

Building Blocks Ministries (BBM)

Pandemic Operating Plan

Day Program and Transportation Services

Steps we are taking with and for our staff members

Testing

1. All staff returning to work have completed a COVID-19 test and provided a copy of the results to the Executive Director. Documentation is in employee file.

Trainings

1. Staff are following the Agency for Persons with Disabilities (APD) and the CDC guidelines. All staff complete training on these guidelines prior to working in the classroom or providing transportation. (Please see the APD April 22, 2020 COVID-19 Guidance for Providers and Waiver Support Coordinators) Documentation of training is in employee file.

2. All staff members have completed training on the use of Personal Protective Equipment ([www.fhca.org](http://www.fhca.org)) and Infection Control (FL TRAIN site Module 1: What's the Risk? Module 2: Chain of Infection) Documentation of training is in employee file.

3. All staff members have completed training on Building Blocks Ministries Pandemic Operating Plan. BBM Policies and Procedures Policy 11 Health Safety and Wellbeing, Item 19 Pandemic Operations. Documentation of training is in employee file.

PPE

1. All staff members will wear cloth face coverings or disposable masks until it is determined no longer necessary to do so. BBM has provided cloth face coverings, disposable face masks, face shields and disposable gloves.

2. Staff wearing cloth face coverings have been instructed to launder them on a daily.

3. Staff wearing disposable face masks are instructed to dispose of them when they are moist or at the end of the day by placing them into the trash can by the time clock. BBM Building Manager will properly dispose of trash at the end of each day.

4. Staff training on PPE also included training staff on the location of PPE.

5. BBM Building Manager checks inventory of PPE each week and reorders as needed.

## Temperature Checks

1. After clocking in all staff members temperature are taken and recorded on their time cards, verified and initialed by another staff member. Time Cards are placed in the time card holder/rack once they clock in and the temperature is recorded. Only the names are visible on the time cards. In the event that a staff member's temperature is greater than 100.4 degrees they will be not be allowed to work.

2. In the event that a staff member who is working becomes ill, they will have their temperature taken, it will be recorded on their time card, also noting the time. If the temperature is greater than 100.4 degrees they will clock out and leave for the day. They must contact the Executive Director within 24 hours to provide an update. Executive Director will note the conversation and place documentation in employee file and take any further steps as needed.

## Handwashing

1. All staff members will wash their hands after clocking in and recording their temperatures. Handwashing will also be completed throughout the day. (before & after lunch, when coming in from outside activities) BBM has 3 restrooms and a breakroom space with sinks. BBM Building Manager checks and refills soap dispensers and paper towels as needed.

## Drinking Water

1. We do not have water fountains in the building. We supply bottled water for everyone. If an individual chooses they may bring their personal water bottle with them and fill it from the sink in the kitchen break area. The sink in that area is sanitized daily and recorded on the building cleaning log.

## Hazard Assessment of Workplace and Ventilation

1. All staff members will take an AM and PM outdoor break for fresh air, weather permitting. In the event they are unable to go outside, they will step into the hallway away from others and remove their face covering/mask for a few moments of breathing. They will place face covering/mask back on and wash their hands or use hand sanitizer and return into the classroom. The surfaces in the hallway outside of the classrooms are floor and walls. The floor is sanitized at the end of each day and recorded on our building cleaning log. Other surfaces such as door knobs, light switched are sanitized throughout the day and at the end of the day and recorded on the building cleaning log.

2. Staff will remain 6 ft apart and wear face coverings/masks when in meetings or in hallways. When meeting outdoors and 6 ft apart, face coverings may be removed. When removing face coverings hand sanitizer will be used.

3. Staff working in their offices may remove face coverings. When another staff member enters their office, they must put on a face covering/mask.

### Staff Illness

1. Any staff member who is not feeling well must stay home and report their absence to the Executive Director and state their symptoms. If they are absent more than 3 days a Dr's note is required to return to work.

2. In the event that a staff member is exposed to COVID-19, they may not report to work. They must self-quarantine for 14 days and provide a copy of a negative COVID-19 test result to the Executive Director prior to returning to work.

*\*\*Revised 6.2.2021 Self Quarantine time is now 7 days and provide a copy of a negative COVID-19 test result to the Executive Director prior to returning to work.*

3. In the event that a staff member tests positive. BBM will check the attendance logs and staff schedule/time cards to determine whom the infected staff member was in contact with the day prior. BBM will notify all staff members, clients, families, providers by placing phone calls and sending emails. This will be done as soon as the Executive Director is made aware and will be completed within a 4-hour window. BBM will also notify the Agency for Persons with Disabilities by emailing a completing an incident reporting form.

4. In the event that all staff and clients have been exposed to the virus BBM will close operations for up to 14 days. All staff members, clients, families, providers will be notified of such closing by phone calls and emails. BBM Executive Director will notify APD by emailing a completed incident reporting form to the Regional Director.

