



COVID-19 SAFETY PLAN 400 VICTORY BLVD DAY HAB

We would like to assure you that your well-being is our priority as you come back to work onsite. Eden II has created these COVID19 safety protocols based on safety requirements/guidance outlined by the Centers for Disease Control and Prevention (CDC), the Environmental Protection Agency (EPA), the United States Department of Labor's Occupational Safety and Health Administration (OSHA), New York State Department of Health (DOH), and OPWDD's guidance for the reopening of day services programs, while also meeting the minimum standards of the Americans with Disabilities Act (ADA).

Just as there are multiple ways COVID-19 can spread, there are multiple ways the spread of COVID-19 can be prevented. Most importantly, those who are sick with any of the many possible symptoms of COVID-19 (see *Pre-Shift Screening Form*) should NOT report to work, and immediately inform their supervisor. Any employee who believes they may have been in contact with someone with COVID-19 or suspected COVID-19 should inform their supervisor of this risk (by phone or email) and not report to work while appropriate safeguards can be considered. Additionally, because someone with COVID-19 can spread the virus even before they have started to show symptoms or know they are sick, every person should conduct themselves in a way that would prevent the likelihood of transmission to others if they became ill, and interact with others in ways that limit the risk of transmission should the other person become ill (or be asymptomatic but capable of transmitting it to others).

Eden II is taking many steps to protect employees and it is also important that we all take personal responsibility and engage in cooperative effort to keep each other safe and healthy. With conscientious attention to the risk of COVID-19 and these (and future) safety plan components, together we can keep the risks of workplace transmission as low as possible for all. If you have any suggestions for improving our COVID19 safety plans and protocols, please don't hesitate to speak to your supervisor, director, or our agency's COVID-19 Coordinator (Eileen Hopkins; ehopkins@eden2.org).

Your program also has a COVID Site Safety Monitor who will ensure continuous compliance with all aspects of this safety plan.

The following key elements are addressed:

- Pre-work health screenings
- Engineering and administrative controls that will allow for social distancing
- Isolation//work restrictions for sick employees
- Screening of individuals/isolation protocols/return to program
- Infection control, including PPE, hygiene, and respiratory practices

- Cleaning, disinfecting, decontamination, and ventilation
- Suspected or confirmed exposure protocols
- Communications and training

1. Plan for Addressing Known/Suspected COVID-19 Exposure in Employees

Eden II will attempt to reduce the spread of COVID-19 through quick, conscientious, and stringent precautionary actions when employees or participants have a known COVID-19 risk (whether symptoms, history of exposure someone with COVID-19/suspected COVID-19, or travel to a location with high levels of community transmission).

Given Eden II's obligations to protect its employees and participants and the risk of serious illness and death associated with COVID-19, Eden II (i.e. not the employee's physician, the CDC, SED, OPWDD, DOL, the DOH, or any other party) will determine when employees are approved to return to work. Eden II will adhere to government issued directives (when/if made available) with regard to staff leaves/contacts/and returns to work as a minimal standard, and take steps we view as reasonable and appropriate given the changing medical understanding of COVID-19, and changing guidance of public officials.

In most cases of reported illness, employees will be initially directed to stay home and keep management informed. The period of time employees will be directed to stay out of work will depend on their symptom evolution or resolution. In cases where the illness does NOT appear consistent with COVID-19 (based on employee report, physician's evaluation, or negative testing results), approval to return to work may occur within 7 days. In cases where employee illness seems like it may be consistent with COVID-19, in most cases employees will be asked to stay out of work for at least 11-14 days, and until they have been without fever for at least one week and their symptoms have greatly improved or resolved completely. Employees who report continued coughing after 14 days, even if fever and other symptoms have resolved, will be required to stay out longer. In some cases, employees who can work remotely and have COVID-19 but are feeling better and able to work might be permitted to return to remote work after a shorter absence given the lack of transmission risks.

Employee Travel: With regard to employee travel, employees must inform their directors of any travel plans outside of the tri-state area (NY, NJ, and CT), and directors must report any known travel plans of employees in their site using the special Google Form for further review. All travel requests will be reviewed by the COVID-19 Coordinators and/or the COVID-19 Committee and specific precautions will be directed. In most cases, employees who travel to locations where there is current community spread will be required to have two weeks where they self-isolate at home to ensure they are symptom-free before being approved to return to any Eden II worksite.

