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**Adult Training Center
Re-Opening Plan**

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AGENCY COVID-19 OPERATING STANDARDS

PURPOSE

The Arc, Ocean County Chapter, Inc. has developed the following as a guide to return to work and recovery as we resume and/or increase capacity of operations POST COVID-19. The plan is based on best practices as recommended by the CDC (Centers for Disease Control), Occupational Safety & Health Administration (OSHA), World Health Organization (WHO), as well as county, state, and municipal government, funding agencies and inter-agency collaboration.

The overriding purpose of this plan is to ensure the health and wellness of staff, participants and visitors by implementing and enforcing practices that will serve to prevent and reduce the spread of COVID-19.

This document will guide communications; environmental health and safety; personal responsibility; facility operations, and program considerations; staff and participant training; and technology.

This is to be considered a 'living' document which is intended to be revised and/or further developed as needs change.

WHAT IS COVID-19?

Coronavirus is not new, but this particular strain is. This virus is identified as SARS – CoV – 2 and the resulting disease is now known as Coronavirus or COVID-19. It is highly contagious and has a lengthy incubation period. Common symptoms include a dry cough, fever above 100.4, and extreme fatigue. In the most severe cases, respiratory distress will occur and hospitalization is required. Some people will have no symptoms during the incubation and disease period.

SOCIAL DISTANCING

Social distancing is one of the primary ways to avoid contamination or contracting the virus. Maintaining proper social distancing (minimum of six feet) is imperative as recommended by the CDC and other health organizations, regardless of PPE being used.

Staff and persons served shall avoid gathering in groups, entering crowded areas, hugging, shaking hands, eating face-to-face and similar activities that would increase the risk of contamination.

ENVIRONMENTAL HEALTH AND SAFETY

The environmental health and safety considerations in this section serve as the foundation of all other facility, operational, and programmatic considerations contained in this document.

Classification of Worker Exposure to SARS-CoV-2



Very High Exposure Risk

This would include healthcare workers performing aerosol-generating procedures such as intubation and healthcare workers collecting specimens for testing.

The Arc of Ocean County staff is not exposed to very high risk categories with their employment.

High Exposure Risk

High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19.

Unlike a hospital or other type of institutional setting, overall, The Arc of Ocean would not be considered a high exposure risk, particularly when appropriate barriers and PPE precautions are in place.

Medium Exposure Risk

Medium exposure risk jobs are those with frequent and/or close contact with people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients. People in this category typically have contact with the general public.

Arc of Ocean County staff should consider themselves in the medium risk category.

Lower Exposure Risk

Lower exposure risk jobs are those that do not require contact with people known to be, or suspected of being, infected with COVID-19 or frequent close contact with (within six feet of) the general public. Staff in this category has minimal occupational contact with the public or other coworkers.

The Arc of Ocean County has implemented protocols to better reduce the workplace hazards presented by the COVID-19 threat.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The CDC recommends that everyone wear face masks in public places where it's hard to stay six feet away from other people. Agency staff is trained in the proper procedures for use of face masks. The Arc of Ocean requires that masks must be worn at all times while in an agency owned vehicle or facility, or onsite at another company for work related business. The only exceptions to this are when working alone in a private office or when eating. The Arc of Ocean will ensure that adequate masks are distributed to all personnel. It is the employees' responsibility to properly dispose of the masks in the designated garbage cans.

Additional PPE available as needed;

- Latex, vinyl, or nitrile gloves
- Disposable gowns
- Plastic Face Shields

DISINFECTION PROCEDURES

The Arc of Ocean is committed to implementing and adhering to a schedule of routine cleaning and disinfecting that is in accordance with generally accepted commercial janitorial standards. In addition to routine cleaning, The Arc of Ocean County has invested in backpack sprayers for deeper disinfecting of large areas quickly. All staff are expected to do their part to maintain the cleanliness of all facilities and adhere to guidance regarding disinfection protocols.

Staff performing janitorial tasks will be issued PPE suitable for the tasks to be performed. The risk of exposure to staff when cleaning is inherently low, unless in an area with suspected/known COVID-19. When cleaning, staff should wear gloves and face masks. Be sure to clean hands after properly removing gloves

Staff and others should clean hands often, including immediately after removing gloves 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.

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. 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 and remote controls, remove visible contamination if present. Follow the manufacturer's instructions for all cleaning and disinfection products. Consider use of wipe able 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*

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. Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

- *Additional Considerations*

All staff is responsible for maintaining the cleanliness of the facility at the start and end of every work day. This includes high touch surfaces (i.e. door knobs, light switches, phones, table tops) and materials that are used by various people through out the day.

