



# **Post COVID 19 Task Force Guidelines for Re-Opening Member Programs**

**May 2020**

**SAFETY PLAN**

REDUCING RISK OF HARM DURING COVID-19

**LEGAL DISCLAIMER**

Before you chose to implement any of the ideas suggested in this document you must evaluate and determine, with the assistance of your legal counsel, funding sources, accounting and human resource teams, the legality and effectiveness of the policies and procedures captured in this document. As the overall intent of this document is to provide suggested ideas for your independent consideration only; ACCSES NJ accepts no responsibility for any result or circumstance arising from or related to your decision to 'use or not use' any idea submitted herein.

**TASK FORCE MEMBERS**

|   |  |
|---|--|
| <b>Floyd Nesse</b>                          | <b>Susan Perron</b>                      |
| <b>VP Government Affairs</b>                | <b>CEO</b>                               |
| <b>ACCSES New Jersey, Inc.</b>              | <b>Abilities Solutions</b>               |
|   |  |
| <b>Matthew Putts</b>                        | <b>Cyndi Walsh Rintzler</b>              |
| <b>CEO</b>                                  | <b>Director of Vocational Services</b>   |
| <b>Employment Horizons</b>                  | <b>Inroads to Opportunities</b>          |
|   |  |
| <b>Linda Carney</b>                         | <b>Joe Brown</b>                         |
| <b>CEO</b>                                  | <b>CEO</b>                               |
| <b>Career Opportunity Development, Inc.</b> | <b>HCE</b>                               |
|   |  |
| <b>Michael Skoczek</b>                      | <b>Karen Elliott</b>                     |
| <b>President &amp; CEO</b>                  | <b>Director of Professional Services</b> |
| <b>CEA</b>                                  | <b>OTCBC</b>                             |

## **PURPOSE**

To provide ACCSES NJ Member Agencies a template for Return to Work (RTW) protocols and procedures to be implemented for the safety & protection of staff, persons served and visitors.

The task force believes these practices reflect the best information currently available and your agency should take them into consideration as our industry and your agency moves towards reopening in the aftermath of the COVID-19 pandemic.

Keep in mind that there is no 'one size fits all' scenario. This is to be considered a 'living' document which is intended to be revised or further developed as needs change.

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## Facility Considerations

### General Guidance

- Workers should remain socially distant (6 feet apart) whenever possible.
- All work areas need to be redesigned or reconfigured in order to maintain 6-feet of separation between all workers at all times.
- Ensure that desks or workstations are not facing each other unless guarded by a cubicle wall or similar barrier.
- Designate one-way walking paths including offices, warehouses, storage areas or similar where traffic is common and other safety protocols will not be impacted.
- Consider the use of barriers - plexiglass, modular walls, plywood or other similar materials in order to isolate workstations.
- Consider redesigning jobs to allow duties to be completed by one person in order to avoid passing materials from one worker to another as you reconfigure workstations.
- Avoid sharing equipment & tools between workers whenever possible. Consider evaluating your inventory of equipment and tools commonly shared and determine if you can supply enough to allow more exclusive use.
  - When equipment is shared, such as industrial trucks, ladders, rolling carts, copy machines, computers, etc, the equipment needs to be properly disinfected after each use.
  - Between each shift changes, all workstations should be properly disinfected.
- Avoid coming within 6-feet of outside personnel - including those making deliveries (i.e. truck drivers, parcel delivery, post office) - or other individuals coming onsite. Consider this when reconfiguring loading docks and main entrance areas.
  - Do not receive items directly from delivery personnel. Rather, allow the driver to place items down and back away.
  - Avoid allowing delivery personnel to use agency equipment such as a dolly or hand truck. If the dolly or hand truck is used by delivery personnel within the facility, ensure that it is disinfected immediately afterwards.
- During training and meetings a minimum of 6-feet must be maintained by employees. Employees shall not sit directly across from one another. Consider reconfiguring conference and training areas to accommodate these guidelines.

### Break Rooms

- All workers must maintain proper self-distancing.
- Workers should not sit directly next to or across from one another.
- Minimize the number of people using these areas at any given time.
- Minimize touching objects such as vending machines, coolers, refrigerators and other commonly shared break room items. Consider making those items “off limits” for this time.

- When break room items are touched, employee must wash hands.
- Between each shift use, all break room areas need to be properly disinfected.
- When possible, use separate doors to enter and exit the break room to avoid close proximity with others.

### **Lunch Areas/Cafeterias**

- All Break room guidelines apply.
- Encourage all workers to bring their own lunch so that communal sharing such as hot buffet/ cafeteria lines are eliminated. Discourage food deliveries to your facilities in order to maintain social distancing and guard against the spread of COVID-19.
- The use of disposables such as plates, cups and utensils are deemed a best practice.

### **Restrooms**

- Social distancing guidelines must be maintained in restrooms, including waiting in lines.
- All employees must properly disinfect hands when finished. Proper handwashing consists of 20 seconds of washing using soap and water. If soap and water is not available, hand sanitizer must be made available.
- Restrooms must stay sanitary. Dispose of paper products properly and completely flush toilets. Ensure that restrooms are properly cleaned and disinfected at appropriate intervals.
- If possible, restroom doors shall remain open to avoid repeated contact by employees.
- If possible, restrooms require pathways that avoid close proximity of employees.

### **Shift Changes**

- Do not congregate in parking lots or other areas prior to or after shifts. Maintain 6-feet of distance while entering or exiting facility.
- If possible, One-Way entry and exits should be established.
- If possible, Entry & Exit Doors should remain open during Shift Changes.
- Avoid touching the time clock.

### **Hand Sanitizing Stations**

- Install hand sanitizer dispensers for use by workers at strategic locations, including but not limited to:
  - Entry and exit points of
    - work station areas
    - break rooms and cafeterias
    - building
    - conference or training areas
    - copier and mail rooms

NOTE: ACCSES NJ will be working to stockpile hand sanitizer for distribution to members in need of supply.

## Operational Considerations

### **Survey of Consumers Prior to Opening**

We recommend distributing or conducting a phone survey of consumers prior to opening. The survey should address:

- The consumer's desire to return to program
  - There will be some who are concerned about risk
- The risk factors (based on CDC guidelines) the consumer may have
- The consumer's general hygiene practices
- Their access and familiarity with technology
- Their ability to wear PPE

You may choose to score the survey results assigning one point for each positive response. The higher the number the greater the likelihood of the individual more easily transitioning back to program and adhering to new procedures.

[A sample survey is attached as Addendum 1](#)

### **Temperature Testing/Screening**

We recommend that all consumers, staff, and visitors be screened for fever prior to entering your facility by the use of a temporal thermometer. When possible, consumers should be screened prior to being transported to your facility. It is important to discuss with transportation providers what practices they will be implementing. It is recommended that the type of screening device used allow for a maximum amount of physical separation between the screener and person being screened.

#### *Taking temperature using a temporal thermometer*

Temporal thermometers use an infrared scanner to measure the temperature of the temporal artery in the forehead. Temperature takers should keep as much distance from clients as they can, wash their hands with soap and water or use alcohol-based hand sanitizer (at least 60% alcohol) regularly, and use gloves if available.

