's reopening and corresponding public health guidelines
- The physical size of the space
- The number of staff, including concurrent activities and staff (e.g. yoga)
- The anticipated demand for in-person, onsite engagements, based on previous traffic and current conditions
- The capacity for provision of telerecovery services
- The obligation to protect the wellbeing of participants and staff

Accordingly, the following changes will be made with regard to the Unity recovery center in-person staffing and center operations. These changes will go into effect at the reopening of the center, which will not commence until a minimum of two weeks after Philadelphia enters the **Green** phase of the Governor's reopening plan. Further modifications of center operations may be undertaken at any time given new applicable guidance from local, state, or federal authorities or at the discretion of center leadership for the safety and wellbeing of staff, recoverees, or the community.

- Modified hours of operation:
 - 10A-6P (Monday - Saturday); Closed Sunday for in person operations, open for digital operations
- Capacity of the center for any activities will be capped at 10 persons
- Implementation of cleaning and distancing protocol for community and staff to include all recommended guidelines incorporated into this plan, with special focus on:
 - Doorknobs, handrails, chairs, computers, telephones, and bathrooms shall be cleaned every 60 minutes, or after every new visitor to the center, with approved disinfectant
 - All staff and guests to the center will be required to wear face mask coverings; masks will be provided to staff, and also be provided for guests who may not have access to their own

- All individuals in the center will be required to maintain 6 (six) feet of separation at all times and will not be allowed to enter with fever or cold/flu like symptoms
- Safety signage describing physical distancing and safety guidelines will be posted for center visitors and participants at every entrance
- Hand sanitizer will be available in every room
 - *note: hand sanitizer will contain alcohol*
- In-person mutual aid meetings will be modified to a reduced schedule
- This reduced capacity will only allow for recovery meetings that are not commonly available at other community locations (i.e., Recovery Dharma and SMART Recovery)
- Recovery Yoga will be maintained as scheduled, with classes also simulcast via livestream
- Center may be used as needed by staff for one-on-one peer engagements
 - all engagements should be delivered with at least 6 feet of space between individuals
 - Whenever possible, engagements should continue in a digital format
- Community outreach activities by peer staff, including peer services engagement intakes, will be placed on hold until such time as deemed safe. This does not include intakes that take place in a public setting or at the center which can be done with 6 feet of separation and face coverings worn.

In-person Center Staffing

- One male-identifying and one female-identifying peer specialist shall be scheduled for onsite services during the modified operating hours.
- The RSS Director shall be on onsite at least 4 days a week, with rotating weekend days

The following schedule mockup details the in-person center staffing and activities during this period:

ONSITE	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Male	X	X	X	X	X	X	N/A
Female	X	X	X	X	X	X	N/A
Events	N/A	Recovery Yoga	SMART Recovery	Recovery Yoga / Dharma	Recovery Yoga		Recovery Yoga (digital only)

Remote Staff Scheduling

- [Digital Remote Working Policy](#) will be maintained with modified in-person operations for the immediate future following reopening
- Daily morning “huddle” with onsite and remote staff will continue via video conference
 - Format: 15 minutes, staff check-in and daily agenda
- Existing staff teleworking schedule will remain in effect
- Weekly staff meetings will continue to be via video conference
- Regular PTO and flex time policies will resume upon re-opening of center

Group Trainings and Activities

- Onsite groups and services, except recovery yoga and speciality mutual aid meetings, will not be offered until a later date to be selected by center leadership
- Group trainings, meetings, and other activities will continue in a digital format

Peer Staff Supervision

- Weekly individual supervision will continue, with at least one in-person supervision per month (the remaining will be completed over video conference).
- Supervision schedules will be adjusted to maximize in-person meetings with collaborative scheduling between the RSS director and peer staff.
- Group supervision will be held via video conference for the immediate future due to group size.

Digital All Recovery Meetings

- Digital recovery meetings will continue after re-opening, and will consist of the following:
 - Individual All Recovery - 7AM, 9AM, 12PM, 3PM, 6PM, 9PM, & 11PM EST daily
 - Note: schedule may be reduced as reopening occurs across the country
 - Note: Unity peer staff will only assist in facilitation at the 9AM-6PM EST All Recovery meetings
 - LGBTQ+ - Wednesdays 11AM EST
 - Womxn’s - Tuesday and Thursday 7PM EST
 - Family - Daily, 8PM EST

Digital Programming

- Social Determinants of Recovery Workshops - Monday - Friday, 5PM EST
- Recovery Yoga - Tuesday (11AM), Thursday (4PM), Friday (6PM), and Sunday (1PM)

Outreach

- Outreach efforts shall be maintained digitally and all in-person outreach efforts shall be suspended until further notice.

Note: This document is intended to serve as a helpful guide and should not be considered legal or official guidance. All individuals, including organizations, staff, and consumers, should consult their local officials for official regulations and guidance to reopening amidst the COVID-19 pandemic.