Bathrooms are to be cleaned, at minimum, once an hour and documented on the cleaning chart that is kept in the bathroom.

In the event someone becomes ill during program hours, their workspace, isolation space and surrounding areas will be disinfected.

The following link provides guidance on how to properly disinfect.

HEALTH MONITORING

The Arc of Ocean believes in testing. The agency has implemented systems to ensure that all staff has had the opportunity to be tested. In addition, each person has a personal and social responsibility to monitor his/her own health. It is recommended that staff and persons served get in the habit of monitoring their own health for temperature as well as changes to your own health. Symptoms including a fever of 100.4 degrees Fahrenheit or higher, unexplained coughing, shortness of breath and extreme fatigue are consistent with COVID-19.

Fully vaccinated staff who may have been exposed to COVID-19 and who are asymptomatic do not need to be restricted from work for 14 days following exposure. At this time, people are considered fully vaccinated for COVID-19 two or more weeks after they have received the second dose in a two dose series or two or more weeks after they have received a single dose vaccine. Additionally, those asymptomatic staff who have recovered from COVID-19 in the prior 3-months should follow this same guidance.

Work restrictions for fully vaccinated staff with exposure (15 or more cumulative minutes within 24 hours of someone who has recently tested positive for COVID-19) who have underlying immunocompromising conditions or those who have not been vaccinated must isolate for 14 days following exposure.

If you get sick while you are at work, you must notify your supervisor. There will be a designated isolation room in all program sites. Any staff member assisting a person who becomes ill with symptoms consistent with COVID-19 will wear full PPE.

Upon entering an Arc of Ocean County facility, everyone will be required to undergo a COVID-19 Health Screening Survey and have their temperature taken. Screenings will be conducted daily upon arrival at a designated location. This information will be recorded and maintained at the program and electronically within the agency F Drive. Anyone registering a fever of 100.4 degrees or higher, and/or other symptoms are present, will not be permitted to enter and advised to seek medical attention. A negative COVID-19 test and a doctor's note will be required for return. If the person tests positive they must notify their Supervisor immediately.

It is important that The Arc of Ocean be able to properly account for the interpersonal contacts that staff and participants have had throughout the workday, in the event of a COVID-19 infection within the buildings. Daily Placement Logs and program attendance sheets will be used to track movement within each location.

In the event of a medical emergency, staff are expected to perform all accepts of CPR as necessary, ensuring the use of a breathing barrier.

CONFIRMED OR SUSPECTED POSTIVE INFECTION

The Arc of Ocean is committed to handling reports of a positive COVID-19 test result in a manner that protects confidentially, minimizes risk to others and maximizes business continuity. The Arc will 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 will be taken to prevent transmission of the virus. Such measures include social distancing, physical barriers, PPE, handwashing and a comprehensive system of cleaning and disinfecting. Policy applies equally to staff and persons served. Privacy will be protected to the greatest extent possible. The following steps will occur simultaneously:

- A person testing positive for COVID – 19 must immediately alert his/her supervisor on-site.
- If the person receives the test result while in the facility, they will be assisted to isolate and exit as quickly as possible.
- The individual will be taken to the designated isolation room. No more than one staff member should be in the isolation room at a time. That person will be in full PPE.
- The incident will be reported up the chain of command.
- Human Resources or designee will be alerted and contact the staff member or individual/guardian after exit to review next steps, including:
 - Quarantine
 - Available sick leave or other paid time off options as applicable
 - Confidentiality and Privacy
 - Conditions for return, including a doctor's note prior to return
- A risk assessment will be conducted including:
 - Locations where person may have been present in the past 14 days.
 - List of clients, vendors, staff and The Arc of Ocean related third parties the person may have had close contact with in the past 14 days.
- Plan to communicate with potentially impacted individuals.
- Members of management will simultaneously mobilize next steps after person has left the building:
 - Deep clean and disinfect the isolation room and any areas where the person spent time.
 - Instruct people to follow current CDC guidelines based upon vaccination status and exposure.

- Inform staff of a possible exposure situation in the building while protecting the identity of the person. Need to know will be determined by management team.

TRAINING

The Arc of Ocean County will be training staff on all policies and procedures related to this plan for opening prior to re-opening the building for programming. Initial communication of the plan elements will take place via emailed staff communications and follow up group zoom meetings and in person training will be held on as needed basis. Ongoing training and updates will continue. All Vocational employees are trained annually in Bloodborne Pathogens.