To use thermometer:

- Turn on the thermometer.
- Gently sweep the thermometer across the individual's forehead.
- Remove the thermometer and read the number:
- Fever: Any temperature 100.4 F or greater is considered a fever.
- No fever: People with temperatures at or below 100.3 F

- Clean the thermometer with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client. You can reuse the same wipe as long as it remains wet.

If taking temperature using a temperature scanning kiosk, it is recommended that it be calibrated daily against a reading with a standard or temporal thermometer. A written log should be maintained of daily checks.

### **Visitors**

We recommend that you do not allow visitors to your facility until Social Distancing Measures are lifted.

### **Inter Office Mail and Packages**

Apply the same protections for inter office mail and packages as external deliveries.

- Avoid coming within 6-feet of outside personnel - including those making deliveries (i.e. truck drivers, parcel delivery, post office) - or other individuals coming onsite. Consider this when reconfiguring loading docks and main entrance areas.
  - Do not receive items directly from delivery personnel. Rather, allow the driver to place items down and back away.
  - Avoid allowing delivery personnel to use agency equipment such as a dolly or hand truck. If the dolly or hand truck is used by delivery personnel within the facility, ensure that it is disinfected immediately afterwards.

### **Telework**

If your agency doesn't have a telework policy, we recommend establishing one. At a minimum, these factors should be a part of your telework policy:

- Eligibility
- Expectations for work hours
- Equipment and cybersecurity
- Communication methods
- Policy abuse

### **Supported Employment**

We recommend that Supported Employment staff work remotely whenever possible while social distancing measures are still enforced.

When Supported Employment staff need to provide one-on-one service to consumers, all social distancing measure need to be acutely adhered to. Both the consumer and the staff member should be wearing a facial covering.

### **Transportation**



Agencies that provide transportation should develop a COVID-19 health and safety plan that includes transportation workers to protect employees according to CDC business guidance. This plan should:

- Institute measures to physically separate or force distance greater than 6 feet between bus transit operators and passengers. These may include use of physical partitions or visual cues (e.g., floor decals, colored tape, or signs to indicate to passengers where they should not sit or stand near the bus operator).
- Require drivers to wear a facial covering and gloves while transporting consumers.
- Provide information on who to contact if employees become sick.
- Designate someone to be responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.
- Conduct worksite assessments to identify COVID-19 prevention strategies.
- Provide employees training on proper hand washing practices and other routine infection control precautions. This will help prevent the spread of many diseases, including COVID-19.
- Provide employees access to soap, clean running water, and drying materials or alcohol-based hand sanitizers containing at least 60% alcohol at their worksite.
- Provide disposable disinfectant wipes so that surfaces commonly touched by the bus operator can be wiped down. To disinfect, use products that meet EPA's criteria for use against SARS-CoV-2<sup>external icon</sup>, diluted household bleach solutions, or alcohol solutions with at least 70% alcohol, and are appropriate for the surface. Provide employees training on manufacturer's directions for use.
- Provide tissues and no-touch disposal receptacles for use by employees.
- Provide drivers with temporal thermometers to screen consumer before boarding.

Consider limiting transportation to at least 50% of capacity. Most commercial providers are also limiting capacity.

Agencies relying on other transportation providers should engage in dialogue in ahead of an opening date to discuss capacity, safety, and schedules.

### **Attendance / Capacity**

For the foreseeable future we recommend limiting attendance to facility based programs to 50% or less. This can be accomplished through daily shifts, alternate days or alternate weeks. The goal is to be able to maintain sufficient social distancing for all staff and program participants at all times.

### **Breaks and Lunches**

We recommend staggering all lunch and break times as to maintain maximum social distancing. We also recommend that employees and program participant be encouraged to bring their own lunch and snacks in disposable packaging. When providing food service, we recommend providing box lunches and again using disposable packaging and establish a delivery mechanism that eliminates the need to

stand in line. Other considerations:

- Make water fountains off limits, use bottled water instead
- Make vending machines off limits, or provide a way to eliminate touching the machine
- Consider having everyone take their breaks at their workstation
- Participants and staff should be not allowed to leave the building for lunch or breaks

### **Lockers**

If your agency provides lockers for staff and consumers, we recommend you establish a policy eliminating their use until social distancing measures are loosened.

### **Counseling and Group Sessions**

Counseling sessions should be conducted using all social distancing measures. We recommend using facial coverings for staff and program participants. If possible consider using a physical barrier to separate participants in the session.

Group sessions should also be conducted using all social distancing measures. Consider limiting attendance to live sessions and consider conducting group sessions electronically.

### **Extended Employment – Curriculum for Remote Service Delivery**

Given the operational considerations that must be taken into account, the Task Force believes that a shared curriculum of appropriate and relevant topics and activities should be utilized to insure consistent remote services during those times when attendance within the facility is not feasible.

Toward that goal, ACCSES NJ is establishing a member workgroup to share ideas and resources for developing and continuing a remote services curriculum for Extended Employees. We recognize that it may be some time before Extended Employment returns to full capacity and it is important for all programs to maintain contact with Extended Employees and keep them engaged in services and work ready.

We also recognize that remote activity will be essential to keeping all extended employees engaged and focused on their goals. When they cannot physically attend program, we recommend that each extended employee be engaged in meaningful contact, relative to their Individual Plan, at least once weekly.

*Sample Initial Curriculum is attached as an Addendum.*

### **Infection Protocols**

To ensure safety and health of all staff, consumers, volunteers and visitors, ACCSES NJ member agencies need to be committed to handling any reports of a positive Covid-19 test result in a manner

that protects all stakeholders confidentially, minimizing risk to others and maximizing business continuity. ACCSES NJ member agencies should ensure that internal policies reflect guidance provided by local Board of Health, CDC, OSHA and others that may be deemed applicable. At all times, measures should be taken to prevent transmission of the virus. Such measures include social distancing, physical barriers, PPE, hand washing and a comprehensive system of cleaning and disinfecting. Privacy must be protected to the greatest extent possible.

Below are suggested protocols for action and communication

- Employees who test positive for Covid – 19 must immediately alert his/her supervisor of the result.
- Persons served must notify his/her Case Manager.
- If the employee receives the test result while in the facility, the supervisor or Case Manager assist the person with leaving immediately. A designated space will be used for the person to wait in isolation. Instructions will be given to quarantine for a minimum of 14 days or until such time that a health care provider says the individual is clear to return to work.
- Supervisor or Case Manager will alert his/her Department Head, along with Senior Management President of the positive result.
- In the event of a staff member, Senior Management will be alerted to contact the staff member to review next steps, including:
  - Quarantine
  - Available sick leave or other paid time off options
  - Confidentiality and Privacy
  - Conditions for Return to Work
- In the event of a person served, the Case Manager will speak with the persons family, caregiver, or provider to discuss next steps.
- Senior Management, with the employee’s supervisor, will conduct a Risk Assessment to include:
  - Locations where person may have had been present in past 14 days.
  - List of clients, vendors, staff and agency related third parties employee may have had contact with in the past 14 days.
  - Plan to communicate with potentially impacted individuals. Information to be relayed to these individuals is attached.
- Members of Senior Management will mobilize action steps:
  - Deep clean and disinfect any areas the person spent time.
  - Instruct people that were in close contact with the person to self-isolate for 14 days
    - The CDC defines “close contact” as “a person that has been within six feet of the infected employee for a prolonged period of time.”

- Inform all other staff on a need to know basis regarding the exposure. Need to know will be determined by Senior Management Team.

