

SCARC, Inc.

COVID-19 Preparedness Plan for

Day Training and Employment Services

Policy

SCARC is committed to providing a safe and healthy workplace for all persons served, employees, volunteers and guests. In response to the Governor's Executive Order 20-52 issued March 9, 2020, declaring a state of emergency for the entire state of Florida as a result of COVID-19 and in support of state strategies designed to slow the pace in which the COVID-19 pandemic is advancing, SCARC temporarily suspended its Adult Day Training services effective March 17, 2020.

The Governor's recent Executive Order 20-123, issued on April 29, 2020, provides guidance to certain businesses to start operating again. While SCARC is not technically required to develop a COVID-19 preparedness plan, it is doing so out of additional caution to prevent and minimize exposure to the virus.

In compliance with the Governor's Phased Task Force, we will follow the requirements for Phase 1 in which we are as of May 20, 2020. "Businesses may open at no more than 50% capacity. Additionally, per the Governor's Task Force document, businesses will prepare their workplace, require employees to wear masks, cloth face coverings or other PPE, encourage attendees to wear masks, remove any frequently touched items such as magazines, unnecessary paper products, frequently sanitize all work stations, make sure hand sanitizing materials are readily available, make sure staff are fully trained and practice sanitation efforts, do not allow symptomatic people to attend, practice social distancing. Additionally, Individuals who meet one of the vulnerable categories are urged to stay at home."

All SCARC employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation among employees, supervisors and persons served. Only through this cooperative effort can we establish and maintain the safety and health within our workplace and communities.

Persons served by SCARC are the reason we exist. Our mission is "enhancing the lives of mentally challenged". Empowering people that we support to remain safe and healthy is of utmost importance in achieving that mission. SCARC employees are our most important assets. We are serious about helping to keep our employees safe and healthy.

Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Florida Department of Health guidelines and federal OSHA standards related to COVID-19. The CDC use the term "at higher risk" to describe persons who may experience greater illness if they acquire the COVID-19 virus, due to their age or underlying health conditions.

The term "vulnerable adult" describes adults served by disability focused organizations, such as SCARC. Being described as "vulnerable" does not necessarily mean that one is "at higher risk" of becoming severely ill if they contract the virus. The higher risks status depends upon age or whether underlying health care conditions exist and one's ability to follow safe and healthy practices. Individuals who meet one of the vulnerable categories are urged to stay at home

Supervisors and all employees are responsible for implementing and complying with all aspects of this Preparedness Plan. SCARC supervisors have the full support of SCARC Leadership in enforcing the provisions of this policy.

1.00 Screening and Policies for Employees Exhibiting Signs and Symptoms of COVID-19

1.10 Employees have been informed of and encouraged to self-monitor for the following signs and symptoms of COVID-19: Fever of 100.4 or higher; new and persistent dry cough; difficulty breathing (unable to hold breath for 20-30 seconds); or unusual fatigue. When any of these symptoms are present, the employee must notify their supervisor and stay at home until the fever has been absent for three consecutive days, without the use of medications.

1.11 Prior to beginning the work day, employees shall report to their supervisor and/or person deemed in charge on duty and will be required to have their temperature taken. Employment team members are responsible to check their own temperature. Employees with a temperature of 100.4 or higher will not be allowed to work.

1.12 Employees who exhibit symptoms of COVID-19 while at work will immediately report to their supervisor sign out and leave the premises. They must stay at home until the symptoms have subsided for a minimum of three consecutive days, without the use of medications.

1.13. Employees with ongoing symptoms are strongly encouraged to contact their health care provider. Should they be tested for COVID-19 and receive a positive diagnosis, they must inform their supervisor immediately and not report to work until 14 calendar days have passed since the day of initial symptoms.

1.14 Employees with a household member who has been tested and has received a positive diagnosis of COVID-19, must immediately inform their supervisor and not report to work until 14 calendar days have passed since the day of initial symptoms.

1.15 Employees may be eligible for Paid Time Off and/or other benefits as described in the Employee handbook.

2.00 Screening and Policies for Persons Served Exhibiting Signs and Symptoms of COVID-19

2.10 Persons served, and if applicable, their guardians, or residential support provider, have been informed of and encouraged to self-monitor for the following signs and symptoms of COVID-19: Fever of 100.4 or higher; new and persistent dry cough; difficulty breathing (unable to hold breath for 20-30 seconds); or unusual fatigue. When any of these symptoms are present, the person served, guardian or residential support provider, must notify SCARC and the person served must stay at home until the fever has been absent for three consecutive days, without the use of medications.