Workers required to use PPE must be trained. This training includes when to use PPE; what PPE is necessary; how to properly put on, use, and take off PPE; how to properly dispose of or disinfect, inspect for damage, and maintain PPE; and the limitations of PPE.

The Arc of Ocean will take guidance from OSHA's Training and Reference Materials Library. 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 will also receive training in all policies and procedures applicable to their safe return. Initial rollout of these policies to the individual and caregiver will be done through various platforms. Contents of the correspondence will be reinforced on an ongoing basis. Prior to starting, program participants will be able to request a virtual meeting to see the work area and review program procedures.

Any of the following plain language resources can be referenced for training:

<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/>

RESPONSIBILITIES OF THE ARC, OCEAN COUNTY CHAPTER, INC.

The Arc, Ocean County Chapter (the employer) is expected to:

- Maintain transparency throughout the COVID-19 crisis and during the reopening and recovery period.
- Communicate regularly, honestly and comprehensively based on information available at the time of the communication.
- Stay abreast of current information by relying on widely recognized and reputable news sources.
- Participate in learning and leadership opportunities that can guide our decision making processes.
- Manage the finances and related decisions in ways that safeguard the present operations as well as ensure sustainability for the future.
- Implement any personnel changes including but not limited to changes in status, changes in hours, and changes in job duties, changes in wages in a manner that is honest, helpful, compassionate and respectful of staff members impacted.
- Enhance the work environment and operational processes in ways that maximize safety for all staff, persons served and visitors.

ORGANIZATIONAL PROTOCOLS

Organizational protocols require and rely on actions taken by both staff and the agency. Typically, these protocols are changes in work policy or procedures to reduce or minimize exposure to a hazard.

The Arc of Ocean County has implemented the following administrative protocols:

- Encouraging sick employees to stay at home.
- Implementing health screening and infection control procedures.
- Minimizing contact among employees by replacing face-to-face meetings with virtual or remote communication.
- Providing employees with up-to-date information regarding risk factors and protective behaviors.
- Supplying and training on proper use of PPE.

- Every person coming into agency property is required to have a mask on prior to entering.
- Managing breaks and lunches, as well as arrival and dismissal in ways that reduce group movement throughout building.
- Adequate supply of disposable utensils and materials for activities.
- Managing shifts and lunch schedules to allow time to thoroughly disinfect common areas and promote social distancing.
- Increased vehicle sanitizing and physical barriers installed.
- Implementing additional environmental modification including;
 - Installing additional hand sanitizer stations of at minimum 60 percent alcohol throughout the building
 - Installing touchless faucets in restrooms
 - Adding signage throughout the building as reminders of proper preventative measures
 - Changing hallway traffic to one way only, as applicable, with markers on the floor indicating direction and set to social distancing measurements.

ENVIRONMENTAL MODIFICATIONS

Environmental Modifications involve isolating staff from work related hazards. These protocols reduce exposure without relying on worker behavior.

The Arc of Ocean County has implemented the following environmental modifications:

- Utilizing physical barriers in any areas where individuals may need to interact and maintaining six foot social distancing is not possible.
- Ongoing maintenance of all HVAC systems, including changing filters regularly.
- Increasing the distance between work stations.
- Removing (or reducing) chairs in all areas where gatherings may occur.
- Reducing uncontrolled travel throughout building by eliminating use of cafeteria and break room.
- Staggering handwashing stations and urinals in restrooms to ensure six (6) feet of social distancing is maintained.
- Implementing a no / essential only visitor policy during program hours.
- Eliminating family coming inside building to pick up.
- Eliminating use of lockers.

RESPONSIBILITIES OF STAFF

The Arc, Ocean County Chapter (the employees) is expected to:

- Abide by all new protocols implemented due to COVID-19.
- Participate in COVID-19 related meetings as required.
- Read communications that are distributed.
- Understand expectations, limitations, and processes for disinfecting, use of PPE, and Social Distancing.
- Stay home if feeling ill and report if feeling ill throughout the work day after reporting to work.
- Comply with the following practices related to hygiene, PPE and social distancing:
 - Any health screening practices that may be implemented (on or off site).
 - Notify Human Resources and your supervisor if you or a member of your household tests positive for COVID-19.
 - Limit direct touching of objects, equipment, and surfaces in common areas or office of other staff without disinfecting.
 - Wear a facemask at all times while in an agency vehicle or facility.
 - Maintain social distancing. Stay at least six feet away from the nearest person. If you need to take care of something that requires less than six feet of distance, see your supervisor for guidance and additional PPE.
 - Practice good hygiene and safety practices as related to yourself, your work area and others.
 - Self-clean work area before and after lunch, and end of shift.
 - Wash hands multiple times per day with warm water and soap for at least 20 seconds after using the restroom, coughing into hand, blowing nose and eating.
 - Practice respiratory etiquette, including covering coughs and sneezes by sneezing into your elbow.
 - Avoid touching face, nose, mouth, eyes to help mitigate the spread of germs.
 - Wear gloves as required and change when soiled.
- Adhere to latest CDC guidelines regarding travel and inform supervisor of travel.

