

# The Stepping Stone Drop-In Center Association

## Peer Support & Respite Centers

\*\*MEMORANDUM\*\*

Susan E. Seidler  
Executive Director

TO: Community Members  
FROM: Susan E. Seidler, Executive Director  
RE: Coronavirus COVID-19 Response  
DATE: January 25, 2021

Stepping Stone  
108 Pleasant Street  
Claremont, NH 03743  
Phone: 603-543-1388  
Fax: 603-543-0131  
info@steppingstonenextstep.org

Next Step  
109 Bank Street  
Lebanon, NH 03766  
Phone: 603-448-6941  
Fax: 603-448-0702  
info@steppingstonenextstep.org

www.steppingstonenextstep.org

Effective February 1, 2021:

- Stepping Stone is open Sunday, 11 AM-2:30 PM; Monday-Thursday, 9 AM-3:30 PM; Friday, Noon-6:30 PM. Please see page 2 for what to expect at Stepping Stone.
- Next Step is open Monday, 9 AM-4:30 PM; Tuesday, 9 AM-4 PM; Wednesday, 9AM-4:30 PM; Thursday, 9 AM-4:30 PM; Friday, 11 AM-5 PM; Saturday, 11 AM-3:30 PM. Please see page 3 for what to expect at Next Step.
- Peer Respite is closed through at least 2/28/21.
- Warmline is available Sunday, Monday, Wednesday, 4-9 PM; Tuesday, Thursday, Friday, Saturday, 4-8 PM, at 543-1388 or 1-888-582-0920.
- Daytime telephone peer support is available Monday-Friday, 9 AM-4 PM, at 448-6941, 543-1388, or 1-888-582-0920.
- Zoom groups are available Monday-Friday:
  - ✓ **Nutrition:** 9-10 AM  
Computer: Go to <https://zoom.us/j/641939622>  
Zoom App on your Smartphone or tablet: Select *Join a Meeting*, enter Meeting ID 641939622  
Phone: Call 1-646-558-8656, enter Meeting ID 641939622#, for password press #
  - ✓ **Check-in:** 11 AM-Noon  
Computer: Go to <https://zoom.us/j/95084929764>  
Zoom App on your Smartphone or tablet: Select *Join a Meeting*, enter Meeting ID 95084929764  
Phone: Call 1-646-558-8656, enter Meeting ID 95084929764#, for password press #

The health and safety of our community is at the core of our plan to continue on-site supports; however, no plan can eliminate all risks of exposure to COVID-19.

Please join with us and follow these precautions to help keep ourselves and others healthy:

1. Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating.
2. Avoid touching your eyes, nose, and mouth with unwashed hands.
3. Stay home when you are sick.
4. Cover your cough or sneeze with a tissue, then throw the tissue in the trash. If you do not have a tissue, cough or sneeze into the bend of your arm.

The best path to success is for everyone to work together to follow our plan.

Thanks for your support – I look forward to seeing you.

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## Stepping Stone Supports:

- Space in the building is limited to 5 Members at a time to allow for physical distancing. Seating is allowed in designated areas only.
- Porch access is not permitted. The door to the kitchen will be locked, and the stairs will be taped off.
- The glass front door will be locked and answered when someone knocks.
- Before entering the building (these apply to all staff and Members):
  - ✓ We will take your temperature, and if it is above 100.0°F, we will ask you to go home and seek medical advice.
  - ✓ We will ask you a series of questions:
    - Have you been in close contact with a confirmed case of COVID-19?
    - Have you had a fever or felt feverish in the last 72 hours?
    - Are you experiencing any respiratory symptoms, including a runny nose, sore throat, cough, or shortness of breath?
    - Are you experiencing any new muscle aches or chills?
    - Have you experienced any new change in your sense of taste or smell?  
If you answer, “Yes” to any of these questions, we will ask you to go home and seek medical advice.
    - Have you traveled outside of NH?
    - If yes, where and for how long?  
Based on where you traveled and for how long staff may ask you to go home.
  - ✓ We will provide you with a disposable mask which you must wear.
- We require frequent handwashing and sanitizing.
- Upstairs access is limited to staff only (except for laundry and The Giving Room). Administrative staff are responsible for cleaning and disinfecting upstairs.
- Laundry must be in a clear, closed plastic bag, and laundry punch cards are required. You must get staff permission before going upstairs.
- The Giving Room is available to shop by appointment only Monday, 11 AM-12 PM & 1-2 PM (see Stacy); Wednesday, 1-3 PM (see Heather); Saturday, 11:30 AM-12:30 PM (see Kim). You must be accompanied by staff.
- Smoking is allowed in designated areas only, and you must maintain 6’ physical distancing.
- Member phone calls can be made and received downstairs only. You must get staff permission to use the phone.
- Shower access is limited to downstairs only. You must get staff permission to use the shower and disinfect surfaces before and after each use.
- These supports are on-hold until further notice:
  - ✓ Public computer use
  - ✓ Community Potluck and other food prep, including coffee  
NOTE: Staff may use the microwave to prepare his or her personal lunch and will disinfect it after every use.
  - ✓ Community Trips
  - ✓ Willing Hands food deliveries
  - ✓ Giving Room donations

Next Step Supports:

- Space in the building is limited to 4-5 Members at a time to allow for physical distancing. Seating is allowed in designated areas only.
- The front door will be locked and answered when someone knocks.
- Before entering the building (these apply to all staff and Members):
  - ✓ We will take your temperature, and if it is above 100.0°F, we will ask you to go home and seek medical advice.
  - ✓ We will ask you a series of questions:
    - Have you been in close contact with a confirmed case of COVID-19?
    - Have you had a fever or felt feverish in the last 72 hours?
    - Are you experiencing any respiratory symptoms, including a runny nose, sore throat, cough, or shortness of breath?
    - Are you experiencing any new muscle aches or chills?
    - Have you experienced any new change in your sense of taste or smell?  
If you answer, “Yes” to any of these questions, we will ask you to go home and seek medical advice.
    - Have you traveled outside of NH?
    - If yes, where and for how long?  
Based on where you traveled and for how long staff may ask you to go home.
  - ✓ We will provide you with a disposable mask which you must wear.
- We require frequent handwashing and sanitizing.
- Smoking is allowed in designated areas only, and you must maintain 6’ physical distancing.
- Member phone calls can be made and received on Member phone in the diningroom. You must get staff permission to use the phone.
- Laundry must be in a clear, closed plastic bag, and laundry punch cards are required. You must get staff permission before doing laundry.
- Shower access is allowed. You must get staff permission to use the shower and disinfect surfaces before and after each use.
- The Giving Room is available to shop by appointment only Monday and Thursday (see Amber). You must be accompanied by staff.
- These supports are on-hold until further notice:
  - ✓ Public computer use
  - ✓ Community Potluck and other food prep, including coffee  
NOTE: Staff may use the microwave to prepare his or her personal lunch and will disinfect it after every use.
  - ✓ Community Trips
  - ✓ Willing Hands food deliveries
  - ✓ Giving Room donations