2. Steps to Take if You Start to Feel Sick While at Work

If you start to feel sick while at work, it is essential that you stay as far away from others as possible and take precautions to prevent transmission. Transfer supervision of your assigned participant(s) to a colleague in your cohort (reminding your colleague to be sure to wear his/her surgical mask properly and maintain social distance from reassigned participants where possible) and immediately inform a supervisor or someone else in charge at your worksite (via phone). Ensure that you continue wearing your face mask properly (i.e. covering your entire mouth and nose). Your

supervisor/other person in charge will help you figure out a plan for leaving the facility in a way that eliminates risk to others. Employees who become ill while at work will be directed to leave the facility as soon as possible. Your director will follow up with you afterwards to determine your next course of action (in accordance with CDC and Department of Health requirements, and always in consultation with the Eden II COVID-19 Coordinator/COVID-19 Committee).

3. Arrival at Work/ Pre-Work Screening/ Signing-In Protocols at Your Site

Pre-Shift Employee Self-Health / COVID-19 Risk Assessment Google Form: Each day that you will be physically reporting to a worksite, or working elsewhere with other employees and/or participants, prior to reporting to work (e.g. on your computer at home or on your phone before leaving your vehicle), you must complete and submit a *Pre-Shift Employee Self-Health / COVID-19 Risk Assessment Google Form*, the link to which will be sent to you via email and/or text message (we suggest you bookmark this link on your computer and/or phone as you will need to complete this each day). This health assessment requires you to take your temperature *before* entering the worksite, so please ensure that you have access to a thermometer. If you do not have a working thermometer at home, please purchase one and speak to your director as soon as possible if you have difficulty obtaining one so that you can be provided with a temporary means of conducting your self-health assessment.

If you answer YES to any of the questions on this Google Form (i.e. if you have any possible symptoms or any concerns about potential exposure to COVID19), **you are prohibited from entering any Eden II facility** and must contact your supervisor/program director *immediately* to report and discuss.

Work Entrance/Arrival Precautions: You must wear a face covering which covers your mouth and nose before entering the worksite - if you do not have your own face covering for entering the facility on your first day back at work, please speak to your department director. You must also have access to hand sanitizer that contains at least 60% alcohol so that you can sanitize your hands before touching common surfaces during your arrival.

We recommend that immediately after your arrival, and each time you touch a common surface (e.g. stairway banister, elevator button, countertop, door knob, light switch, stairway railing, copy machine, etc.), you avoid touching your face, then wash your hands with soap and running water and/or use hand sanitizer as quickly as possible.

3-ply surgical face masks and sanitizer will be provided to you at your worksite for use during the work day (see the PPE section of this plan). If you replace your own personal face covering with a 3-ply surgical mask upon arrival, you must store your own personal face covering in a secure place that others cannot access (e.g. in your zippered bag or a zippered coat pocket). You must never leave used face coverings/masks in an area that others can easily touch/access.

All Eden II employees are required at all times to wear a face covering or mask (that properly covers the entire mouth and nose area) while in an Eden II facility unless alone in their own office/work space or while taking a break in an approved area in a socially-distanced manner.

Facility Entrance Protocols/ Signing In/Out: Staff will be required to enter/exit the door closest to their assigned group area. You will be signed in virtually each day by program administration. If you are unable to locate an admin staff within your vicinity please call them via phone to check you in. Do not use the digital finger scanner. After being signed in, you must stay in your assigned group area. You will be signed out virtually by the administration at the end of your shift and must exit through the same door that you came into the building through in the morning.

Helping Prevent Unauthorized Visitors: Please do your best to ensure that ONLY approved Eden II employees enter your worksite; employees are trained in the COVID-19 prevention policies and protocols which will help keep us all safe and well. If you see someone you do not recognize trying to enter with you as you open the door with your key fob, please inform them that only Eden II employees are permitted in the building. If he/she does not comply, please inform someone in charge as quickly as possible.

4. Mask-Wearing Requirements/ Personal Protective Equipment (PPE)

Eden II's policies and practices on the provision of and use of PPE in the workplace are in line with guidelines provided by OSHA, the CDC, and the Department of Health. In fact, the steps Eden II is taking to keep you safe often exceed the recommendations provided by those public agencies.

