

FRA POLICIES and PROTOCOL FOR COVID 19 HEALTH AND SAFETY PRACTICES FOR REOPENING ADULT PROGRAM SERVICES

This guidance is heavily derived from guidance documents produced by the federal Centers for Disease Control and Prevention (CDC), and in many instances it has been supplemented or modified to reflect the needs of New Jersey, including the NJ Department of Health, guidelines from NJ Governor's Office and NJ Division of Developmental Disabilities

We welcome staff, all people using our services and their families. As FRA reopens for services, we are taking on a tremendous responsibility for ensuring the well-being of all those we serve, volunteers and staff in an environment in which the risks are significantly higher and more complex than they were in March 2020. These guidelines are intended to facilitate the safety and well-being of all who enter and use the FRA facility effective July 13, 2020, and until further notice.

- Persons that have a fever of 100.40 (38.00C) or above or who show other signs of illness shall not be admitted to the facility.
- Masks are mandatory for using the facility, except when an individual is unable to use a mask due to their health or developmental disability
- Social distancing is to be used and respected when interacting with all
- All students, volunteers, visitors and employees must remain at home when ill so as not to spread germs to others

HEATH AND SAFETY PROTOCOLS SCREENING and ADMITTANCE

- All people entering FRA will be screened for fever and other COVID-19 symptoms prior to entry of the facility each day.
- Assigned staff will attend at this station to ensure proper screening is in place for anyone entering the space.
- All families and individuals shall remain on the alert for signs of illness and shall stay at home when they are sick.
- Social distancing and/or physical barriers shall be used to eliminate or minimize exposure risk during screening.
- A screening station, set in the foyer at the immediate entryway prior to entering the facility, will be used. Outdoor screening areas with sufficient sheltered to allow utilization during inclement weather and/or in-car screening is permissible.

- Complete questionnaire with all those entering to determine prior travel, prior exposure and any potential signs of illness BEFORE processing further for screening. The following list precludes people from entering the facility:
 - Persons that have been exposed to persons known to have COVID-19 during the preceding 14 days or
 - Who has traveled to any of the states or countries listed with travel warnings and quarantine Hot Spots during the preceding 14 days, or
 - Has had COVID 19 symptoms in the preceding 14 days, or
 - Who has someone at home with COVID symptoms
- The mobile station at the door will be stocked with all necessary supplies:
 - Infrared Thermometer Scanner
 - Gloves
 - Sanitizer
 - Face masks
 - Wipes
 - Tissues
 - Trash holder
 - Documentation log

PROCESS for SCREENING

- A face mask must be used to protect the staff member from respiratory droplets that may be produced if anyone being screened sneezes, coughs, or talks. Disposable gloves are also to be used when screening multiple people.
- Make a visual inspection of the individual/child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

Conduct temperature screening (follow steps below)

- Perform hand hygiene before putting on gloves and after removing gloves, using a hand sanitizer with at least 65% alcohol.
- Maintain as much distance as possible
- Check the individual's temperature, lightly scanning to get a true reading of their temperature, which must be below 100.4 degrees for entry into FRA.
- Use the infra-red thermal thermometer to perform a temperature check. If you did not have physical contact with the individual, you do not need to change gloves before checking the next person.
- In using the non-contact thermometers, clean it with an alcohol wipe between each person screened. You can reuse the same wipe as long as it remains wet.
- Keep track of the individual name and findings on the log page at the screening station.

ANYONE with a fever in excess of 100.4 degrees Fahrenheit, or exhibiting other symptoms of COVID-19, shall not be allowed to enter the facility and be recommended to go home and to see their healthcare provider.

USE of FACE MASKS

- Everyone shall be required to wear disposable/ clear or cloth masks while in the FRA building and interacting with others.

- If using a face mask would inhibit the individual's health or if someone refuses to wear a face covering for non-medical reasons and if they chose not to use a covering provided to them at the point of entry, then the individual will not be allowed to enter.
- When feasible, children shall wear face coverings within the facility. Cloth face coverings should NOT be put on children under age two because of the danger of suffocation.
- Staff members interacting with students and others of any age and in any capacity must wear a face mask.
 - Staff working with adults must work with a face mask in all instruction and interaction activities. If the need arises to remove the mask it should be done away from others.
 - Staff working in separate office spaces have ample space for social distancing and are free to remove their mask. However, in interacting with others, and when moving through out the building it necessary to use a face mask.
 - Disposable masks should be changed during the week, and Clearmasks or cloth masks should be washed, as determined by the amount of use and in compliance with CDC recommendations.