2.11 Persons served who use SCARC Transportation will be required to have their temperature taken by the driver and their temperature must be lower than 100.4 degrees prior to getting into a SCARC vehicle. If it is higher, as stated previously, they will not be allowed in the SCARC vehicle and not able to come to Center either. Persons served who arrive at the building, using non-SCARC transportation services, will have their temperature taken and if the temperature is 100.4 degrees or higher will be isolated, and transportation services to return the person home will be arranged or provided.

2.12 Persons served at employment sites who exhibit symptoms of COVID-19: Fever of 100.4 degrees or higher; new and persistent dry coughs; unable to hold breath for 20-30 seconds; or unusual fatigue will immediately report to their supervisor. The person will be isolated and their emergency contact or residential support organization will be called and transportation services to return the person home will be arranged or provided. The person must stay at home until the symptoms have subsided for a minimum of three consecutive days, without the use of medications.

2.13 Staff will conduct a telephone screening with persons served prior to conducting a face to face service. Persons served must disclose whether they are experiencing COVID-19 symptoms prior to receiving a face to face service or boarding into a personal or SCARC vehicle: Fever of 100.4 degrees or higher; new and persistent dry cough; unable to hold breath for 20-30 seconds; or unusual fatigue. Should such symptoms be present, the scheduled service will not be provided until the symptoms have subsided for a minimum of three consecutive days, without the use of medications.

2.14 Persons who have been tested for COVID-19 and have received a positive diagnosis or are presumed to have a positive diagnosis must inform SCARC immediately and then stay at home for 14 calendar days since the day of initial symptoms.

2.15 Persons served who have a household member who has been tested for COVID-19 and that household member has received a positive diagnosis or is presumed to have a positive diagnosis, must immediately inform SCARC and not report to the center or work until 14 calendar days have passed since the day of initial symptoms.

3. Notification of Exposure to COVID-19

3.10 If an employee or person served is diagnosed with COVID-19 or there is a presumption of a positive test result, that employee or person should notify Marsha Perkins, Executive Director. Marsha Perkins shall notify the Sumter County Health Department and follow the protocols as directed by the health department. An Incident Report shall be sent to the Agency for Persons with Disabilities and, if applicable, the Waiver Support Coordinator.

3.11 Marsha Perkins, Executive Director, shall notify all employees and persons served their guardians and residential support provider, who are attend to the Center, about a potential exposure to an individual who has contracted the COVID-19 virus. Depending upon the level of risk exposure to the individual with the COVID-19 virus, employees and persons served may be required to stay at home for 14 calendar days since the day of exposure.

3.12 The notification will protect the confidentiality of the individual whom has contracted the COVID-19 virus, according to the standards of the federal Health Insurance Portability and Accountability Act (HIPAA)

4. Hand washing and Sanitary Practices

4.10 Employees and persons served will wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially upon arrival and prior to departure, prior to any mealtimes and after using the toilet.

4.11 Hand-sanitizer stations (consisting of at least 60% alcohol) are placed throughout the branches and can be used if hands are not visibly soiled.

4.12 Employees will aid persons served who need it in washing hands or using hand sanitizers.

4.13 Guests are highly discouraged, but in the event guests need to enter a center, the guest(s) will be required to wash or sanitize their hands prior to or immediately upon entering the center and follow our social distancing guidelines. Guests are restricted to outside service representatives i.e. utilities; pest control; group home/family members dropping off or picking up person served. All guests will follow all guidelines in this plan. Guests should request prior approval of their visit.

4.14 Gloves will be worn by center employees while assisting with lunches, personal cares and other duties that carry a higher risk for infection. They will be worn by employment staff, as determined necessary based upon the individual situation.

5. Respiratory Etiquette-Covering Your Cough or Sneeze

5.10 Employees, persons served and guests (discouraged) are instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward.

5.11 Employees must wear face masks while transporting persons served in SCARC or private vehicles. Persons served must wear face masks while riding in SCARC vehicles or private vehicles driven by a SCARC employee and in vehicles associated with Sumter Transit. Persons served who refuse to wear a face mask will not be transported by SCARC or employees of SCARC. Face masks cannot be shared with others.