As previously clearly stated, all Eden II employees must, double mask (with both a 3-ply surgical blue mask provided by the agency and a cloth mask). At a minimum, staff must wear appropriate face-covering (that covers the nose and mouth) when outside of their private office, workspace, or assigned break area. Since DSP staff are likely to come into close contact with others, and given that some participants might refuse to wear (or might not properly wear) face coverings, when you are working with participants you must, double mask and at a minimum, wear a 3-ply surgical mask which covers your entire mouth and nose area along with a cloth mask which covers your entire mouth and nose area. The reason for this is that both 3-ply surgical masks and cloth masks are generally considered to be more effective for filtering out pathogens.

Protocols for Receiving/Requesting Masks/PPE: Masks (and other types of PPE & necessary supplies) will be provided by your program management. You will be given a container labeled with your name that holds enough 3-ply surgical masks to last through a specific period and you will be responsible for monitoring your own masks. If your mask supply starts to run low, you must request additional PPE from an admin staff. Please note that while you will be provided with sufficient PPE to keep you safe at work, you should also try to use PPE in a way that is not wasteful, and you must leave your supply of masks onsite. Spare cloth masks are also provided to staff upon request.

Additional PPE (e.g. gowns, face shield/goggles) may be provided to you as required, based on assessment of risk related to your job duties. If you feel that a specific workplace condition that your supervisor might not be aware of increases the risk of transmission of COVID-19, or if your healthcare provider has informed you that you have an increased risk of developing severe illness from COVID-19, please inform your program management and/or the HR Department and they will make a determination on a case-by-case basis, consulting with the agency's COVID-19 Coordinator as necessary.

Your program will provide other supplies necessary for reducing the risk of COVID-19 transmission (e.g. soap, sanitizer, gloves, cleaning supplies, etc.). The Day Hab COVID19 Safety Monitor will monitor and ensure replenishment of supplies but if you notice that any supplies are running low, please immediately contact someone in charge.

Participant Mask-Wearing: Given the challenges of mask-wearing for many of our participants, masks are not mandatory for participants but are highly encouraged. Your program management will work with you to implement programs/activities to teach participants to wear masks/increase time spent wearing masks. Participants are encouraged to wear 3-ply surgical masks whenever possible, but if a participant has a preferred fabric face covering that he/she is more likely to wear, this will be acceptable. Participants at this time are not required to double mask.

Discarding Used PPE/Cleaning PPE/Storing Personal PPE: Disposable PPE worn by staff and participants (such as surgical masks and gloves) should always be discarded in a sanitary manner in accordance with program protocols. PPE should be discarded after exiting the building in garbage can located in the parking. If not possible, PPE may be discarded in any garbage can with a lid. PPE meant for longer-term use, such as goggles and face shields, must be cleaned in accordance with program protocols- which is based on CDC guidance. Personal pieces of PPE such as face shields must be stored in the nurse's office.

5. Participant Arrival & Dismissal

You must adhere to mask-wearing requirements at all times during participant arrival and dismissal, and attempt to adhere to social distancing protocols wherever possible.

Participant Arrival:

Upon arrival at participant's home, matron will exit and complete the Transfer of Care Google Form with the participant/family and take the participant's temperature. A touchless thermometer and cleaning supplies will be available on each van (it is staff's responsibility to notify admin if supplies are running low or if the thermometer is not working properly). If temperature is below 100 the participant passes, if temperature is above 100 the participant fails. Do not accept transfer of care if participant temperature is above 100 (this information is available on the form itself). Any issues or concerns with answers please notify your supervisor before allowing the participant on the van. While on the van please arrange for 1 participant per row when possible.

DXT participants will arrive at staggered times based on van arrival and parent drop off. When vans arrive, staff will escort participants to their group through the entrance closest to their assigned area. Groups who transport together will remain together throughout the program day. Staff providing transportation will be the same staff that will be working with the group daily. For parent drop off, parents will park in the parking lot and call the building for a staff to meet them at the car for transfer of care. No parents can enter the lobby. Staff will be called to the lobby (wearing a 3-ply surgical mask) at the arrival of your assigned participant(s). Parents are encouraged to have their participant wear a mask upon entering the building if they can tolerate it. Temperatures will be taken via a touchless thermometer and a Google forms Transfer of Care will be completed before each participant enters the van and before parent drop off at the building.

Participant Dismissal: DXT participants will dismiss at staggered times. When your group is called, by admin, staff will escort the group to the van through the same door they arrived. Any participant being picked up by a parent will be escorted to the parking lot by a staff. If not on a van run, staff must return immediately to their assigned area after transfer of care.

