



Social Distancing & Related Infection Prevention Policy

Purpose:

To establish and publish the official policy of The Arc of the East Bay, regarding the organization's Social Distancing Plan, and assign responsibility for implementation of that plan.

Policy:

The Arc of the East Bay is dedicated to serving individuals with intellectual and developmental disabilities and their families in an environment characterized by strict conformance to the highest standards of health, safety and accountability.

This policy is intended to provide a systematic approach, to the highest extent possible, in mitigating, preventing and responding to the spread of the highly communicable, and worldwide pandemic disease COVID-19. This policy will also pertain to any other health threat that is declared by public health officials to be considered a health emergency.

Scope:

The Social Distancing & Related Infection Prevention Policy is applicable to all members of The Arc of the East Bay community, whether client, staff, visitor, contract employee or contractor, and whether full-time, part-time, temporary or contracted service provider.

Though The Arc of the East Bay understands these measures may be interpreted as contradictive to personal choice and individualization, however we believe they are in the best interest of the health and safety to all clients, staff and members of the community/public. They are also mandated and imposed by State and local authorities.

In the spirit of client choice, these measures will ease and be modified within reason when feasible to do so. Management reserves the right to modify this plan as warranted and needed.

Fundamental Elements of an Effective Social Distancing & Related Infection Prevention Policy:

The eleven (11) elements of an effective program are:

1. Oversight
2. Maintenance of Social Distance Space
3. Temperature & Wellness Check-In's
4. Hand Washing
5. Masking & Other Personal Protective Equipment
6. Use of Restroom Facilities
7. Cleaning-Mid-Day & End of Day
8. Education & Training
9. Reporting
- 10.Enforcement & Discipline
- 11.Response to Potential Illness

Oversight:

In a pandemic or other communicable disease emergency, a variety of functions will be necessary to continue to provide for the health & safety of clients, staff, visitors and contract staff/contractors.

In the case of a public health emergency, the State Governor has broad authority and powers to issue a State of Emergency Order to protect public well-being. Accordingly, the Governor may order the closure of all schools, child and adult day care facilities, and order that no public events or gatherings of a large number of people can occur. Further, each county has the authority to issue their own Shelter-in-Place Orders. The Arc of the East Bay and all others living or working in the county must follow the order for the county they are presently in. Additionally, California State residents must follow whichever Order provides the strictest restrictions.

The Arc of the East Bay will follow all restrictions imposed by the State and Alameda County. The Arc of the East Bay will also confer with The State Department of Developmental Services, Regional Center of the East Bay, and The California Department of Social Services-Community Care Licensing division in regard to health & safety precautions in the opening of The Arc of the East Bay facility for client services.

The President/Chief Executive Officer, Director of Operations and Director of Human Resources will have responsibility in oversight of all elements of the Social Distancing & Related Infection Prevention Plan.

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Social Distance Spacing & Maintenance Of:

Social Distancing will begin upon entrance into the facility's parking lot for all clients, staff, visitors, contract employees and contractors. Staff shall park in designated staff parking stalls and upon exit from their vehicle, or on foot, shall wear a mask. Clients shall wear a mask exiting vans or cars. Staff and clients shall check-in for a temperature and wellness check, and wash hands, prior to entering the facility. Tables for wellness and temperature checks will be set up near each program entrance and there will be a queue that is distanced by markings six feet apart. Entrance into each building will be by the restroom in each building and exit from each building will be the door opposite the entrance.

Visitors, and van drivers asking to use restroom facilities will be directed to the reception area where they will be required to complete our entry requirements before they will be allowed into the facility. Prior to entry into the reception area they will be instructed by signage and/or staff to wipe their hands with hand sanitizer prior to entering the front office. All other visitors will follow the same process for entry into the reception/front office area. They will be required to wash their hands in the restroom adjacent the reception desk and complete our entrance process consisting temperature and wellness check questionnaire and will then follow typical sign in procedures (time in/out and with whom visiting). Visitors will be limited to the front office area, either sitting in chairs opposite receptionist or in the conference room. During initial phases of return during the pandemic, The Arc of the East Bay will limit visitors to officials from Regional Centers, Community Care Licensing or Department of Public Health. When possible, all meetings shall be held via teleconference or with an online platform. The Arc of the East Bay has a Zoom account for this need. If an in-person meeting is unavoidable then no greeting with handshake, fist bump or even elbow tap will be permitted.

Staff and clients are to stay home if they are sick. Due to contact circles/personal network concerns which can exponentially increase spread of the pandemic, The Arc of the East Bay strongly encourages staff and clients to limit off work time activities, such as travel and gatherings, and to continue to attend only essential appointments like doctor's visits, grocery store and automotive appointments. Staff and clients are encouraged to continue to follow State and Alameda County Orders.