TECHNICAL SUPPORT

The Arc of Ocean County recognizes the critical role that technology plays in our present response to the COVID-19 crisis as well as future service provision and sustainability. We immediately identified tasks that could be performed remotely for program participants and the tools needed to do so. The IT Director continuously monitors technology needs and ensures systems are implemented based on the needs identified.

VIRTUAL SERVICES

Virtual programming will afford all individuals the opportunity to participate in meaningful activities. Programming will be comprehensive so as to include a variety of Day Habilitation and Prevocational Training activities. Virtual programming will be offered to all individuals who express interest and have the technology to support participation. Virtual programming will bridge the service gap created by the COVID-19 pandemic thus creating opportunities for individuals served to continue to develop, enhance and achieve their goals.

Outreach to individuals served will occur to ascertain interest and available technology for participation in virtual programming. A person-centered approach to service delivery is paramount. Individuals will have the opportunity to participate in Virtual Services as a way to supplement or replace in-person supports until we resume full operation. Marketing materials detailing services offered and activity schedules will be distributed to individuals via various communication platforms including: email, agency website and agency social media accounts. These services will be available to individuals who have an approved service plan on file with one or more of our Vocational Programs. Individuals who are interested in participating but do not have an approved plan may request to do so. All activities are delivered via Zoom on a secure agency account that is operated by designated administrative personnel only. A Service Acceptance Agreement is signed by all individuals wishing to participate.

PROGRAMMATIC REOPENING – ADULT TRAINING CENTER

ADMISSION AND RE-ENTRY CRITERIA

In addition to existing standards, admission and re-entry criteria has been revised to reflect participants ability to adhere to protocols implemented due to COVID-19. Decisions surrounding admission and re-entry will be based on the participant meeting all of the following criteria:

- Not displaying any symptoms of COVID-19
- Has not been in contact with someone who has been confirmed positive.
- Is compliant with wearing a face mask/covering whenever feasible and not medically contradicted, and demonstrates the ability to practice social distancing either independently or with staff support.
- Completion and results of Individual Needs and Risk Assessment and Receipt of COVID-19 Information Form.

The agency reserves the right to revise admission and re-entry criteria at any time, with or without advanced notice. Additionally, the agency reserves the right to modify services for individuals who cannot demonstrate an ability to meet the required criteria.

RE-OPENING STRUCTURE

The Arc of Ocean County, Adult Training Centers, will phase services and participants back into facility based program based on the individual needs of the participant and the ability to follow set guidelines.

Program will operate Monday – Friday from 9AM – 3PM. Ongoing meetings will be held with staff to review the day and problem solve for changes that might need to be made. The administrative team will meet to discuss any changes to operations. The schedule is subject to change at anytime based on the needs of the program.

At all times, The Arc of Ocean County reserves the right to change the order of selection; change the assigned work area; or remove or delay the start of an individual if there are factors that appear to endanger the participant or others around him/her. All

participant and their guardians reserve the right to rescind their participation in program at any time.

New protocols will be implemented and evaluated for efficacy throughout the re-opening process. Protocols will be revised if deemed necessary. More individuals may be served than what is outlined below based on scheduling, social distancing and participation in virtual services.

Additionally, The Arc of Ocean County will monitor guidance from various sources when making decisions related to the reopening process and transition between phases. Community spread, downward trend in positive cases and access to testing amongst other things will be considered when making decisions.

The Arc of Ocean County will utilize the COVID-19 Activity Level Index Weekly Reports (CALI) which is published by the New Jersey Department of Health, to determine the operational status and capacity of the program. Administrative staff will monitor the weekly report and make changes to program capacity and operations as needed; relevant information regarding such changes will be communicated to all individuals served and caregivers/guardians.

Transition Services – Suspended until further notice

STAFFING STRUCTURE

On-Site staffing will, at minimum, meet DDD guidelines for level of supervision. Staff will return based on level of service and needs of the program. The Arc of Ocean County will manage staffing to ensure supervisory oversight at all times during reopening. Persons served will work in cohorts with an assigned staff person that will remain consistent regardless of the activities or outings offered to the extent possible.