PROMOTING HEALTHY HYGIENE PRACTICES

FRA shall ensure that COVID 19 posters from the CDC are posted as indicated on entry and exit doors, in eating areas, in restrooms and throughout the building.

- Instructors shall teach and reinforce hand-washing practices as all students enter the facility, prior and after lunch, and again at the end of the day.
- Instructors must reinforce covering for coughs and sneezes among all and then to wash hands afterwards.
- Instructor should reinforce social distancing and spacing for adult students, especially if they go to places without using a mask.
- Instructors shall teach and reinforce use of cloth face coverings among all adult students in all class settings. Face coverings are most essential at times when social distancing is not possible.
- Staff and students should be frequently reminded not to touch the face covering and to wash their hands frequently.
- FRA shall have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 65% alcohol, wipes and tissues. Sanitizer will be available in all class spaces.
- Students and staff shall practice frequent hand washing with soap and water for at least 20 seconds, and shall be required to wash their hands upon arriving at the center before entering the classroom, before and after meals or snacks, after using the bathroom, and prior to leaving for home. All should be monitored to ensure proper technique.
- FRA shall maintain hand hygiene stations at the entrance to the facility and throughout the building and classroom areas with ample sanitizer so everyone can clean their hands before entering and during the day.

Practices When working with adults:

- Staff will be provided with CLEAR face masks as well as disposable masks as needed which must be worn at all times when working in the facility
- Staff shall wash their hands or use hand sanitizer throughout the day, particularly when touching their face, using restrooms, eating, or assisting others who they have touched.
- Students will be maintained in the same group during the entire day and shall maintain keeping on their masks when speaking.
- Plexi-glass workstation dividers provide additional separation between all students to further limit personal contact between students and to provide personal space in the classroom, which also need to be sanitized at the end of the day
- Use of hallways will occur one group at a time to minimize cross contact of students during the day
- Outdoor space shall be used to give everyone a break from masks and provide fresh air, assuring everyone maintains social distancing.

Enhanced Cleaning and Sanitation Procedures

- FRA staff and students shall increase the frequency of cleaning all surfaces, especially doorknobs, light switches, countertops, and restrooms, as well as computers, plexiglass workstation dividers, equipment, tables and chairs after each day.
- This is a virus that is present in the moment and all staff are responsible to be an active part of the solution to maintain enhanced cleaning. As appropriate, students shall assist in this process to build skills and independence for follow through.
- Use alcohol wipes to clean keyboards and electronics and wash hands after use.
- Cleaning shall be in accordance with the CDC's Guidance for Cleaning & Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes. A summary poster shall be posted prominently throughout the building. The complete guidance is on the CDC website at: <https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html>.
- Bathrooms (door knobs, toilet and faucet handles and sink) must be sanitized after lunch and at the end of the day. All staff and able students must participate in this effort as it is a virus that is in the moment
- If groups are moving from one area to another in shifts, cleaning measures must be completed prior to the new group entering the area.
- Students can only bring in the following items from home: Jacket, lunch bag, one small personal bag if necessary, cellular device. Home items should not be brought into the facility that are not easily cleaned or disinfected (e.g., soft or plush toys, additional backpacks, or overfilled purses).
- On a daily basis, FRA staff, providers, students and others shall clean/ disinfect surfaces and objects that are touched often. This includes restrooms, water coolers, desks, countertops, doorknobs, computer keyboards, hands- on learning items, faucet handles, phones and toys. Disinfecting methods shall utilize Environmental Protection Agency approved

disinfectants for use against COVID-19. (more information and product lists available here: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>)

- FRA shall ensure that the new HVAC fresh air flow systems are maintained and operational. To the extent practicable, windows should be opened frequently to allow fresh air flow, and HVAC systems should be adjusted to allow for more fresh air to enter the facility hourly.

COVID EXPOSURE REPORTING AND TRACING

- FRA and all of its staff shall plan for and abide by procedures detailed herein for response to COVID-19 exposure in the center.
 - Any staff member who has been exposed to COVID-19 or who is showing signs of illness outside of FRA, shall report the situation to FRA administration immediately and follow all procedures.
 - Any student or family member with whom they reside or are in close contact with who has been exposed to COVID-19 or who is showing signs of illness outside of FRA, shall report the situation to FRA administration immediately and follow all procedures.
- FRA administration shall immediately notify the county department of health and the related DHS/DDD state offices that guide our service approval of any known or suspected COVID-19 exposure in the program facility.
- FRA administration shall immediately notify the FRA Board of Trustees.