5.12 The organization will make a good faith effort to provide each employee with face masks. Employees may acquire and use personal face masks. If reused, employees must ensure Face Masks are sanitized after each day, using guidelines from the Centers for Disease Control (CDC), www.cdc.gov

5.13 Persons served will be required to wear personal face masks (as stated before – on SCARC vehicles and SCARC employee vehicles) and while in attendance at a SCARC Center. SCARC will provide each person served with face masks. Persons served, their guardians or residential support provider must ensure Face Masks are sanitized after each day using guidelines from the Centers for Disease Control (CDC).

5.14 Employees must wear face masks within the Center and when leaving the Center for community-based jobs and community activities. Guests must wear masks when in a SCARC Center.

5.15 Employees, persons served and guests may use face shields.

5.16 Persons employed in community-based jobs will be required to follow the COVID-19 plan as mandated by the employer.

6. Social distancing

6.10 The organization will make good faith efforts to reduce the number of persons served riding on assigned routes and attending community activities. All employees driving or persons served riding in SCARC vehicles must wear face masks.

6.11 Employees and persons served will be strongly reminded to keep 6 ft distances while engaged in center-based and community activities including during lunches.

6.12 Physical environments will be adapted to limit group sizes in individual rooms throughout the Center. SCARC has limited capacity at each center due to the distancing guideline.

6.13 Production spaces for persons served will be adapted to create more space between workstations.

6.14 Communal food and sharing of food will not be permitted until further notice.

6.15 Shaking hands, hugging, fist bumps, high fives and other physical forms of greetings or celebrations will not be allowed.

6.16 Large meetings will be held via remote teleconference.

6.17 In-person meetings will be held as necessary and will use social distancing strategies.

6.18 Employees using shared office space will use social distancing strategies.

7. Housekeeping

7.10 Employees will be required to sanitize tables, other surfaces, door handles, light switches, and other common touch points throughout the day using a sanitizer/disinfectant. Tables will be cleaned before and after lunch.

7.11 Employees shall remove frequently touched items such as magazines or unnecessary paper products that cannot be properly sanitized.

7.12 Employees shall clean restrooms at least once per day.

7.13 SCARC vehicles will be sanitized using a sanitizer composed of at least 60% alcohol, at the completion of each route or trip.

7.14 Shared computers and mobile devices will be sanitized using a sanitizer composed of at least 60% alcohol, at the end of each day.

7.15 Gloves shall be worn while cleaning. Gloves will not be shared.

8. Phased in Opening of SCARC, Inc. Adult Day Training Program

8.10 The SCARC, Inc. Adult Day Training program building located at 213 West McCollum Avenue in Bushnell, Florida does not have an occupant load because it is classified as business occupancy. Therefore the 6-foot rule for social distancing was used to determine how many people could be in the building to follow the Governor's Phase 1 Order. The SCARC, Inc. building has just over 5,100 square feet. A 6 foot radius would equate to 36 square feet per person. Theoretically, 140 people could maintain the 6 ft social distances in the building; 25% would be 35, 50% would be 70. On a normal operating day, 55 to 60 are the most people that would be in the building at any one time

8.10 Phase 1 will begin Monday, June 1, 2020; the SCARC ADT will open at 25% capacity and groups of 10 or less to maintain the 6-ft social distancing. Therefore Phase 1 will be limited to 35 people; 11 staff members and 24 persons served. This will include all workers on the lawn crews, custodial crew, reception, and two (2) of the most productive workers from each of the production crews.

8.11 Phase 2 will begin Monday, June 15, 2020; the SCARC ADT will increase attendance with groups of 10 or less to maintain the 6-ft social distancing. Phase 2 will add the remaining 19 production workers.

9. Communications and Training

This Preparedness Plan will be provided in-person or via mail or email to employees, persons served, guardians, and residential support providers during the weeks of May 18 and May 25, 2020. Necessary training will be ongoing and will occur as employees are called back to work and persons served begin receiving services once again. Supervisors will monitor effectiveness of implementation and training will be updated as necessary. This Preparedness Plan has been certified by SCARC, Inc. and is posted on its web site and throughout the Center during the week of May 18, 2020. It will be updated as necessary.

Certified by:


Marsha W. Perkins
Executive Director