## Training Considerations

### Staff Training

We recommend training staff on all policies and procedures related to your plan for opening prior to your restart and continuing to train and update staff on an ongoing basis after opening. Training related to COVID 19 should detail your facility considerations, operational considerations, general social distancing, infection control, proper disinfection procedures, communication, infection protocols and proper use of PPE.

### *OSHA Guidance for Worker Training*

Train all workers with reasonably anticipated occupational exposure to SARS-CoV-2 (as described in this document) about the sources of exposure to the virus, the hazards associated with that exposure, and appropriate workplace protocols in place to prevent or reduce the likelihood of exposure. Training should include information about how to isolate individuals with suspected or confirmed COVID-19 or other infectious diseases, and how to report possible cases. Training must be offered during scheduled work times and at no cost to the employee.

Workers required to use PPE must be trained. This training includes when to use PPE; what PPE is necessary; how to properly don (put on), use, and doff (take off) PPE; how to properly dispose of or disinfect, inspect for damage, and maintain PPE; and the limitations of PPE. Applicable standards include the PPE (29 CFR 1910.132), Eye and Face Protection (29 CFR 1910.133), Hand Protection (29 CFR 1910.138), and Respiratory Protection (29 CFR 1910.134) standards. The OSHA website offers a variety of training videos about respiratory protection.

When the potential exists for exposure to human blood, certain body fluids, or other potentially infectious materials, workers must receive the training required by the Bloodborne Pathogens (BBP) standard (29 CFR 1910.1030), including information about how to recognize tasks that may involve exposure and the methods, such as engineering controls, work practices, and PPE, to reduce exposure. Further information on OSHA's BBP training regulations and policies is available for employers and workers on the OSHA Bloodborne Pathogens and Needlestick Prevention Safety and Health Topics page.

OSHA's Training and Reference Materials Library contains training and reference materials developed

by the OSHA Directorate of Training and Education as well as links to other related sites. The materials listed for Bloodborne Pathogens, PPE, Respiratory Protection, and SARS may provide additional material for employers to use in preparing training for their workers.

OSHA's Personal Protective Equipment Safety and Health Topics page also provides information on training in the use of PPE.

<https://www.osha.gov/SLTC/covid-19/controlprevention.html>

### Program Participants

We also recommend training your program participants on all policies and procedures related to your plan for opening prior to your restart and continuing to train and update participants on an ongoing basis after opening. Training related to COVID 19 should cover changes to your facility, daily operations, social distancing, hygiene and infection control, communication and infection protocols and proper use of PPE.

There are a number of plain language resources regarding COVID 19. Here are a few.

<https://www.air.org/sites/default/files/AIR-COVID-19-FAQs-508.pdf>

<https://selfadvocacyinfo.org/wp-content/uploads/2020/03/Plain-Language-Information-on-Coronavirus.pdf>

<https://www.cfsny.org/wp-content/uploads/2020/04/covid-19-flyer.pdf>

<https://selfadvocacyinfo.org/resource/plain-language-information-on-covid-19/>



## **Personal Protective Equipment - PPE**

### **Face Masks**

The CDC recommends that everyone, sick or healthy, wear a cloth face mask in places where it can be hard to stay 6 feet away from others. Studies show that people can spread coronavirus even if they

don't have symptoms (called asymptomatic) or before they have symptoms (called presymptomatic). In fact, you might be the most contagious just before symptoms begin.

N95 respirators and surgical masks should be reserved for health care workers and first responders. Because there aren't enough of these masks for everyone, it's important that they go to the doctors, nurses, and other medical staff who need them most.

N95 respirator masks fit tightly around your face. They filter out 95% or more of the smallest particles in the air. But they have to fit just right in order to work.

Surgical masks are often blue with white borders. They fit loosely across your nose and mouth. These masks shield against the large droplets that come from a sick person's cough or sneeze, but they're too loose to protect against all germs. And they can't block the tiniest particles that may carry coronavirus.

#### *Masks for non-health care workers*

Cloth masks are best for people who don't work in health care. Here are some tips to keep in mind when making your own or looking for handmade masks:

- ❖ You can sew the fabric, tie it around your face, or fold it around some hair ties for ear loops.
- ❖ Use at least two layers of material.
- ❖ You might add a pocket for a filter. Be sure to take it out before you wash the mask.
- ❖ Add a copper or wire ribbon on the nose of the mask to help it fit better.
- ❖ Pleated masks work best because of how they fit your face.

#### *To buy other kinds of masks:*

- Check hardware stores for dust masks. They look a lot like N95 respirators but don't filter out as many particles.
- Neoprene masks can help stop the droplets that may carry the virus.
- Try using a neck gaiter -- a piece of material tied in a loop -- made of stretchy synthetic fabric. Fold it into multiple layers if the material is thin.

#### *How to Make a Face Mask:*

- The easiest way to make a face mask is to use the CDC's no-sew method:
- Use a bandanna or other square of cloth measuring about 20 inches on each side.
- Fold it in half.
- Fold the top third down and the bottom third up so you have a long rectangle.
- Slide the rectangle through two rubber bands or elastic hair ties until they're about 6 inches apart.
- Fold the sides of the fabric in toward the middle, and tuck the ends together.
- Hook the elastics over your ears and adjust the fabric so it's snug against your face but not too tight.

### *Where to Buy Face Masks or Face Mask Materials*

You can find mask materials in your closet, in the form of an old T-shirt or pillowcase. Fabric and quilting stores are also a good resource. Many crafters sell handmade masks on online markets. Check social media for local offerings.

### *When Should You Wear a Mask?*

The CDC recommends that everyone wear cloth face masks in public places where it's hard to stay 6 feet away from other people. We recommend that face masks be used at all times while working in your facility with the only exception being working alone in a private office.

### *How to Wear a Face Mask*

- ✓ Wash your hands with soap and water for at least 20 seconds. Check to make sure the mask has no holes.
- ✓ Secure the mask with ties behind your head. If it has loops, pull them behind your ears. Fit the mask around your nose and mouth, and under your chin. There should be no space between your face and the mask. Pinch the top edge of the mask around the bridge of your nose.
- ✓ The mask should fit tight around your face but still feel comfortable. You should be able to breathe easily through it. Don't wear a mask if it's hard for you to breathe.
- ✓ Don't touch the mask while you're wearing it.

### *How to Remove and Clean Your Mask*

- Take the mask off after you've worn it or if it gets damp. Try not to touch the front of the mask when you remove it. That's where the germs are. Instead, pull it off by the ear loops or ties.
- Surgical masks are meant for health care workers. But if you have one, it is acceptable to wear at work. Employment Horizons will provide surgical masks as needed. KN-95s will be provided for deep cleaning and to staff that need to be in close contact with someone that is exhibiting symptoms.
- Wash cloth masks with hot water and detergent or soap after each wear. Put the masks in your washing machine and hang them to dry. Wash your hands when you are done.

### **Gloves**

There are many factors that play into why gloves aren't always an effective protection measure outside of direct patient care. There could be a tear or rip in the gloves, you could put them on or take them off incorrectly, but most importantly, the gloves could give you a false sense of security – and you end



up touching everything you please, including your face, leading to self-contamination.

The glove itself is only good protection if the person wearing it follows good protective measures, but unfortunately most people will not.