TRANSPORTATION

The Arc of Ocean County will retrofit all agency vehicles with plastic barriers between the seats as well as reduce capacity in the vehicle to provide added safety and minimize exposure. Scheduling, vehicle capacity, volume of agency vehicles, PPE requirements, health screenings, etc. will all be considered when implementing transportation.

Changes to transportation will be made accordingly. Vehicles will be disinfested after each use; cleaning kits will be kept in each vehicle.

Passengers will complete established COVID-19 safety protocols prior to entering the vehicle. This includes; hand sanitizing, temperature check, and the completion of a health screening questionnaire. Masks must be worn for the duration of the commute. Passengers who fail to comply with transportation standards will not be permitted on the vehicle. COVID-19 safety protocols will be conducted at the time of pick up each day.

ARRIVAL AND DISMISSAL

- All entry and exit doors will be clearly marked as such and operational for one way use only, unless specified otherwise.
- People will not be allowed to congregate in the parking lot.
- Participants need to arrive no later than 9AM. Late arrivals will not be permitted.
- If you have to leave the property for any reason, re-entry within the same day will not be permitted.
- Private transportation must wait until the participant passes the health screening.
- Participants will remain seated upon completion of program.
- Participants will be dismissed to their assigned vehicles, one vehicle at a time.

LOCKERS AND PERSONAL BELONGINGS

Until further notice, lockers will not be used. Participants are required to limit personal belongings to no more than a jacket that can be draped over the back of their chair, a small lightweight bag and a small lunchbox that can be stored under their chair.

FACILITY MODIFICATIONS

In planning for re-opening, The Arc of Ocean has evaluated duties and situations that currently have individuals working or interacting within six feet from one another. To that end, environmental protocols were implemented and include the following:

- Verbal reminders will be given throughout the day to make announcements/reminders about social distancing, washing hands, and wearing face masks.
- If not a concern for persons served and weather permitting, doors and windows should be propped open to reduce door-handle touching and aid in ventilation.
- Chairs will be moved or eliminated from common areas to prevent gathering.
- Markings will be placed throughout the building, designating social distancing.
- Entrances and exits clearly marked for one way usage, unless otherwise specified.
- Handwashing/sanitizing stations throughout the building.
- Touchless faucets.
- All tables have been arranged to be at least 6 feet from nearest co-worker.
- Work stations where six foot social distancing is not possible will be protected by plastic barriers.
- When duties require staff to work within six (6) feet of each other the following will be examined:
 - Elimination of certain duties, if practical/possible, until outbreak subsides.
 - Redesign of jobs to allow shared duties to be completed by one person.
 - Provision of additional PPE if appropriate.
 - Immediate removal of PPE following completion of task without touching the outside of PPE. This would be followed by handwashing for a minimum of 20 seconds with soap and water.
- When equipment is shared the operator is required to properly disinfect after use.
- Before and after the start of each activity, staffs working are required to properly disinfect the workstation and supplies.
- Trainings and meetings will be conducted remotely as much as possible.
- When remote meetings are not possible, participants will sit or stand no closer than six feet apart. Weather permitting the meeting may be conducted outside.
- Staff and participants shall not sit directly across from one another.
- Avoid coming within six feet of outside personnel

LUNCH AND BREAKS

Breaks and lunches will be taken in the assigned program room. Because of the need to provide social distancing separate lunch areas will not be available. Weather permitting; one staff may be able to accompany small groups of no more than 5 participants, outside for brief, socially distant, breaks. In order to avoid touching more surfaces than absolutely necessary, there will not be a microwave or refrigerator available.

Lunch and snacks must be brought from home, ready to eat. Delivery of any kind is not permitted. A small supply of pre-packaged meals will be maintained on hand for emergency situations.

RESTROOMS

To maintain social distancing while using the restroom, only one person will be permitted in each of the restrooms at a time. Staff will be available to assist in the restrooms throughout the day.

Restrooms will be cleaned on an hourly basis and a checklist will be maintained.

MOVEMENT THROUGHOUT THE BUILDING

Traffic flow throughout the building will be minimized to all extents possible unless there is an emergency. Systems will be implemented to ensure movement throughout the building is monitored by staff.

I have received information regarding The Arc, Ocean County Chapter, Inc's Re-Opening Plan which outlines the proactive and reactive strategies for COVID-19.

I have been given the opportunity to ask questions and I am aware of my role in performing assigned duties as specified within this plan.

Print Name of Self or Guardian

Signature of Self or Guardian

Date