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Management has distanced (minimum of 6') and marked seating, tables, lunch tables and walkways for all staff and clients. The Arc of the East Bay will not permit staff and/or client congregation at activity tables or in work rooms, break rooms, computer lab or kitchen and/or lunch areas. Seating for clients and staff will be assigned to the individual. To the greatest extent possible, each client group will have the same instructor/staff assigned to the same group each day. Clients will not be permitted to change or socialize amongst groups and there will be no more than six (6) clients in any assigned group.

The Arc of the East Bay strongly recommends that staff and clients bring their lunch each day in a washable lunch pail that will keep hot food hot and cold food cold. Heating and storing of food is prohibited at this time.

Temperature & Wellness Checks:

The Arc of the East Bay will be checking all client and staff temperatures on a daily basis. In addition, a wellness questionnaire will be completed at the beginning of each shift and program day. Wellness questions will include common symptoms of COVID-19: 1) fever, 2) coughing, 3) sore throat, 4) shortness of breath. For staff and clients this process will occur in the parking lot and there are queue's marked off for this purpose. This process must be complete prior to entering the facility/building.

Staff and clients with pre-existing conditions, like high blood pressure and anemia, that could impact body temperature shall confer with the Human Resources Director about their medical status before their return to work. Staff and clients may return to work seventy two (72) hours after their last fever, provided they have a written medical release to do so from a licensed medical physician/professional.

Hand Washing/Hand Sanitizer:

Hand sanitizer stations will be positioned outside near the wellness check-in entrance of each program and building. Signs will be posted to indicate location of these wellness stations. Signs will include: *1) social distancing reminder, 2) mask requirement, 3) visitor check in, 4) common symptoms of COVID-19, 5) proper coughing and sneezing techniques, and 6) mandatory hand washing/sanitizing.*

Staff and clients will stand in line, at the appropriate distance, to wash hands prior to entering the facility. Staff and clients will once again wash their hands in the

facility restroom once they enter the facility. Visitors will wash their hands in the parking lot and once again upon entering the front office.

Staff and clients shall wash their hands with soap and water for the duration of the “Happy Birthday” song (minimum of 20 seconds), which most clients have been trained. The Arc of the East Bay will have a staff posted outside the bathroom facility to monitor and encourage proper hand washing and drying of our clients.

Staff shall wear face shield, mask and gloves when checking people in at wellness stations. Temperature checks will need to be with an infra-red thermometer and should be held two (2) inches away from the forehead. All individuals being checked in must wear a mask.

Wellness check-in stations shall be located:

- *Outside of reception office→ reception restroom*
- *Outside of LARC Hall by double glass doors & corner double doors→ LARC restrooms*
- *Building #1→ SCOPE restroom*
- *Former daycare→ daycare restroom*

Masking & Other Personal Protective Equipment:

All staff and clients shall come to work and services/program with a mask on. Masks shall be worn throughout the course of the day, except for lunch, and shall be worn properly: 1) not below the nose, 2) not loosely, 3) not over the top of the chin, 4) not inside out or 5) not around the neck. *Please see Kaiser Permanente “Mask Etiquette-The Do’s & Don’ts of Wearing a Mask” handout. If a mask is lost or breaks (elastic bands) during the course of the day a surgical mask shall be made available. A supply of surgical masks will be available at the front desk/reception area and additionally in each building. Each building will have a table, outside of the quarantine room with: **1) surgical masks, 2) apron or lab coat, 3) gloves/variety of sizes, 4) face shields, 5) tissues, 6) hand sanitizer, 7) sanitizing wipes.**

Personal Protective Equipment (PPE) shall not be shared and staff are prohibited from sharing work provided, or any other, cellular phone/similar device with one

another. Disposal of Personal Protective Equipment will be disposed of in designated garbage(s) container w/lid labeled for PPE disposal. The disposable containers will be outside of the quarantine room and restrooms.

Each client and staff activity table will have sanitizing wipes, hand sanitizer and tissues. Additionally, each group/activity table will provide individual supplies for clients and staff, i.e. pens, color pencils, etc...

Clients shall bring packed lunch daily as The Arc of the East Bay will not be heating up or providing any prepared food. If clients forget to bring lunch staff will provide pre-packaged foods. Clients and staff are encouraged to bring lunches in a wipe able pale that can be disinfected. As staff will not be able to assist with microwaving foods, any hot foods should be properly wrapped and/or in a thermos.

Clients shall eat lunch outside in the courtyard during warm weather. The courtyard, and other outdoor areas, can accommodate lunch for thirty four (34) clients. At the large cement picnic tables two clients can sit “kitty corner” and be at an 8 foot distance, round cement tables will accommodate one, wooden picnic tables two and there will be many single tables as well. Each client will sit apart from each other and staff and their group table or in their vehicle at a 6 foot minimum distance. Masks are not necessary while eating lunch or during break periods. However, social distancing will be strictly enforced.

