



To Program Participants, Families, Guardians, Staff and Supporters:

With the anticipated return to work at Employment Horizons on Monday, October 5, 2020, there are some very important changes and considerations for you to be aware of that will be outlined below. All changes have been made to ensure the health and safety of all participants and staff on premises.

We are reducing the total number of individuals reporting to work at the Employment Horizons building at 10 Ridgedale Ave. on a daily basis so that appropriate social distancing can be practiced during the course of the workday. Individuals will receive their schedule which consists of one group of individuals (Group A) that attend Monday - Thursday over the course of one week and the second group (Group B) working the following week also from Monday - Thursday. This will allow a thorough cleaning/disinfecting of the building to take place on Friday to prepare for the following week. This will reduce the number of participants in the building by half so that each participant can work safely at their own table. This schedule will continue until further notice. Your Vocational Counselor will contact you to let you know which Group (A or B) you will be attending with and the appropriate start date.

Participants will not be using their lockers but instead will keep their belongings at their work table. Please bring only essential items such as a jacket, lunch bag/box, and one other personal item (e.g. backpack, purse).

While work hours will continue to be 8:30 AM – 2:30 PM, we will not be opening the building to participants prior to 8:00 am. Please do **NOT** get dropped off before that time or be prepared to wait with your family or staff in the vehicle until 8:00 AM. Participants will enter the building individually to have a temperature check/screening prior to heading to work. All others will wait outside practicing 6 ft. social distancing rules. Participants will go directly to their work areas and wait for work to begin. There will be no congregating in the hallways or café. We request that you arrive as close to 8:30 AM as possible.

The café will be closed when EH opens initially and until further notice. We are avoiding group gatherings in the café and hallways both before and after work and during break and lunch. Please bring snacks, lunch and beverages with you to work each day as you will be unable to make purchases on site. Breaks will occur at the usual time but all participants will remain in their work area. Participants will be expected to wash or sanitize hands before and after break and lunch. When we initially reopen, participants will have their lunch at their work table as well. EH is in the process of purchasing protective dividers so that we can allow dining in the café for lunch safely in the near future.



Dismissal will occur at 2:30 PM. All participants will wait in their work areas until they are called for dismissal when transportation arrives. If transportation arrives earlier than 2:30 PM, you will be dismissed earlier. Counseling staff will monitor the bus pick-up area for Access Link traffic and notify the front desk of all arrivals so they can be announced. Drivers are asked to call the front desk when they arrive rather than entering the EH building (973-538-8822 ext. 211).

Personal Protective Equipment (PPE)/ Face masks must be worn throughout the day except during break and lunch. You may wear your own cloth mask or be provided a disposable mask by EH. No one will be permitted in the building without a mask. Gloves to be worn while working will be provided by EH and should be changed as needed.

Should any participant exhibit signs of illness, either upon arrival or during the course of the day, they will be sent home immediately. The primary symptoms of the COVID-19 virus include:

1. Cough
2. Shortness of breath or difficulty
3. Fever (at or above 100.4 F)
4. Chills
5. Repeated shaking with chills
6. Headache
7. Sore throat
8. Muscle pain
9. New loss of sense of taste or smell

Please keep yourself (or the participant in your care) at home and do not come to work if **any of these symptoms are present**. The State of NJ recommends testing for individuals who experience 3 of these symptoms.

All participants/guardians/staff will be required to sign a taxi agreement that will allow EH to send a participant home by taxi at their/your expense if pick-up at EH cannot be arranged within 1 hr. An isolation room will be made available for anyone displaying symptoms while they wait to be picked up.

We require that if a participant engages in any travel outside of NJ, a symptom-free, 14-day quarantine will be required before you can return to EH. EH reserves the right to require medical test results proving that you are free of the coronavirus as a condition of returning to work.



Other interim changes that will occur at EH include:

1. No outside visitors, staffing, meetings or conferences will be held at EH. Support Coordinators will not be able to complete Quarterly visits on site. ISP's can be completed by teleconference.
2. EH will be discontinuing all Wellness, Social Skill and Job Readiness Groups/Activities held with participants.

We thank you for your patience and support as we navigate this difficult time together. You will be provided with updates as they occur.

Please feel free to contact me or your Counselor with any concerns

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