

# The Stepping Stone Drop-In Center Association

## Peer Support Centers & Warmline

**\*\*MEMORANDUM\*\***

Susan E. Seidler  
Executive Director

Stepping Stone  
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TO: Community Members  
FROM: Susan E. Seidler, Executive Director  
RE: Coronavirus COVID-19 Response  
DATE: February 24, 2023

Effective March 1, 2023:

- Stepping Stone is open Monday, Tuesday, Friday, 8 AM-5 PM; Wednesday and Thursday, 7:30 AM-4 PM. Please see page 2 for what to expect at Stepping Stone.
- Next Step is open Monday, 8 AM-3 PM; Tuesday and Wednesday, 9 AM-5 PM; Thursday, 8 AM-5 PM; Friday, 9 AM-3 PM; Saturday, 10:30 AM-4:30 PM. Please see page 2 for what to expect at Next Step.
- Warmline is available Sunday through Thursday and Saturday, 4-9 PM; Friday, 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 continues to be a priority; however, no plan can eliminate all risks of exposure to COVID-19 and other illnesses.

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

1. Stay home when you are sick.
2. Wash your hands often with soap and water.
3. 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.

Thank you for your support. We hope to see you soon.

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### **What to expect at Stepping Stone:**

- Porch access is unavailable.
- The glass front door will be locked and answered when someone knocks.
- Before entering public space (these apply to all staff and Members):
  - ✓ We will take your temperature, and if it is above 100.4°F, we will ask you to go home and seek medical advice.
  - ✓ We will ask you a series of questions:
    - Within the last 10 days have you had close contact with someone who tested positive for COVID-19?
    - Do you have symptoms of COVID-19?  
If you answer, “Yes” to any of these questions, we will ask you to go home and seek medical advice.
- We will give you a disposable mask if requested.
- We require frequent handwashing and sanitizing.
- Member phone calls can be made and received downstairs only. You must get staff permission to use the phone.
- 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 on Monday, 11 AM-12 PM & 1-2 PM, and Wednesday, 1-3 PM. You must be accompanied by staff. You must contact Shanon before dropping off donations.
- These supports are on-hold until further notice:
  - ✓ Laundry
  - ✓ Personal food preparation
  - ✓ Community Trips

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### **What to expect at Next Step:**

- The front door will be locked and answered when someone knocks.
- Before entering public space (these apply to all staff and Members):
  - ✓ We will take your temperature, and if it is above 100.4°F, we will ask you to go home and seek medical advice.
  - ✓ We will ask you a series of questions:
    - Within the last 10 days have you had close contact with someone who tested positive for COVID-19?
    - Do you have symptoms of COVID-19?  
If you answer, “Yes” to any of these questions, we will ask you to go home and seek medical advice.
- We will give you a disposable mask if requested.
- We require frequent handwashing and sanitizing.
- 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. You must be accompanied by staff.
- These supports are on-hold until further notice:
  - ✓ Personal food preparation
  - ✓ Community Trips