

# **Reopening Plan for the Edison Sheltered Workshop**

## **Prior to Reopening**

- Counselors are conducting surveys to all client's to get information on families concerns about returning back to work.
- Counselors are calling all clients to assess which client's may have more difficulty transitioning back to the workshop with new procedures.
- Counselors have been maintaining contact with clients and their families throughout the closing of the workshop.
- Staff will reconfigure all work areas and lunchroom so that there is 6ft. distance between all clients all the time
- Counselors have been maintaining contact with the consumers and their caregivers on a weekly basis through phone calls or e-mails. Counselors have been encouraging consumers to practice putting on face masks as well as encouraging them to wear the mask at home.. They are being encouraged to wear the masks for a longer period of time each week to help them to get used to having to wear one for a whole work day. Counselors have been reinforcing the importance of proper hygiene as well as the importance of keeping distance from other people. Once we reopen counselors will continually be assisting consumers with all COVID-19 protocols.
- In the event that a consumer is fearful of returning, counselors will continue to provide on-going counseling, support and education. Counselor has been assessing which clients will be able to use
- ZOOM as a means of further communication. For clients that cannot use ZOOM phone calls will continue to be a method of communication.
- **#2 Hazard Assessment of the Workplace – Request has been made. Estimated timing is to be complete by Sept 30**

## **Covid Case with Staff or Consumer**

- If a consumer or staff should become infected all consumers, consumers caregivers, staff and transportation companies will be notified.
- If there is a case of COVID 19 with the staff or consumers the facility will shut down to allow for a complete cleaning and disinfecting. The facility will reopen after this is completed.
- The caregiver will also be told that the consumer cannot return back to the program without a doctor's note stating the consumer has been tested for COVID 19 and tested negative.

## Entry, Exit and Transportation

- We will be using a rotational schedule with 30 consumers working one week and the second group of consumers working the second week.
- U-go will continue to provide transportation to their full capacity which is 13 consumer's per van. Owner of U-go transportation does not intend on taking consumer's temperature prior to entering the van. (see attachment for U-go's Covid-19 plan )
- Currently, our transportation providers are U-go and Area Wide transportation. They both will continue to provide transportation to our consumers.
- **#1 Daily Health Checks - A staff person to be in charge of taking everyone's temperature before they enter the building as well as documenting all people that enter.**
- **If a consumer has a temperature above 100.4 (based on CDC guidelines) degrees F. upon arrival it will be the counselor's responsibility to address the needs. Their caregiver will be asked to come and pick them up. The counselor will monitor the consumer until he/she is picked up of the consumer. Currently, we have an empty office which will be used as an isolation room.**
- **Receptionist will make sure that every client /visitor has a face mask before they enter building. If a client does not have one then the workshop will supply one for them.**
- **The CDC check list will be complete for all consumers and staff prior to entering the building. These will be given to consumers and staff for completion prior to entering. If a consumer does not have them when they arrive a staff member will assist them in the completion of the form.**
- The entrance will become one way and there is another door about 35 ft to rear of the building that will be use for the exit. Both doors will be one way. We have also removed the furniture from the entry way to provide more space in the entry way.
- Clients will be sent to their workstation and will be given gloves.
- In the morning when consumers are being dropped off at the workshop there will be assigned staff person in the front lobby monitoring consumers entering the building. Van drivers will be told to only allow one client at a time to enter into the building. At the end of the day clients will be dismissed to their van driver one at a time. There will be an assigned staff member monitoring the entry way at the end of the work day.

- All visitors will have to sign in and have their temperature taken and documented before they can enter into the building. They will be leaving their address and phone number for contact tracing purposes.
- All deliveries will go directly to our warehouse where they will be dropping off or picking up materials.
- Several of our consumer's are transported by group home staff and parents. They have all reported that they will continue to provide transportation. The same procedures will apply to consumers transported by care givers.

### **Production Area Procedures**

- We are installing hand sanitizers throughout the building. The consumers will be instructed to use them on arrival, before and after lunch and after any visit to the bathrooms.
- If the need should arise then counselors will address the needs of any consumer experiencing any issues related to COVID 19. Counselors will provide counseling and support through individual or group counseling.
- **#4 PPE - All consumers and staff will be required to wear masks and will be instructed on how to wear properly. Masks, gloves and eye protection will be provided by the agency to clients and staff if requested.**
- We will have clients attend at 50% capacity. (appx. 30 clients). The floor plan can accommodate up to 48 consumers with 6ft spacing.
- The cubbie area will be removed and the consumers will be asked to not bring any personal items with them to the facility. This will avoid congregation in this area.
- Work materials will be handed to each client. No one other than that client will be handling the work materials.
- Clients will not be handing materials to one another.
- Clients will eat their lunch at the workstations with tables situated 6ft apart
- If a consumer should get ill while at work the production staff will immediately notify the counselor. The counselor will then bring the consumer into an empty office where the counselor will assess the situation. Once the counselor assesses the situation the consumers caregiver will be called and will be told to pick up the consumer.
- Every morning our maintenance person will clean and disinfect bathrooms.
- Every afternoon after the consumers leave the building the staff will be responsible for cleaning and disinfecting their work stations. We will also be using a cleaning service every other Saturday to do a complete cleaning of the entire building.

- Building staff will be responsible for cleaning and disinfecting the consumer work area each day at the beginning and end of each shift.
- Our bathrooms are in the production room. We will use a bathroom pass to ensure that only one consumer uses the bathroom at a time. Bathroom passes will be disinfected after each use.
- We will be telling consumers to only bring in their lunches. We do provide personal products for the female consumers, if needed. If a consumer needs to bring in medication they will be asked to leave it in their counselor's office. At lunchtime, the staff will bring the lunches to the consumers.
- If any consumer becomes interested in the hybrid program a meeting will be set up with the consumer, their counselor, and the consumers caregivers. A referral for the hybrid program will then be sent to the local DVR office.
- If a consumer is eligible for the Family First Coronavirus Act their counselor will assist with the application process.

## **Floor Plan**

- Entry way has been made one way and furniture was removed from the vestibule to provide more space for distancing.
- **#5 Social Distancing - There will be one way arrows into the work area, lunchroom, offices, warehouse and restrooms to insure the 6ft spacing is maintained.**
- **Each table in the work area is 8ft long. We will assign one client per table**
- **We have capacity and workstations for 48 consumers socially spaced at 6 ft but will be opening with 50% of our consumers which will be 30 people at any one time. We plan a rotation schedule with 2 groups of consumers working alternate weeks. With 48 workstations and only 30 consumers maximum here at any one time this will allow for more than the ample spacing of 6ft between consumers. The floor plan with the work stations is attached.**
- **Plexiglass dividers will be installed between the areas where clients are facing each other in addition to the 6ft spacing.**

## **HVAC**

- **#3 HVAC - A representative has recently reviewed the HVAC and the filters were upgraded in the system and will be replaced every 30 days. The system has been recently serviced and we will follow CDC guidelines on its operation.**

## **Attachments**

Floor Plan

Ugo Covid 19 Plan

Client/Consumer Survey

Consumer Handbook

CDC Checklist for entry