6. Screening of Participants

COVID-19 Restrictions on Attendance: Participants cannot attend or return to program if they have experienced COVID-19 symptoms in the past 14 days, if they have had a positive COVID-19 test in the past 14 days, if they have had close contact with a confirmed or suspected COVID-19 case in the past 14 days, and/or if they have traveled from within one of the designated countries or US states with significant community spread (refer to NYC DOH website for current list of US states). They also cannot attend or return to program while a member of their household or group home is being quarantined or isolated.

Daily Pre-Entry Screenings: A supervisory level staff or the nurse will be designated and trained to conduct daily health/COVID-19 screenings of participants, addressing all areas mentioned in the section above. Screenings will take place over the telephone, or virtually. Temperature checks of each participant will also be conducted before the participant enters the facility or van, by the designated employee, who will be wearing PPE and taking all necessary precautions. Private information/PHI obtained during health screenings will be reviewed as required and treated with the strictest confidentiality, in accordance with privacy requirements.

If, based on screening, any participant has possible COVID symptoms or COVID exposure, he/she will not be allowed to enter the program building. With regard to follow up and return to program, each situation will be addressed individually through consultation with the COVID-19 Coordinator/COVID-19 committee, in adherence with guidance from public health agencies such as the CDC and DOH.

Hand-Washing Upon Entry: Participants who pass screenings and permitted to enter the facility must perform hand hygiene as quickly as feasibly possible upon entering the program and throughout the day (i.e. ask/prompt your assigned participant to wash his/her hands or use hand sanitizer, providing necessary assistance as appropriate). All participants should be encouraged to wear masks or face coverings of their choice.

Surveillance Testing/Screening: As of May 11th, 2021 Eileen Hopkins posted “Following updated CDC guidance, effective immediately, fully vaccinated employees and program participants no longer need to participate in routine/surveillance testing at this time. Unvaccinated employees who have not submitted a PCR test indicating a COVID-19 diagnosis within the last 90 days should continue surveillance testing as required for their site/position.(Given the risks in our workplaces, vaccinated employees still must test after an exposure and of course if they experience any potential COVID symptoms).”

7. Actions if You Observe COVID Symptoms/Participant Isolation Protocols

Actions to Take if You Observe Possible COVID19 Symptoms in a Participant:

You must be extremely observant of any possible signs of COVID19-related illness in participants and know that individuals with COVID-19 have had a wide range of symptoms – ranging from no

symptoms at all to severe illness. Symptoms may appear 2-14 days after exposure to the virus and individuals with the following symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Note that this list does not include all possible symptoms, and the CDC continues to update this list as we learn more about COVID-19.

Required Actions if Symptoms are Noted: If a participant starts to show any signs or symptoms of COVID-19 (listed above) while at program, an employee must immediately and directly escort the participant to the nurse's office (or other designated sick area, as instructed by program management). The nurse (or program management in consultation with a nurse) will make a determination as to the next course of action. If COVID19 is suspected, the program's *Isolation Protocol Staff* will be contacted by the nurse/program management. While awaiting the arrival of the *Isolation Protocol Staff*, the sick individual will be encouraged to wear a mask and should be kept away from others.

Staff and participants who were working with the participant in his/her cohort that day must be especially careful to stay away from other staff and participants (from other cohorts) until further direction is provided by the nurse or program management.

If it is determined by the nurse (or program management in consultation with the nurse) that a student/participant must be sent home, the participant's family/residential provider will be contacted immediately to pick up the sick participant and will be given instructions with regard to required precautions during the pick-up. Family members/caregivers are not permitted to enter the facility - sick individuals will be escorted outside by the *Isolation Protocol Staff* (who will be wearing a PPE ensemble).

When the sick participant's parents/caregivers arrive at the facility, an announcement will be made if necessary (e.g. to keep the hallway clear of staff & participants).

After the individual leaves the isolation room/area, program management will assess the situation and provide additional instructions as necessary. Program management will also arrange for specific areas of the facility that may be contaminated to be aired out (i.e. windows opened), cleaned, and sanitized as required and will provide information and instructions to staff with regard to such precautions.

Staff in the affected cohort and parents/caregivers of participants in the cohort must await further guidance from program leadership with regard to expected actions and restrictions related to leaving their work area, possible quarantine, additional safety precautions, and recommendations for health assessments & testing.