### Building Precautions

1. Foyer, hallways and classrooms are marked every 6 ft by placing tape on the floors, to abide by the CDC's social distancing guidelines.

2. All deliveries will be left outside the door. BBM Building Manager will bring items inside after driver has left.

3. BBM is not allowing visitors during hours of operation. Only APD staff, CMS or AHCA, and Qlarant staff will be admitted following APD protocol and using the APD Visitor Health Screening Questionnaire Sept 7, 2020 form.

*\*\*Revised 6.2.2021 Visitors may now be admitted to the building. They must be temperature check and complete the APD Visitor Health Screening Questionnaire Sept 7, 2020 form.*

4. Each classroom has hand sanitizer, disinfectant cleaner, disinfectant spray and paper towels.

5. Hand washing signs (with pictures) are posted in all restrooms, classrooms, hallways and breakroom.
6. At the end of the day when individuals have left the building, trainers clean the tables and chairs using sanitizer.
7. The Building is cleaned and all areas are sanitized during and at the end of the day. A cleaning log is maintained and kept in the Building Manager's office.
8. BBM has designated a space for isolation of any individual who is ill and waiting for pickup. Once the individual is picked up, the space will be sanitized and recorded on the cleaning log.

### Day Program

1. The numbers of persons in the Classrooms are reduced to abide by the CDC's social distancing guidelines. Face coverings will be worn while in the classrooms.

### ***Day Program capacity at this time is 30clients (50% of previous capacity)***

***\*\*Revised 6.2.2021 Day Program Capacity in the building is now 36. We are using an additional room as a classroom.***

2. When individuals who are transported by group home staff or families they will have their temperature taken while the driver/family member waits. Temperature will be recorded on Daily Attendance Log by individuals name and time in. BBM staff will also ask if the individual has taken any pain medication within the last hour and will record response on Daily Attendance Log.
3. The Transportation Manager transfers the temperature and response to pain medication on the Daily Attendance Log.
4. Daily Attendance logs are maintained in a binder.
5. Individuals remain in the same classroom with a trainer. AM and PM outside breaks are scheduled into each day, weather permitting. Individuals maintain 6 ft social distancing when outside and are allowed to remove their face coverings to provide an opportunity for fresh air.
6. Individuals are monitored by staff, when they touch their face, sneeze or cough, staff direct them to go to the restroom or kitchen break area to wash their hands. Staff monitor for completion of task. Trainer then retrains on the proper way to cover their nose and mouth when coughing or sneezing, testing for understanding.
7. During our Topic of The Day, trainers are providing daily training of COVID-19 using lessons plans and documents from CDC and Green Mountain Self-Advocates. A tracking log is used to

document each individual's understanding of How to be Safe & Prevent the Spread of COVID-19. The results of this training will be shared in each individual's quarterly and annual reports.

8. Individuals wash their hands when entering the building in the AM, when returning in from their outside AM break just before lunch, after lunch and in the PM when returning inside from their outside PM break.

9. Trainers provide hand sanitizer for individuals to use when items used in training are shared. The trainer then monitors individuals while materials are being used. In the event that a trainer feels the materials may have become compromised the materials are removed from the room and properly disposed of.

10. In the event that an individual report that they are not feeling well or shows signs of not feeling well, BBM staff will take their temperature and record it on the Daily Attendance Log.

a. If temperature is 100.4 degrees or higher the individual will be moved to the isolation area and made comfortable.

b. Staff will notify the group home or family and require individual to be picked up within 1 hour. Staff begins an internal incident report and logs time of phone call and steps taken. A copy of said report is given to group home/family when individual is picked up.

c. Group Home or family will be asked to notify BBM of any concerns.

d. Individuals will be permitted to return to the Day Program the next day following all operating procedures.

e. In the event that the individual is absent for 3 or more days a Drs note will be required to return.

## Transportation

1. The numbers of persons riding our buses is reduced to abide by the CDC's social distancing guidelines.

***Van capacity is 8 riders per van***

***\*\*Revised 6.2.2021 Van capacity is 10 per van.***

2. All riders on Building Blocks Ministries' buses MUST complete a temperature check prior to entering the bus. The results will be recorded on the trip log and transferred to the daily log by the Transportation Manager when riders arrive at the building.

Revised 6.2.2021

**\*\* Please note we are following CDC guidelines and will not allow anyone with a temperature at 100.4 or higher onto the bus\*\***

- a. riders will be loaded from the back to the front of the buses and exit front to back.
  - b. riders are asked to wear a mask when riding on the bus. Families, group homes, guardians will be responsible for advising BBM staff that the individual understands how to use the face mask and is medically able to wear a mask.
3. Riders are given hand sanitizer for use prior to loading the bus.
  4. All buses are sanitized during the day prior to being used again for transport. A cleaning log is maintained and kept in the Transportation/Building Manager's office.