CONTAINING THE SPREAD

- Anyone who has been exposed to someone who has tested positive for COVID-19 must report this to FRA administration, quarantine for 14 days and be cleared with a negative COVID-19 test result.
- Anyone who has tested positive for COVID-19 in the past and has met the criteria to end quarantine and has a doctor's note establishing negative test results shall be able to return to work/FRA classes.
- Anyone who fails to pass the intake survey questions will be turned away from entering the building. If it is not possible to turn someone away immediately, the individual will be quarantined in the Family Room until they are picked up by family member. The individual shall remain quarantined and out of program until all survey questions can be passed.
- If a student presents signs of illness during the day or at intake with a fever of 100.4, they will be isolated in the Family Room until someone can come to pick them up and exit directly out the side door.
 - Students who are sick must be picked up within an hour of contact from the FRA administration, depending on distance to/from home.
- Any staff member who becomes ill during the work day exhibiting COVID-19 symptoms must leave the building immediately from the nearest exit to go home and return only once the status of their illness is determined
- Anyone who leaves FRA showing signs of a fever shall contact their healthcare professional to be evaluated for COVID-19.
 - Those who test positive cannot return to work until they present to the office a note from their doctor or health care provider with negative

test results that they are cleared to resume normal activity and are clear of any COVID-19 infection/symptoms.

- Those who test negative for COVID-19 shall present that finding and a doctor's note indicating they are cleared to resume normal activity and are clear of any COVID-19 infection/symptoms.
- Anyone who fails to pass the intake survey or is sent home due to COVID 19 related symptoms will be required to present a negative COVID 19 test and a letter from their doctor stating they are in good health prior to return.
- Once there is a confirmed or suspected case of COVID 19 in an FRA class contact tracing with local authorities will begin.
 - A report will also be filed with NJDDD for anyone being served in adult classes who has a budget under DDD
- Those who are exposed will be notified and can only return to the program based on the contact tracer's findings and following all of the protocols in this policy as relevant to the situation.
- Administrative Staff will notify staff and student/families who were in contact with the cohort of anyone with confirmed or suspected COVID 19 test.
 - Administrative Staff will report to and enlist the help of local and state health agencies for contact tracing.
 - Administration shall also report any confirmed case of COVID-19 to NJ DDD for those staff, students and others who interact with the adult classes.
- Administrative Staff will shut down any in-person class with a confirmed case of COVID 19 for a period of two weeks. During which time students can receive virtual instruction.
- FRA will deep clean and sanitize the facility after any confirmed or suspected cases of COVID 19 identified with someone attending the facility.

EDUCATION AND TRAINING

All staff members will be trained on the following:

- FRA's COVID 19 policies and protocols and a record of this training will be maintained by supervisors.
- COVID 19 (symptoms, signs, transmitting, and observation for symptoms)
- Adherence to the NJDHS/DDD Division's reporting requirements and procedures for suspected or positive cases of COVID 19
- Screening procedures prior to entering the facility for staff and students
- Sick leave policies and the importance of not reporting to work when ill
- Return of Staff/individuals to the facility post recovery from COVID 19
- Adherence to recommended guidance for prevention and control practices including: hand hygiene, donning and doffing PPE, storage of equipment and PPE materials, social distancing, etc.
- Adherence to recommended guidance for cleaning and disinfection of the following: hard (non-porous) surfaces, electronics, soft (porous) surfaces, linens and clothing.

Before returning to on-site services at FRA Families, Students and Caregivers will be educated on the following:

- Understanding how COVID-19 is spread and precautions necessary to prevent the spread of the disease.

- Importance of informing FRA administration if you or a family member is ill with COVID-19
- The care FRA has taken to be prepared to open for on-site services, including; facility modifications, PPE, cleaning and planning
- FRA's policies and protocols will be provided to all families/individuals using service on-site in a FRA facility via email with an option for discussion meeting for Q&A
- Screening protocols in place at FRA and how to pre-screen at home prior to sending students out on transportation
- COVID 19 (symptoms, signs, transmitting, and observation for symptoms)
- Importance of staying home if presenting any signs of illness
- Importance of students informing staff as soon as they feel feverish or ill during any activity on-site
- Actions they can take to protect themselves (hand hygiene, face coverings, maintaining social distance, coughing into arm)
- The agency's process to assist individuals to acquire skills needed in order to maintain their personal safety and the safety of other community members from COVID 19 while in the facility and out in the community

All procedures for screening, isolating and returning to the facility/program will be modified to follow the latest CDC and NJ Department of Health recommendations and will supersede these FRA protocols if they are not revised to reflect these changes.