The program will report each case of a sick participant to the COVID-19 Coordinator/COVID-19 Committee and the local health department and OPWDD will be informed as/when required.

Isolation Protocols/Protocols for Transferring Care of a Participant with Possible Symptoms:

The following precautions must be followed:

- Program management will arrange for an announcement similar to the following to be made: *“Please keep all staff and participants in their assigned area. Someone is being transported to the isolation room/area. Please do not leave your area until you hear an ALL CLEAR announced.”*
- Program management will immediately reach out to the program employee who has been assigned and trained as an *Isolation Protocol Staff* and the participant will be transported by that assigned employee (who will be wearing his/her isolation PPE ensemble) to the isolation area (nurse’s office)
- The participant’s family/residential provider will be contacted immediately to pick up the sick participant and will be given instructions with regard to precautions during the pick-up. Family members/caregivers are not permitted to enter the facility - sick individuals will be escorted outside by the *Isolation Protocol Staff* wearing his/her PPE ensemble.
- When the sick participant’s parents/caregivers arrive at the facility, an announcement similar to the following will be made: *“Please keep all staff and participants in their assigned area. Someone is being escorted from the isolation room/area to the exit. Please do not leave your area until you hear an ALL CLEAR announced.”*
- After the individual leaves the isolation room/area, program management will assess the situation and provide additional instructions as necessary (e.g. announce an ALL-CLEAR, identify restricted areas, etc.). Program management will also arrange for specific areas of the facility that may be contaminated to be aired out (i.e. windows opened), cleaned, and sanitized as required and will provide information and instructions to staff with regard to such precautions.
- Staff in the affected cohort and parents/caregivers of participants in the cohort must await further guidance from program leadership with regard to expected actions and restrictions related to leaving their work area, possible quarantine, additional safety precautions, and recommendations for health assessments & testing.
- The program will report each case of a sick participant to the COVID-19 Coordinator/COVID-19 Committee.
- The local health department and OPWDD will be informed as/when required.

8. Handwashing/ Sanitizing/ Toileting & Respiratory Hygiene

Handwashing: Never touch your face with unwashed/un-sanitized hands. We recommend that you thoroughly wash your hands with soap and running water for at least 20 seconds as often as possible, but also realize that this may not be possible at worksites with a limited number of

sinks/bathrooms. Your program will have hand sanitizer available throughout your worksite and if you do not have immediate access to soap and water, we recommend that you sanitize often. Cover all surfaces of your hands with enough sanitizer to keep your hands wet for at least 20 seconds and keep rubbing your hands together until they feel dry. As previously stated in this safety plan, your program management will have systems in place for monitoring and refilling hand sanitizer and hand soap, but you should let someone in charge know immediately if hand sanitizer or hand soap needs to be replenished.

At a minimum, you should be washing your hands or using hand sanitizer with at least 60% alcohol:

- Upon arrival
- Before and after handling/ preparing/ eating food
- After bathroom use
- After a participant with toileting/bathroom use
- After blowing your nose, coughing, or sneezing
- After touching garbage
- After touching common areas like copy machines, door handles, staircase railings, etc.
- After exposure to bodily fluids

Respiratory Hygiene: Even though your face mask will help prevent the spread of respiratory droplets, we recommend that whenever possible you also try to distance yourself or at least turn your head away from others when sneezing/coughing. Note that an isolated few sneezes or coughs with no other symptoms would typically not be a concern, but coughing is a well-known symptom of COVID-19 and must be treated/reported as such.

Participant Handwashing: Staff are responsible for ensuring that participants wash their hands multiple times a day. At minimum, participant's hands should be washed upon arrival, before and after lunch, after every bathroom use, and prior to dismissal.

Toileting: Staff are responsible for prompting and assisting participants with their toileting needs. Gloves and wipes will be available in every bathroom. Only one staff and one participant will be allowed in the bathroom at a time. Staff (and participant(s), if able to tolerate) must keep their 3-ply surgical masks on during the toileting process. Used wipes and gloves should be discarded in the proper lidded garbage receptacle. Participants and staff must wash their hands after bathroom use.

9. Social Distancing, Cohorts, Use of Program Space, and Ventilation

Social Distancing: Non-essential physical contact with your colleagues and participants, such as hand-shaking, high-fives, hugs, etc. is prohibited in the workplace at this time. Floor markings and signs are posted around the building to indicate social distancing metrics where possible.