Rather than insist on staff and consumers wearing gloves, we recommend that these steps be followed while your facility is operating:

- Do not touch your face.
- Do not touch your phone.
- Practice social distancing while in the agency. (Stay at least six feet away from others at all times.)
- Limit the items or surfaces that you need to touch. (Now isn't the time to scavenge through the entire apple pile.)
- Wear a face mask – and do not touch the mask once it's on your face.
- Sanitize your hands as often as possible

Social distancing, not touching your face, sanitizing your hands, followed by washing your hands thoroughly is a reasonable approach to avoid acquiring the virus in the store. Gloves do not give you immunity nor permission to touch everything within reach. Any germs that might be on your gloves can be transferred to all other surfaces and items you touch. The coronavirus can enter your body through mucous membranes, like in your nose and mouth. It does not enter your body through your hands, but the hands can transport the viral particles to the mucus membranes.

## Disinfection Protocols

### **How to Clean and Disinfect**

#### Hard (Non-porous) Surfaces

If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. For disinfection, most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available here [https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2-list\\_03-03-2020.pdf](https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2-list_03-03-2020.pdf) . Follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.

Additionally, diluted household bleach solutions (at least 1000ppm sodium hypochlorite) can be used if appropriate for the surface. Follow manufacturer's instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.



Prepare a bleach solution by mixing:  
5 tablespoons (1/3 cup) bleach per gallon of water or  
4 teaspoons bleach per quart of water

#### *Soft (Porous) Surfaces*

For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning: If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely. Otherwise, use products that are EPA-approved for use against the virus that causes COVID-19 and that are suitable for porous surfaces.

#### *Electronics*

For electronics such as tablets, touch screens, keyboards, remote controls, and ATM machines, remove visible contamination if present. Follow the manufacturer's instructions for all cleaning and disinfection products. Consider use of wipeable covers for electronics. If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

#### *Linens, Clothing, and Other Items That Go in the Laundry*

In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry. Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items. Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

#### **Personal Protective Equipment (PPE) and Hand Hygiene**

The risk of exposure to cleaning staff is inherently low. Cleaning staff should wear disposable gloves for all tasks in the cleaning process, including handling trash. Gloves should be compatible with the disinfectant products being used. Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash. Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves. Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.

Cleaning staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor. Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an

alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands. Additional key times to clean hands include:

- After blowing one’s nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After contact with animals or pets.
- Before and after providing routine care for another person who needs assistance such as a child.

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility-H.pdf>



## Social Distancing

Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing:

- Stay at least 6 feet (about 2 arms’ length) from other people
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings
- In addition to everyday steps to prevent COVID-19, keeping space between you and others is one of the best tools we have to avoid being exposed to this virus and slowing its spread locally and across the country and world.

When COVID-19 is spreading in your area, everyone should limit close contact with individuals outside

your household in indoor and outdoor spaces. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is especially important for people who are at higher risk of getting very sick.



**SAFETY FIRST**

### **Why practice social distancing?**

COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19.

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. However, this is not thought to be the main way the virus spreads. COVID-19 can live for hours or days on a surface, depending on factors such as sun light and humidity. Social distancing helps limit contact with infected people and contaminated surfaces.

Although the risk of severe illness may be different for everyone, anyone can get and spread COVID-19. Everyone has a role to play in slowing the spread and protecting themselves, their family, and their community.

### **Tips for Social Distancing**

- Follow guidance from authorities where you live.
- If you need to shop for food or medicine at the grocery store or pharmacy, stay at least 6 feet away from others.
- Use mail-order for medications, if possible.
- Consider a grocery delivery service.
- Cover your mouth and nose with a cloth face cover when around others, including when you have to go out in public, for example to the grocery store.
- Stay at least 6 feet between yourself and others, even when you wear a face covering.

- Avoid large and small gatherings in private places and public spaces, such a friend’s house, parks, restaurants, shops, or any other place. This advice applies to people of any age, including teens and younger adults. Children should not have in-person playdates while school is out. To help maintain social connections while social distancing, learn tips to keep children healthy while school’s out.
- Work from home when possible.
- If possible, avoid using any kind of public transportation, ridesharing, or taxis.
- If you are a student or parent, talk to your school about options for digital/distance learning.
- Stay connected while staying away. It is very important to stay in touch with friends and family that don’t live in your home. Call, video chat, or stay connected using social media. Everyone reacts differently to stressful situations and having to socially distance yourself from someone you love can be difficult. Read tips for stress and coping.

### **What is the difference between quarantine and isolation?**

#### *Quarantine*

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Someone in self-quarantine stays separated from others, and they limit movement outside of their home or current place. A person may have been exposed to the virus without knowing it (for example, when traveling or out in the community), or they could have the virus without feeling symptoms. Quarantine helps limit further spread of COVID-19.

#### *Isolation*

Isolation is used to separate sick people from healthy people. People who are in isolation should stay home. In the home, anyone sick should separate themselves from others by staying in a specific “sick” bedroom or space and using a different bathroom (if possible).

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

| Isolation  | Quarantine  |
|--|---|
| <p><b>For people who are sick:</b></p> <ul style="list-style-type: none"><li>➤ Separates people who are sick from those who are not sick</li><li>➤ Restricts the movement of people who have a contagious disease to stop the spread of the illness</li><li>➤ Allows for appropriate treatment in a hospital setting</li><li>➤ Requires appropriate personal protective equipment (PPE) for those coming into contact with the person who is sick</li><li>➤ Requires proper infection control and sterilization measures</li></ul> | <p><b>For people who were exposed to coronavirus but are not sick:</b></p> <ul style="list-style-type: none"><li>➤ Applies to people who may or may not become sick</li><li>➤ Restricts the movement of healthy people who may develop a disease after potential exposure</li><li>➤ May require people to remain in a designated location, like their home, for up to 14 days</li><li>➤ Requires active monitoring, including taking temperature two times per day and check for other symptoms</li><li>➤ PPE is not required for contact with people who are not ill</li></ul> |

Call the NJ Poison Center hotline at 1-800-222-1222.  
Trained healthcare professionals are standing by to answer your call 24/7.  
Visit [nj.gov/health/coronavirus](http://nj.gov/health/coronavirus)

## Covid-19 Return to Work Planning Questionnaire

**Date** \_\_\_\_\_ **Case Manager/Contacted by** \_\_\_\_\_

**Service Recipient** \_\_\_\_\_ **Spoke to (i.e., consumer, guardian, caregiver, etc.)** \_\_\_\_\_

| <b>HEALTH AND SAFETY</b>  |            |           |
|---|------------|-----------|
| <b>HYGIENE</b>  | <b>YES</b> | <b>NO</b> |
| Washes hands upon entering from outdoors?                               |            |           |
| Washes hands after restroom use?  |            |           |
| Washes hands prior to handling food/drink?                              |            |           |
| Covers properly when coughing/sneezing?                                 |            |           |
| Washes hands after coughing or sneezing into hands?                     |            |           |
| If No to any above; benefitting from training efforts to correct?       |            |           |
| <b>VIRUS RISK FACTORS (according to CDC guidelines)</b>                 | <b>YES</b> | <b>NO</b> |
| Age 65 or older?  |            |           |
| Chronic Lung Disease or Moderate to Severe Asthma?                      |            |           |
| Serious Heart Condition(s)?   |            |           |
| Immunocompromised (e.g., cancer treatment, organ transplant, HIV, etc)? |            |           |
| Severe Obesity?   |            |           |
| Diabetes?   |            |           |
| Chronic Kidney Disease, undergoing dialysis?                            |            |           |
| Liver Disease?  |            |           |
| Someone in your immediate household meet any of the above risks?        |            |           |
| <b>PROTECTIVE MEASURES</b>  | <b>YES</b> | <b>NO</b> |
| Able to wear gloves?  |            |           |
| Need assistance with putting gloves on or taking gloves off?            |            |           |
| Willing to use gloves?  |            |           |
| Able to wear a face covering?   |            |           |
| Need assistance with putting cover on or taking cover off?              |            |           |
| Willing to use a face covering?   |            |           |
| <b>TECHNOLOGY/INTERNET ACCESS</b>                                       |            |           |
| <b>DEVICES</b>  | <b>YES</b> | <b>NO</b> |
| I have free access to a computer in my home                             |            |           |
| I have limited/restricted access to a computer in my home               |            |           |
| I can access the internet from the computer in my home                  |            |           |
| I have my own cell phone  |            |           |