Use of Restrooms:

It is thought that COVID-19 is more easily transferred in the restroom environment. This is probably due to droplets being more common in this type of environment. Therefore, to promote best health and safety practices, only one staff and/or client may be in the restroom at the same time. Clients and staff shall wait a few minutes between each use of the restroom before being permitted/permitting to use restroom. Clients and staff shall wash their hands after each restroom use, with soap and water at a minimum twenty (20) seconds. Clients and staff will thoroughly dry their hands with a paper towel. Staff assisting the client or using the restroom facility themselves, will wipe down all contact surfaces with a sanitizing wipes after each use.

A restroom cleaning and restocking schedule will be posted outside of each restroom. Restrooms will be cleaned at the end of each work day, in the middle of

each day and wiped down all contact surfaces which include: toilet seat, flushing handle, stall handle and inside locking unit, soap dispenser, water faucet handles and sink countertops.

Cleaning Mid-Day & End of Day:

At the end of each service day each building and room shall be cleaned in a standard manner and with a disinfected fogger. The Arc will clean and sanitize the campus facility after close of business each day.

High touch surfaces will be sanitized with disinfectant wipes or cleaning solution before taking their lunch breaks and at the end of each day.

*Please see restroom cleaning under “Use of Restrooms”.

Education & Training:

The Arc of the East Bay has staff actively engaging clients at home in regard to health and safety precautions, and the new rules to return, in the midst of COVID-19 concerns. Further, The Arc will engage families and caretakers prior to each clients’ return specific to COVID-19: 1) hand washing, 2) coughing & sneezing, 3) social distancing, 4) masking procedures, 5) use of personal protective equipment. When clients return staff will use several modalities to engage and support client learning and understanding. The use of paper curriculum, You Tube videos and auditory and visual methods, at a minimum will be utilized. These topics will be incorporated into daily instruction/schedules in small vignettes throughout the course of the day.

The Arc of the East Bay will train and enforce this policy with its staff and client population. Additionally the following policies and procedures will be reviewed: 1) Control of Infection Procedure, 2) Communicable & Infectious Disease Guides, 3) Universal Precautions, 4) Hand Washing, 5) Use of Personal Protective Equipment, 6) Blood borne Pathogens, 7) Worker’s Compensation Reporting Procedures, 8) Special Incident/Critical Incident Reporting. Training will occur via Zoom video conferencing prior to staff’s return and again prior to the reopening of the facility. Facility trainings will be set up to accommodate our

socially distancing requirement of 6'. Where possible training will also be provided in several groups.

Staff will be engaged to provide feedback after each training and thereafter in regard to COVID-19 procedures, at minimum weekly, or whenever they feel the need to report problems with or discuss the procedures. Reporting will have no retaliatory connotation or impact.

Reporting:

All staff/employees will be tested for COVID-19 prior to returning to work as a condition of employment. Staff will be required to report when and where they have traveled and may, depending on location, be asked to quarantine. All staff will complete a temperature and wellness check each work day and will report when they are feeling ill before their shift begins or if feeling ill during the course of the work day. If an employee feels ill or is ill they will immediately report this to their supervisor.

All clients emergency contact information has been updated prior to returning from the COVID-19 Shelter-in-Place Orders. Clients with COVID-19 symptoms shall be quarantined in the quarantine room(s). The client will be picked up by family or caretaker/B&C and shall not return until they have a doctor's release with any restrictions or accommodations noted.

If a client has symptoms of COVID-19 staff shall complete a Special/Critical Incident report in accordance with the reporting procedure. All COVID-19 related incidents reports must be reported same day the symptoms are known.

Enforcement & Discipline:

Management has the right to modify this policy in accordance with State and County Orders. All staff must follow the requirements laid out in this policy. Any infractions of this policy could lead to discipline up to and including termination.

Clients not following this policy will be sent home pending an inter-disciplinary team meeting to discuss support needed to follow the Social Distancing & Related Infection Prevention Policy.

Response to Potential Illness:

Clients and staff will be sent home pending a doctor's clearance to return. Clients will be temporarily quarantined in the quarantine room(s). Staff will have all required Personal Protective Equipment outside of the quarantine room and a dedicated garbage can to dispose of PPE.

Staff will follow reporting procedures as outlined under the "Reporting" section of this document. Staff will wear the appropriate PPE as outlined in the "Masking & Other Personal Protective Equipment" section of this document.

Reference:

Control of Infection

Communicable & Infectious Guides

Universal Precautions

Handwashing

Gloving

Use of Personal Protective Equipment

Special/Critical Incident Reporting

Blood borne Pathogens

Cal/OSHA Interim Guidelines for General Industry on 2019 Novel Coronavirus Disease (COVID-19)

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Acknowledgement

I have received a copy of this policy. Its content has been reviewed with me by the HR Director and Operations Director on _____. In an effort to provide a safe and healthy work environment for myself and our clients I understand it is necessary to follow the procedures and requirements outlined in this policy.

Print your full name

Signature of your full name