Whenever possible, you should try to stay at least 6 feet apart from others at your worksite but we realize that this might at times be unrealistic. However, try to reduce time spent in close contact with others whenever possible and appropriate. This might require you to take actions that are contrary to pre-COVID19 practices and directions. For example, whereas participants may have been encouraged to eat meals sitting closely together around a table in the past, in COVID19-times the risk of crowding would outweigh the benefits of socializing together. Note that shared food and beverages are prohibited - food brought from home should require limited preparation at the day

program site (i.e. heating in microwave) and be packed appropriately. Participants should participate in group activities in smaller groups than usual (e.g. 2 to 3 rather than 4 or more), and you should avoid having participants engage in activities that require physically prompting for extended periods, or that are likely to result in behavioral issues requiring physical prompting. Focus on recreational/leisure activities with little or no physical contact (e.g. walking) and which do not rely on shared equipment. Your program management will provide you with further instructions and guidance in this area.

Note that to help us adhere to CDC-recommended physical distancing, in facilities with central admin/administrative staff, those staff have been phased back to on-site work at reduced building occupancy rates. Additionally, most employees are currently restricted to working at only one worksite, although this may change based on guidance from public health agencies.

Cohorts: Groupings of staff/participants will be as static as possible by having small cohorts/groups of participants work with the same staff whenever and wherever possible. Per OPWDD guidelines, the number of participants in a group will never be more than 15, but in most cases will be much less than 15. Cohorts should have no contact or minimal contact with staff and participants in other cohorts, and employees will not be assigned to “float” between different rooms or groups of individuals (unless such rotation is critical to safely staff individuals due to urgent and unforeseen circumstances).

Reduced Occupancy/Physical Space Modifications: Program management has assessed and rearranged/modified physical space where required to maximize space and social distancing. Occupancy will never exceed 50% of the maximum allowed capacity of the physical space, unless it is designed for use by a single occupant. Where necessary, physical barriers such as plastic dividers will be installed. Tightly confined spaces (e.g. supply closets, equipment storage areas, kitchens, or one-stall restrooms) should never be used by more than one employee (and participant) at a given time.

Ventilation: Increase ventilation with outdoor air to the greatest extent possible (e.g. open windows and prop open doors and/or open as frequently as possible), unless such air circulation poses a safety or health risk (e.g., allowing pollen in or exacerbating asthma symptoms) to individuals using the facility.

Use of Hallways & Stairs: Always enter hallways and rooms with caution. Hallways may have directional markings. When walking through the facility, please do your best to stay to the right and/or as close to the walls /away from others as possible and follow any social distancing signage/prompts. When walking in hallways, avoid stopping unnecessarily and/or congregating so that if staff do have to pass each other in the hallway, physical exposure to others is limited. As stated previously, you must always wear a 3-ply surgical face mask that covers your mouth and nose when in a common area such as a hallway. Please always be sensitive to the fact that some of your colleagues (and participants) might be in the COVID-19 high-risk category and both extremely anxious about being around others, and at heightened risk of very serious illness if affected by COVID-19.

Bathroom Use: You must knock on the door to ensure it is empty before entering. No more than one employee and one participant should use the bathroom at any given time. Each group will have an assigned restroom that will be shared amongst the staff and participants of that group.

Use of Common Areas: During the program's initial reopening phases, use of common congregating areas is not permitted. Common areas are to be avoided as much as possible. Seating in the lobby has been removed to help maintain social distancing.

Staff Mailboxes: Mailboxes not be in use. If staff has any mail, it will be delivered by the assigned Coordinator.

Copy Machine: If copies are needed during program hours please notify your supervisor. Only one person can wait at a marker 6ft away from the person making copies. Masks should be worn by all staff. Staff should wash their hands after touching the machine.

Water Fountains: Use of water fountains around the building are not allowed at this time. The water supply has been turned off and fountains are taped off.

10. Facility Cleaning & Sanitizing

Daily Enhanced Cleaning of the Facility: Enhanced cleaning and sanitizing will take place at the Day Hab facility. The Facilities Department will ensure that Environmental Protection Agency (EPA)-approved disinfectant is used and the date, time, and scope of cleaning/sanitization will be documented in a log. Cleaning products, sanitizers, and disinfectants must be kept secure and out of reach of participants (e.g. locked in a separate supply closet with only staff having key access).