|  |                                   |                                    |
|--|-----------------------------------|------------------------------------|
| I am able to access the internet from my cell phone        |                                   |                                    |
| I use someone else’s phone to make/receive calls           |                                   |                                    |
| I use someone else’s phone to access the internet          |                                   |                                    |
| <b>EMAIL</b>   |                                   |                                    |
| The email address I use <i>that is checked regularly</i> : |                                   |                                    |
| This email address belongs to:                             |                                   |                                    |
| <b>DESIRE TO RETURN</b>                                    |                                   |                                    |
|  |                                   |                                    |
| <b>1</b>   | <b>2</b>                          | <b>3</b>                           |
|  |                                   |                                    |
| <b>I can’t wait to get back!</b>                           | <b>I can take it or leave it.</b> | <b>I’m really happy being out.</b> |

Notes:





## Guidance on Preparing Workplaces for COVID-19

OSHA COVID-19 Guidance for the Manufacturing Industry Workforce

<https://www.osha.gov/Publications/OSHA3990.pdf>

OSHA is committed to protecting the health and safety of America's workers and workplaces during these unprecedented times. The agency will be issuing a series of industry-specific alerts designed to keep workers safe.

If you are in the manufacturing industry, the following tips can help reduce the risk of exposure to the coronavirus:

- Encourage workers to stay home if they are sick.
- Establish flexible work hours (e.g., staggered shifts), if feasible.
- Practice sensible social distancing and maintain six feet between co-workers, where possible.
- For work activities where social distancing is a challenge, consider limiting the duration of these activities and/or implementing innovative approaches, such as temporarily moving or repositioning workstations to create more distance or installing barriers (e.g., plexiglass shields) between workstations.
- Monitor public health communications about COVID-19 recommendations for the workplace and ensure that workers have access to and understand that information.
- Train workers on how to properly put on, use/wear, take-off, and maintain protective clothing and equipment.
- Allow workers to wear masks over their nose and mouth to prevent spread of the virus.
- Encourage respiratory etiquette, including covering coughs and sneezes.
- Discourage workers from using other workers' tools and equipment.
- Use Environmental Protection Agency-approved cleaning chemicals from List N or that have label <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>



- claims against the coronavirus.
- Promote personal hygiene. If workers do not have access to soap and water for handwashing,
- provide alcohol-based hand rubs containing at least 60 percent alcohol. Provide disinfectants and
- disposable towels workers can use to clean work surfaces.
- Encourage workers to report any safety and health concerns.

For more information, visit [www.osha.gov/coronavirus](http://www.osha.gov/coronavirus) or call 1-800-321-OSHA (6742). OSHA issues alerts to draw attention to worker safety and health issues and solutions.

- [osha.gov/coronavirus](http://osha.gov/coronavirus) • 1-800-321-OSHA (6742) • @OSHA\_DOLOSHA 4002-04 2020

## Sample Extended Employment Curriculum for Remote Delivery

### Skills Training Outline Lesson 1

Focus: Understanding COVID-19, Safety & Self-Care

Projected

Duration: 30-40 minutes

\*Session duration may be adjusted due to cognitive limitation, attention span, etc.

- 
1. Introduction:
    - How are you?
    - Checking in

2. Sub-topics

|   |
|---|
| COVID-19 Basics (show video 1, 2 and discuss)   |
| Social Distancing Basics (show video 3 and discuss)   |
| Handwashing Basics (show video 4 and review)  |
| Stress Management (discuss practical coping skills, demonstrate breathing exercise video 5) |

Lesson Resources:

Video 1 (COVID-19 Basics):

<https://www.youtube.com/watch?v=vxlzke8IISQ&t=89s>

Video 2 (COVID-19 Basics Con't):

<https://www.youtube.com/watch?v=GoXxmzKdick>

Video 3 (Social Distancing Basics):

<https://www.youtube.com/watch?v=xopapqahqEg>

Video 4 (Handwashing Basics):

[https://www.google.com/search?q=handwashing+who+video&rlz=1CAJGTD\\_enUS832&oq=handwashing+who+&aqs=chrome.2.69i57j0l5.8135j0j4&sourceid=chrome&ie=UTF-8&safe=active&ssui=on](https://www.google.com/search?q=handwashing+who+video&rlz=1CAJGTD_enUS832&oq=handwashing+who+&aqs=chrome.2.69i57j0l5.8135j0j4&sourceid=chrome&ie=UTF-8&safe=active&ssui=on)

Video 5 (Stress Management Exercise): [2](#)

[https://www.youtube.com/watch?v=9tOJZQhO\\_Uw&list=PLqZjwzLq3\\_YG4tqkHwmMPrFafhgY5FEcj&index=](https://www.youtube.com/watch?v=9tOJZQhO_Uw&list=PLqZjwzLq3_YG4tqkHwmMPrFafhgY5FEcj&index=)

3. Questions/Comments

- Same time, next week?
- We will be checking in with you before next session. Feel free to reach out to us if you would like.

Skills Training Outline  
Lesson 2

Focus: How do we feel about our current daily routines? Do we need help building them? If not, tell us about them!

1. Introduction:

- How are you?
- Checking in

2. Sub-topics

|  |
|--|
| Benefits of Setting a Daily Routine  |
| Interactive Activities: <ul style="list-style-type: none"><li>• What's Your Day Like?</li><li>• Tips for Building a Schedule<br/><a href="https://www.youtube.com/watch?v=ifGg5JykgQo">https://www.youtube.com/watch?v=ifGg5JykgQo</a></li></ul> |
| SMART Goal Setting   |
| Interactive Activities: <ul style="list-style-type: none"><li>• How to "build" a SMART Goal</li><li>• Personalized discussion on setting short-term personal goals</li></ul>   |

|  |
|--|
| <ul style="list-style-type: none"><li>Establishing a Goal (s) *Facilitators will assist participants in setting a personal and/or career goal of the week.<br/><a href="https://www.youtube.com/watch?v=1-SvuFIQjK8">https://www.youtube.com/watch?v=1-SvuFIQjK8</a></li></ul> |
| Interactive Stress Management Activity   |
| - Stretching<br><a href="https://www.youtube.com/watch?v=GSErLGhMBUw">https://www.youtube.com/watch?v=GSErLGhMBUw</a>  |

3. Questions/Comments

- Briefly overview COVID-19 Safety
- Same time, next week?
- We will be checking in with you before next session. Feel free to reach out to us if you would like.



