COVID Response and Prevention Plan: Day and Employment Services

Purpose:
This plan is meant to provide guidance on Opportunity Partners’ policies and procedures due to the Covid-19 pandemic. Health and safety of persons served, staff, and stakeholders is top priority for Opportunity Partners.

Infection Prevention:

General Protocols:

• **Opportunity Partners** strongly encourages any “at-risk” persons to stay home.
  o “At-Risk” is defined as people who are: 65 years and older, living in a long-term care facility, immunocompromised; people with: chronic lung disease or moderate to severe asthma, serious heart conditions, severe obesity (BMI 40 or greater). Diabetes, chronic kidney disease undergoing dialysis, or liver disease.

• **Individuals are required to wear face masks that cover their mouth and nose at all times.**
  o Cloth face masks will be available at OP locations for all to use, as well as a limited number of surgical masks.
  o OP janitorial services will sanitize reusable PPE per recommended washing procedures after each use.
  o People are allowed to bring in their own face masks as long as they meet or exceed our guidelines.
  o **Persons Served who are unable to tolerate wearing masks will be asked to stay home until they are able to tolerate masks.**

• 6-foot minimum distance shall be maintained between all individuals while onsite
  o Workstations that are within 6 feet from one another will have a Plexiglas barrier between them in as many instances as possible.

• To minimize cross-contamination between program areas, individuals will be assigned to a specific zone and should remain in that zone of the building at all times. No staff are permitted to cross through zones.

• Persons Served that work on SET sites will not enter any OP services locations and all hubbing for rides is not permitted until further notice.

• Individuals are required to take breaks and at assigned times and in assigned locations while maintaining 6 feet of social distance.
  o Handwashing breaks will be at minimum every 2 hours.
  o No communal food is allowed on the jobsite until further notice (donuts, pizza, potluck, etc.)

• Individuals will be required to bring water bottle from home; drinking fountains will be closed.

• Individuals should bring a lunch with a cold pack to minimize use of microwaves and refrigerators.

• Vending machines will be unavailable for use until further notice.

• Program spaces are marked with maximum occupancy and rooms shall stay arranged according to the standard posted on the wall.

• Individuals are required to “foam in/foam out” with hand sanitizer when available while entering and exiting a room.
• Program spaces will stay stocked with necessary cleaning supplies, hand sanitizer, hand soap and paper towels where applicable. Should supplies be missing or empty, walkie facilities for refills.
• Individuals are highly encouraged (staff are required) to participate in infection control and disinfecting guidelines of frequently touched surfaces (light switches, tables, chairs, door handles, work stations, etc.) Surfaces will be wiped down prior to use of a room and prior to exit.
• Facilities staff will maintain common spaces of OP service locations, sanitizing restrooms, high touch surfaces (door handles, railings, telephones, countertops, etc.) and highly used common areas on the following schedule:
  o Koch: Every two hours
  o Asplin: Every two hours with the exception of the restrooms, which will be every hour
  o Penn Station: Every two hours
• No visitors are allowed inside OP facilities.
• All meetings will be held through Teams, ZOOM, or another virtual meeting provider until further notice.
• Mobile devices and computers will not be shared by anyone and must be sanitized daily.
• Staff who are able to work from home are highly encouraged to do so.
• Do not share PPE and ensure used PPE is disposed of properly in a lined trash can.
• Start times for work shifts and services will be staggered to allow time and space to be maintained as people enter the building.
  o Persons served will remain in their transportation vehicle until they are signaled to approach the health check station to enter the building.
• All employees and persons served (or residential providers) must provide notice of any individual who develops symptoms or are confirmed for Covid-19 for up to 7 days following their visit to OP.

Affected and symptomatic people are required to stay home, they are not permitted to access an OP facility/vehicle, or day/employment services that are provided in the community.

An “affected person” is defined as a person with:
• A confirmed case of Covid-19
• A household member, intimate partner, or person within close contact with a confirmed case of Covid-19. Close contact is defined as being within 6 feet of a person for a prolonged period of time- 10 minutes or more.

Affected people are able to return to an OP facility/vehicle or day/employment services after a 14-day self-quarantine at home, while monitoring for Covid-19 symptoms

A “symptomatic person” is defined as a person showing any signs and symptoms related to COVID-19: fever (100.0 or above), cough, or difficulty breathing, chills, repeated shaking with the chills, muscle pain, headache, sore throat, new loss of taste or smell.

Symptomatic people are able to return to an OP facility/vehicle or day/employment services after 10 days AND being symptom free for 3 days without taking any fever reducing medication.