Additional Cleaning/Disinfection During the Workday: Day Hab staff are also responsible for cleaning the classrooms and common areas a minimum of two times per day - and always after lunch and after dismissal. Clean all tables/desks, and other commonly touched surfaces (door knobs, light switches, refrigerator handles, and microwave handles) with an EPA approved disinfectant, which will be provided by your program. Since liquid can ruin electronics, use only program-approved cleaning products/materials to disinfect computers, phones, iPads, communication devices, etc.

Ensure adequate ventilation while cleaning/disinfecting to prevent inhaling toxic fumes. Staff must wear disposable gloves while cleaning and sanitizing and immediately dispose of any gloves, wipes, paper towels by tying those in a trash bag and removing from the environment to prevent participants from accessing potentially contaminated or hazardous materials.

Adhere to Disinfectant Dwell Times: Dwell time, or contact time, is the amount of time disinfectants need to remain wet on surfaces to properly disinfect (i.e. kill 100% of the targeted pathogens). While a disinfectant may kill some of the organisms immediately upon contact, it must be allowed to dwell on the surface for the time period stated on the chemical's packaging. Dwell times can range from 30 seconds to 10 minutes or more. Staff must therefore adhere to proper dwell times for all cleaners, sanitizers and disinfectants per manufacturer recommendations as indicated on the product label.

11. Use of Shared Equipment/Appliances

The sharing of items between staff and between participants is discouraged but certain pieces of equipment and appliances will have to be shared. Equipment must be sanitized at least twice daily but since COVID19 (and other pathogens) can be easily transmitted to surfaces, when using common touchpoints, it is recommended that you use a stylus pen or pencil with eraser instead of touching the

device. Always use hand sanitizer or soap and water to thoroughly clean your hands after using shared equipment.

Items that cannot be cleaned and sanitized should not be used (i.e. soft items, cloth placemats, etc.) and participants should not be permitted to bring such personal items from home.

12. Staff and Participant Lunches/Breaks

Staff Lunches/Breaks: Employees may leave the building during their lunch break or for a short break outside but must adhere to infection control protocols when returning to the worksite (e.g. wear a face mask, use correct stairways, and sanitize hands upon re-entry). Staff who wish to stay at program and eat lunch brought from home may eat in their designated areas. The protocols below for the use of shared classroom appliances such as the refrigerator and microwave must be adhered to:

- Each group will have a microwave for use of the participants and staff of that group ONLY.
- Staff must wear gloves when handling participants' food.
- The microwave buttons and handle must be disinfected after every use and again at the end of the day.

Food/Lunch Deliveries

Food delivery workers are not permitted to enter any Eden II work site; pick-ups must take place outside the facility. Front desk staff will not be responsible for interacting with food delivery workers or for ensuring payment of any employee's food delivery so if ordering food, please provide the food vendor with your personal cell phone number and pay in advance when possible.

Participant Lunch/Snacks/Edible Reinforcers: Participant snacks and lunch will be eaten in the individual's assigned group area. Plates, napkins, and utensils for each group will be stored in bin for staff to access with gloves on. Group lunch at a table is not allowed at this time. Staff must wear food-handling gloves when preparing any edibles for the participants. Edibles should be put on a plate or given to participants on a plastic spoon (one per participant).

13. Site Visitors and Vendors

Essential visitors (which may include parents and staff who work at other sites) will be permitted only at the discretion of executive employees. A log will be maintained tracking all visitors along with the date of visit and reason for the visit. Approved visitors must follow the same infection control protocols as employees: e.g. self-health checks, use of face coverings, use of hand-sanitizer, and social distancing. The person who is meeting with the visitor is responsible for ensuring that the visitor adheres to our safety plan (including wearing a face covering at all times when in the facility).

Essential vendors (e.g. equipment repair engineers) may enter Eden II worksites by appointment only, and only with the approval of the Director of Facilities. As with essential visitors, the employee responsible for arranging the vendor's visit must ensure that the vendor adheres to our safety plan. Vendor visits will also be tracked.

14. Communications & Training

Please be assured that all of your colleagues who are returning to work onsite have also been trained in this safety plan. We trust that you will do your utmost to keep yourself and your colleagues healthy and safe. We will keep you informed of any changes as we enter new phases and/or update our agency practices and protocols.

As previously stated, feel free to bring any questions or concerns to the attention of your supervisor, your director, or the COVID-19 Coordinator Eileen Hopkins at ehopkins@eden2.org.