## **Plan for Re-Opening Post COVID-19**

### General Guidelines

Employment Horizons has a continuous process of hazard mitigation. Since March of 2020, EH has assessed COVID-19 related risks and incorporate the latest guidance from public health entities. In addition, EH has an active Safety Committee that identifies hazards, works with staff and clients on mitigating any issues, and reviews critical incidents. Our facility complies with all OSHA requirements and is also inspected by both our local fire inspector and CARF. In addition, all safety requirements and processes for CARF are met. EH will continue to assess all hazards, whether COVID-19 related or not, and take responsible steps to mitigate them for the protection of program participants, staff, and visitors. A variety of controls have been developed specifically in response to the COVID-19 pandemic which are outline in this plan and include the provision of and wearing of PPE, adequate distancing of employees, enhanced cleaning and hygiene practices, and temperature screenings of all those entering the building. These controls, and others outlined in this plan, will be assessed on an ongoing basis with revisions made as any issues are identified.

Staff in the workshop, hallways, restrooms, front desk, warehouse, and common areas are required to wear a face mask. Staff should continue to maintain physical distance of at least 6 feet. Staff within their individual offices may choose to remove their face mask when alone in the office. Staff who share an office and whose co-worker is present in the same office should continue to wear a mask.

Staff and client temperatures will be taken at the entrances using no-touch thermometers. A temperature of 100.3 or higher requires an employee or client to go home. Everyone entering the building will be required to be wearing a mask. Individuals may wear their own mask or one provided by EH at the door. Symptoms of illness, with or without a fever, require staff/client to return home. Symptoms may include fever, coughing, shortness of breath, or any other sign of illness. Staff and clients who are sick should not come to work. Only employees whose job requires them to be physically present at EH should come to EH. All others should continue to work remotely.

EH will have no visitors at this time. Visitors include counselors from referral sources, tours (prospective clients or customers), outside meetings (e.g. committee meetings, volunteers, staffings, board meetings, etc.), transportation drivers (MAPS etc.), and anyone else not employed by EH or a client of EH. Only EH staff necessary to be in the building, emergency services personnel, and clients should be in the building. Any requested exception is to be approved by CEO or next available person on chain of command.

Staff are not to attend any in-person gatherings/outside meetings on behalf of EH including networking events, conferences, trainings, etc.

Staff kitchens should be used only for accessing the refrigerators and warming up food. Staff should continue to keep physical distance. Staff may not eat in the staff kitchens or eat lunch as a group.

Staff should refrain from going out on their lunch break, whether it is to pick up food or to run errands. Food may be delivered to EH if the staff person is willing to meet the delivery person in the parking lot (rather than the person entering the building). As with other deliveries to the building, social distancing should be practiced.

Frequent handwashing should be practiced. EH will provide hand sanitizer available to staff and clients as well.

Employment Horizons' HVAC system is serviced on a quarterly basis. EH has upgraded all filters in the building from MERV-7 to MERV-13 for the duration of the COVID-19 pandemic. While less efficient, MERV-13 filters capture smaller particles than MERV-7 filters.

Staff are encouraged to use the stairs, rather than the elevator. There should not be more than one person in the elevator at a time with the following exceptions: members of the same household (ex: a parent and child in the building for a vocational evaluation) or a client and staff member where the client needs assistance. If a client and a staff member are in the elevator together, face masks must be worn, individuals should face opposite walls, and talking should be limited while in the elevator.

The call buttons (1<sup>st</sup> and 2<sup>nd</sup> floor) and interior elevator buttons will be disinfected twice daily (morning and afternoon).

### **Workshop and Facilities (Production and VRS)**

Schedule: Alternating weeks, 50% of clients each week (recognizing we'll not get full 50% attending). Clients attend Monday through Thursday, with Friday designated for staff only and to clean/disinfect prior to arrival of the next group.

Transportation: Once plan is finalized, will reach out to primary transportation providers with what we are asking for

Entrances – Use both entrances. Both remain closed until 8am. NO client arrivals before 8.

Tape on sidewalk leading up to both entrances marking 6-foot distances

At entrance, staff take temperature and provide mask to anyone who needs one. Face masks will be required for all program participants and staff as they enter the building.

Isolation Room – Storage room next to Shenell's office. Can walk (or use wheelchair) to get program participant to that room traveling outside the building.

No morning coffee. Culinary will not open initially. May reopen for packaged products only at some point. No clients will work in Culinary until further notice. No volunteers will be in Culinary until further notice. When Culinary reopens for packaged products, two staff will work (one to handle products and one to handle money). Will look into adjusting register location slightly to attempt to maintain social distancing between staff.

There will be one entrance door to the cafeteria (nearest the serving line) and one exit door (nearest the water cooler). These will be clearly marked with signs.

Clients report directly to work table. No congregating in cafeteria or outside. Lockers will NOT be used. Clients should bring food and belongings to work table. Will be plenty of room due to decreased number of clients. One client will be seated per table. All clients will face in the same direction.

Clients will be swiped in by supervisor, and IDs will be left at the table. Do not need to be worn.

Face masks must be worn throughout the day except during break and lunch. Clients may wear their 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. Nitrile disposable gloves will be provided for all staff and clients in the workshop.

Morning breaks will be held at work table. Area will be disinfected before and after break and clients can move to a seat to the left/right to eat.

Hand sanitizer will be available in each work area for cleaning hands before and after eating as well as at regular intervals throughout the day, including after removing gloves.

Lunches will be at 11:30 and 12:30 with a half hour break in between groups for cleaning. Chairs will be removed from cafeteria to create appropriate distance between all seats. Clients will be asked not to move chairs and to sit where they are provided. Outdoor patio and tables will be available as weather gets warmer, but max of one client per table.

Larger production room will use restrooms across from staff kitchen. Smaller production room will use restrooms next to their room. The middle set of restrooms will be used only in an emergency or when one of the other sets of restrooms is being cleaned. One person in restroom at a time. To be monitored by staff. Signs placed on door as a reminder only one person at a time.

Water fountains will have a bag placed over them and made inaccessible for use. Water will be available for program participants at water cooler in the lunch room.

No groups. Shop meetings can be held in work groups or as part of lunch.

No transportation of clients by staff.

Clients will remain at their seats until paged for a ride. There will be no congregating in the cafeteria or at entrances.

Client transportation drivers including family members will be encouraged to call front desk rather than stop inside. Drivers will not be permitted to use EH restrooms or to come in the building past the first set of doors. When possible, those picking up clients should wait in their vehicle or outside the building, rather than in the vestibule.

Deliveries will be dropped off just inside loading dock. Warehouse staff will pick up deliveries and move them after delivery driver has left.

VRS staff can use the cafeteria to meet with clients to avoid being in a small enclosed space or speak to clients at their work table when confidentiality is not a concern.

Guidelines will be sent home to families/group homes.



Training will be provided on glove and mask usage – when and how to put on and remove and the importance of covering both the mouth and nose.

### **CDS**

All staff except for Manager (as needed) will work remotely. If files are needed, they can be emailed by Manager or other staff member in the building. Files can also be given to staff outside the building (parking lot).

Coaching and LTFA will be provided virtually/by phone as long as possible/feasible and permitted by DVRS.

