

Arc of NEPA Facility Reintegration Plan

*115 Meadow Ave
Scranton, PA 18411*

Projected Reopening Date: 11/2/2020

Physical Modifications

- *All chairs/tables separated to allow for a minimum of 6 feet of separation.
- *Groups will use dedicated program areas, including bathrooms. At no time will any group member or staff be permitted to leave their assigned program area and enter another program area.
- *Table barriers will be utilized to allow staff to oversee activities safely.
- *Visual spacers when needed will be utilized to assist in maintaining 6 feet of separation while in program.

Lunch/Breaks

- *Program hours will be offered Monday-Friday at a modified schedule.
- *A dedicated “break room or outside area” will be designated for each group to allow for a brief 2-5-minute break from masking hourly or as needed.
- *Staff will be allowed breaks in dedicated areas not in use during hours of operation, but will only be permitted to move between designated program areas in an emergency.

Sanitation

- *The entire facility will be sanitized prior to reintegration of services.
- *All program areas will be sanitized before and after each use. This includes, but is not limited to, bathrooms, work/activity tables, chairs, or any other area that may have been used during program hours.
- *A cleaning staff will be used to assist in deep cleaning throughout program, between the hours of 9:00AM and 1:00PM. Cleaning crew will deep clean the facility each evening at the end of program hours Documentation of daily cleaning shall be kept on file.
- *Cleaning staff will also disinfect common areas such as hallways, entry keypads and doorknobs between the hours of 9:00AM and 1:00PM, as well as after program hours.
- *Regular hand sanitizing and frequent hand washing for staff and consumers must occur during all hours of operation. Staff consumers will follow CDC recommendations for handwashing (warm water/soap/scrub for at least 20 seconds).
- *Masks will be worn at all times while in program areas.

Screening

*All employees and consumers will be temperature screened as well as answer wellness questions upon arrival. Any staff or consumer displaying a temperature above 100.0 or failed to answer **NO** to all wellness questions, will immediately be removed from program area. In case a consumer is unable to answer wellness questions, program specialist or site supervisor will contact parent/guardian for assistance in answering. Any employee showing temp above 100.0, or unable to answer **NO** to all wellness questions, will be asked to immediately leave.

Documentation shall be kept on file.

*For any consumer transported by Arc staff, temperature checks and wellness questions will be conducted at the consumers home, prior to transportation.

*Each group will utilize its own dedicated entrance and exit in order to maintain separation and mitigate the potential spread of COVID 19.

*Each consumer will be monitored throughout the day for COVID 19 symptoms. In any situation where a consumer displays potential COVID 19 symptoms site supervisor, and/or program manager must be notified immediately.

*In the event of a confirmed positive case of COVID 19 (staff or consumer), site supervisor and/or program manager will immediately notify Arc Human Resources Department, which will conduct contract tracing to determine which program areas/staff/consumers may be exposed and which program areas may need to be temporarily closed. The program area may be closed off up to 24 hours before cleaning and disinfection can occur.

Reporting of Suspected or Confirmed Covid-19 Cases

*Staff- *Health Risk Screen Tool* (HRST)

*Individuals- *ODP* Enterprise Incident Management (EIM), *Aging*- Regional Human Services Licensing Representative (Judith Orr) or 717-433-0393 and Online Incident Reporting @ ADLC-UIReport@pa.gov

Quarantine Areas

*Any consumer displaying symptoms of COVID 19, registered a temperature above 100.0 or answered **YES** to any of the wellness questions, will remain in a dedicated sick area (Sick Room) until transportation from home can be coordinated by the site supervisor and/or program manager. Any employee assisting symptomatic individuals will also be sent home immediately.

Staff/Consumer Training- Documentation shall be kept on file

*Staff training in the following areas will be completed prior to return to program...

- COVID 19 symptoms
- Infection control/universal precautions
- CDC/OSHA guidelines relating to COVID 19

- Hand Washing
- Use of PPE
- Proper cleaning and group room disinfecting
- Importance of masking
- Social distancing guidelines

*Consumers will be trained in the following areas upon return to program...

- COVID 19 symptoms
- Reporting sickness
- Masking
- Hand washing/disinfecting
- Social distancing
- Infection Control

Masking

*Masking will be required at all times while in program areas.

*Mask will be provided for anyone requiring one upon arrival.

Transportation

*Vehicles used for transport will be disinfected before and after each use.

*Masking is required at all times during transport.

*Contracted transportation will NOT be utilized until further notice.

Visitors

*At this time visitors are not permitted. All meetings will be conducted off site and remotely whenever possible.

The Arc of NEPA will continue to offer modified facility programming, as well as 1:1 community-based CPS and remote services to our consumers.

*Please contact **Mike Williams (Manager of Adult Day Services)** at mwilliams@thearcnepa.org, or **Kelly Peters (Senior Manager of Licensed Services)** at kpeters@thearcnepa.org with any questions or concerns.*

See Attached Wellness Checklist

THE ARC OF NORTHEASTERN PENNSYLVANIA CPS DAILY WELLNESS CHECK

Participant/Staff Name: _____

Date: _____

PLEASE READ EACH QUESTION CAREFULLY

1. Have you experienced any of the following symptoms in the past 48 hours:

- 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

YES NO

2. Within the past 14 days, have you been in close physical contact (6 feet or closer for at least 15 minutes) with a person who is known to have laboratory-confirmed COVID-19 or with anyone who has any symptoms consistent with COVID-19? YES NO

3. Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19? YES NO

4. Are you currently waiting on the results of a COVID-19 test? YES NO
5. Temperature is below 100.0? YES NO
6. Have you or a close contact travelled out of the state/county within the past two week? YES NO

**** Individuals or Staff that answer Yes to any of the wellness questions and/or has a temperature about 100.0, will not be granted access to Arc facilities or vehicles.