Onsite coaching and LTFA will only be permitted when a workable virtual situation is not feasible and with the permission of Manager (in her absence, Senior ESP). Face masks will be required for all staff visiting clients in the field. Employers should be contacted before any in-person visits to ensure such visits are permitted and that the CDS staff member complies with all requirements of the site.

Job development will continue virtually/by phone

Unsure on whether new clients will be referred. Intakes will be done in person at EH or a site in the community. If done at EH, they should be done in the Library or other room with 6 feet of distance, with appropriate face masks, and after taking the client's temperature at the door. Library will be cleaned/sanitized by trained staff after each use.

No transportation of clients by staff.

### **Transition and Evaluation**

Onsite evaluations will take place putting as much distance between evaluator and client as feasible. Both parties will be required to wear masks. Masks will be provided to clients as needed.

All clients entering EH will have their temperature taken before entering for services

CBWE and TWE will not take place until restrictions are reduced regarding physical distancing

All surfaces, tests, etc. touched by clients will be disinfected after use. Hand sanitizer will be available to client and staff.

Services that can be provided remotely/virtually will be provided in such a manner as the first choice

No transportation of clients by staff.



**SHORT-TERM VOCATIONAL EVALUATION (STVE)  
SAFETY AND SANITATION PRACTICE FOR COVID-19**

Short-Term Vocational Evaluation Services utilize materials from standardized assessment tools. These materials are re-used as part of the assessment instrument. In consideration of maintaining health and limiting contagion of germs, the following precautions are applied:

1. All tabletops, chair arm rest, pens/pencils, computer keyboards and mouse, will be wiped prior to the entrance of a client for testing at the Employment Horizons office.
2. After each use, the assessment materials that can be, will be wiped or soaked with bleach wipes or other health department approved solution to disinfect. These materials will be allowed to air dry before being put away for the next use.
3. Paper materials, such as filing cards are laminated to allow for wiping off with the disinfecting solution.
4. The Evaluator will wash hands with soap prior to the testing session.
5. Answer sheets that are one-time use, are kept in a file draw with access by the Evaluator only.
6. Hand sanitizer solution will be available at the testing table, available to the client and the Evaluator.
7. Gloves will be offered and available to a client to use during the Evaluation, so they have a choice to use.
8. It will be at the discretion of the Evaluator, to re-schedule a testing date, if there is significant evidence of the client having a contagious cough, sneezing or discharge from eyes, ears or open sores.
9. Doorknobs, light switches and file cabinet handles are wiped with a disinfectant solution, after each Evaluation or at least weekly.

When assessments are **performed out of the Employment Horizons office** efforts will be made to wipe off tabletops and chair arm rests, prior to client entering the room.

Assessment materials will be cleaned before and after use and transported by the Evaluator in an EH box or bag.

**Production and Facilities Management  
SHORT-TERM PATHOGEN  
PREVENTION PROCESS FOR COVID-19**

The Short-Term Pathogen Prevention Process details the areas and means of sanitation, aimed at preventing the spread of pathogens in the workplace.

- Environment
  - The production team will restrict customers and suppliers from accessing the production area unnecessarily.
  - The production team will modify client work schedules to reduce the number of people in the production area by fifty percent.
  - The production floor will be reorganized to accommodate one client to a table. This will help ensure six feet of distance between clients while working.
  - The production team in conjunction with VRS will instruct both clients and staff on how to properly wear personal protective equipment, wash hands and identify the symptoms of illness.
- Personal Protective Equipment
  - Janitorial team members are to wear disposable gloves at all times while performing their duties. Whenever disposable gloves are removed, hands are to be washed immediately.
  - Clients will be provided disposable gloves daily and face masks as needed.
  - Staff will be provided disposable gloves daily and face masks as needed.
- Disinfectants will consist of:
  - EPA-registered household disinfectants
  - Alcohol solutions with at least 70% alcohol
  - Diluted household bleach solutions
    - Diluted mixture will be 5 tablespoons of bleach per gallon of water or 4 teaspoons of bleach per quart of water.
  - All disinfectants will be given the appropriate time to sit on the cleaning surface per the specifications of the manufacturer.

**Target Locations**

1. 1<sup>st</sup> Floor
  - a. Bathrooms
    - i. Janitorial team members will wear face masks, gloves, and safety goggles when cleaning and disinfecting the bathrooms.
    - ii. Client bathrooms on the first floor will be cleaned once in the morning, prior to the first break and once in the afternoon after the last lunch.
  - b. Client Cafeteria
    - i. The janitorial team will clean the client cafeteria between the two lunch breaks and after the second lunch break. If breaks are held in the cafeteria, the cafeteria will also be cleaned between breaks and after the second break.
    - ii. The tabletops, chairs, and water cooler will all be disinfected during each cleaning.

- c. Staff Kitchen
    - i. The staff kitchen will be cleaned prior to the fifteen-minute breaks. It will again be cleaned prior to lunch, between the lunch breaks, and after lunch
    - ii. The tabletops, chairs, sink knobs, microwave buttons, refrigerator handle, coffee pot handles, cabinet handles, drawer handles, and water cooler will all be disinfected during each cleaning.
  - d. Production Areas
    - i. The production areas will be disinfected at the end of each day by the Fulfillment Support Professional (FSPs) The FSPs will disinfect their respective areas wearing gloves and using approved disinfectant.
    - ii. Surfaces to be disinfected are as follows:
      - 1. Tabletops
      - 2. Chairs
      - 3. Water bottles
      - 4. Testing equipment
      - 5. Tape machines
      - 6. Scales
      - 7. Work desk
      - 8. Phone
      - 9. Time clocks
      - 10. All water fountains will be taped off. Those needing water should use the cooler in the cafeteria.
2. 2<sup>nd</sup> Floor
- a. Bathroom
    - i. Janitorial team members will wear face masks, gloves, and safety goggles when cleaning and disinfecting the bathrooms.
    - ii. The upstairs staff bathrooms will be cleaned twice per day. Once before 9:30am and again after 1:30pm.
  - b. Staff Kitchen
    - i. The staff kitchen will be cleaned three times per day. Once prior to the fifteen minute break. Again prior to the two lunch breaks. And once more after the two lunch breaks are over.
    - ii. The tabletops, chairs, sink knobs, microwave buttons, refrigerator handle, coffee pot handles, cabinet handles, drawer handles, toaster oven handle/knobs, and water cooler will all be disinfected during each cleaning.
  - c. Conference Rooms (Board Room, Library, and Classroom)
    - i. The conference rooms will be cleaned according to use.
    - ii. Prior to and after being used, the tabletops, chair arms and phones will be disinfected. The laptop and accessories will be disinfected according to use.
3. Entire Facility
- a. Touch surfaces
    - i. The high touch surfaces throughout the facility (both upstairs and downstairs) will be continuously disinfected throughout the day. Janitorial staff will begin disinfecting the

high touch surface areas in the morning and will continue to repeat the process until the day is over.

- ii. High touch surface areas requiring disinfection are as follows:
  - 1. Automatic door pushbuttons
  - 2. Crash door handles
  - 3. Conventional door knobs and handles
  - 4. Time clocks
  - 5. Elevator buttons (both inside and out)
  - 6. Copy machine touch panels

**Culinary Arts Training Program**  
**Culinary Arts Training Program**  
**Safety and Sanitation Practice for COVID-19**

Program participants in the Culinary Arts Training Program interact with clients, staff, and outside guests through the preparation and service of food. As many surfaces and equipment are re-used and handled daily, maintaining a kitchen that is compliant with health department procedures and proper sanitation guidelines will limit the contagion of germs. The following precautions will be implemented and enforced:

1. All food contact surfaces and equipment will be cleaned and sanitized daily (after each use or every 4 hours). This includes food-prep surfaces, utensils, food- prep equipment, and food-service trays. These items will be washed, rinsed, sanitized with a Multi-Quat solution, and air-dried.
2. All non food contact surfaces will be sanitized with a Multi-Quat sanitizer and allowed to air-dry daily. This includes sink handles, doorknobs, light switches, refrigerator and freezer handles/ doors, microwave handles, soap dispensers, kitchen keys, telephone, utility carts, and the cash register system.
3. Gloves and hand sanitizer will be made available to volunteers, staff, and clients who are handling money and using the cash register system. When possible, those handling money will not also handle packaged goods.
4. General food safety practices will be continually followed and enforced when serving guests. This includes following proper handwashing procedures and proper glove use when handling ready-to-eat foods.
5. When handling catering orders, set up, and delivery, gloves will be worn at all times. Equipment such as coffee dispensers, milk containers, tea/ sugar caddy, and serving tongs will be washed, rinsed, and sanitized before and after use. Disposable catering trays, cutlery, plates, and napkins will be handled with gloves.
6. Proper handwashing procedures should be strictly followed and enforced. Hand washing should be done after using the restroom, touching any part of the face or hair, eating or drinking, handling money, smoking, touching trash, handling raw or ready-to-eat products, and after sneezing, coughing or using a tissue. Proper handwashing procedures will be followed after handling invoices or food deliveries from outside suppliers.
7. Hand sanitizer solution will be available at each hand washing sink and in the Culinary Arts Instructor's office. Hand sanitizer should never replace hand washing. It should be used after following proper handwashing procedures for extra protection.
8. Clients or volunteers who display any evidence of sneezing/ poor respiratory hygiene, severe coughing, sore throat, heavy nasal discharge, or fever, will not be allowed to work and will be sent home at the discretion of the Culinary Arts Instructor. More information about Employment Horizons' illness policy can be found on page 11 of the Culinary Arts Training Program Handbook.

The Culinary Arts Training Program and Café Horizons will open in stages, based on state and local guidelines and Employment Horizons' safety protocols. This will include a delay in reopening.



**CAREER DEVELOPMENT SERVICES  
SAFETY AND SANITATION PRACTICE FOR COVID-19**

While a variety of Career Development Services are provided off site, the cleaning of those sites is at the discretion of the employer. CDS staff educates the client in sanitary practices to ensure their safety.

1. CDS staff educates the clients regarding proper hygiene and sanitation to ensure the work environment is as clean as possible.
2. There are times when CDS staff has meetings at the EH building. Offices that are used for meetings and services are sanitized prior to the visit and again after the meeting. If a meeting is held in a meeting room (library, classroom, etc), that room will also be sanitized before and after the meeting. If there is an outbreak of a contagious illness, meetings may be held strictly in large conference rooms rather than personal offices.
3. Keyboards, surfaces, phones and other tools necessary will be sanitized before and after the meeting.
4. Hand sanitizer is available on each staff member's desk. The client will be asked to use hand sanitizer before using any equipment (i.e. phones, computer, etc.)
5. If the client is being transported to an interview/job site, the EH staff member will supply hand sanitizer and wipe down vehicle surfaces before and after with a sanitizing wipe. During outbreaks of contagious illnesses, EH staff may decline to transport individuals to job sites.
6. If there is a meeting off site, wipes should be available to wipe down surfaces such as tabletops, computer keyboards, and other tools necessary.
7. At the beginning of every fall, EH staff will instruct clients on the techniques of taking preventative measures to minimize the risk of contracting seasonal maladies or illnesses.
8. If the employer provides safety trainings regarding preventing illness, EH staff can assist the client with understanding the proper measures the company takes to ensure that the environment and their staff remains healthy.

In addition to our policy, CDS follows the guidelines set forth by the Division of Developmental Disabilities and the Division of Vocational Rehabilitation.

## VOCATIONAL REHABILITATION SERVICES

### Health and Safety Procedures for COVID-19

To optimize the health and safety of all Employment Horizons program participants, staff, volunteers and visitors, and reduce the spread of germs and contagions, the Vocational Rehabilitation Services (VRS) Dept. will implement the following procedures:

1. VRS Counselors will maintain clean and sanitary offices, wiping down all common surfaces with disinfectant solution or wipes that participants, staff, etc. may come in contact with when used for meetings, counseling, conferences etc. to include:
  - Desk surfaces
  - Chair seats and arms
  - Door handles
  - Shared pens, pencils
  - Office phone, as needed

Counselors will complete this process after every meeting or use. A disinfectant spray will be sprayed after each meeting as well.

2. Counselors will keep a dispenser of hand sanitizer in their offices and request individuals to use prior to each meeting with the option to wash hands with soap and water.
3. Counselors will monitor the health of all participants, checking in with each upon entrance to the building to visually check on health and welfare, make a determination of wellness and request that any participant that appears unwell to wait in the “Health Isolation Room/Area” for evaluation. Counselors will maintain distance and make a general evaluation based on answered questions and general impression of wellness and presence of symptoms. If the participant is deemed unwell, it will be requested that they return to home/group home or supervised apt., picked up by family or staff as soon as possible but no later than 1 hour after initial call/request. Temperatures will be checked using a contactless thermometer upon entrance into the building. Counselors will also ensure participants have appropriate masks, if necessary. Counselors will distribute appropriate masks if needed.

4. A “Health Isolation Room” will be set-up on premises to isolate individuals who appear unwell from the general EH population until they can be picked up for their return home. This room will provide a comfortable area to sit and participants will be quickly evaluated by counseling staff and reassured that they are not in trouble. Should the “Health Isolation Room” be in use by an unwell participant and another individual is in need of isolation, an alternate room will be used (file room, conference room, office) to isolate any unwell individual. After individuals leave the premises, any room used for isolation will be cleaned and disinfected.
5. All individuals displaying common symptoms of the COVID-19 virus (i.e., persistent cough) be sent home immediately. Family, guardians, caregivers and staff will be made aware of this and requested to keep all participants home when cough or respiratory symptoms are present.
6. A “Taxi-Agreement Policy” will be introduced so that individuals displaying signs of illness can be sent home by taxi in a timely manner if staff or family are unavailable to pick up participants when requested (within 1 hour of request). Family/staff must be available to meet the individual at home at time of arrival. Family, guardians, caregivers and staff will be required to sign this agreement in order for individuals to attend Employment Horizons.
7. VRS Group Activities (Social, Job-readiness and Wellness Groups) will be held in larger rooms such as the Library, Board Room or Alternate Activity Room, rather than the 1<sup>st</sup> Floor Conference Room to avoid crowding and allow individuals to spread out in a safe, social-distancing manner so that spread of germs will be less likely. Participants will be asked to use hand sanitizer prior to and upon completion of group. Room surfaces to be sanitized upon completion of group as well. Larger groups (Chair Yoga, Synergizers, Advocates In Action, Workshop Meetings) will be restricted to smaller numbers to allow similar spacing among participants.