



## **COVID-19 SAFETY PLAN: COMMUNITY PRE-VOCATIONAL PROGRAM**

### **A. Entrance to Site Based Programs**

- Starbridge's Community Pre-Vocational program is not a certified site nor do we participate in other locations that are controlled by Starbridge as the provider
- Participants will complete a daily screening on COVID-19 related symptoms and have a touchless temperature check before the start of program

### **B. Social Distancing Requirements**

- We will continue to work with participants through 1:1 sessions using telecommunications (eg. Zoom, phone, etc.) as needed.
- We are not a certified site, but when out in the community we will only work in groups of 1-3 participants
- As part of our daily documentation, we include questions in regards to support and education for COVID-19 related concerns.

### **C. Gathering in Enclosed Spaces**

- Starbridge does not have a certified Pre-Vocational program, but we will adhere to guidelines required at the different community site will attend throughout the day.

### **D. Day Program Schedules and Activities**

- Since we are a Community Pre-vocational program, our activities and/or limitations will be based on what we are allowed to do at the different community sites we are able to attend.
- Our staff and individuals (if needed) will be provided with the appropriate PPE and education
- Our group sizes will be no more than 3 participants at a time to reduce density and allow for social distancing

### **E. Personal Protective Equipment**

- All staff will wear an appropriate face mask/covering that covers both the mouth and nose, at all times while providing services, consistent with all current Executive Order and OPWDD guidelines (unless medically contraindicated/not tolerated)
- We will support individuals receiving services to wear face coverings, as tolerated, whenever social distancing cannot be achieved.
- We train all staff on proper use of PPE including when necessary to use, donning, doffing, disposing and/or reusing and sanitizing when appropriate
- We provide training (tracking) through our internal systems

### **F. Hygiene and Cleaning**

- When we are able to work with individuals at our different community sites, we will require individuals and staff to wash hands before and after program as well as throughout activities as needed and as available.
- We provide staff with hand sanitizers to use with individuals when hand washing is not available



### **G. Transportation**

- Participants in our program utilize personal and public transportation services such as Medical Motors or RTS Access to transport individuals to and from participating community sites.
- If we need to transport individuals, we will transport individuals on a 50% reduce capacity to our different community sites to allow for social distancing
- Starbridge will provide instruction for participants to exit the vehicle one at a time and wait for further instruction if needed.
- To the extent they can medically tolerate one, staff and participants will wear masks in vehicles.
- After each trip staff will ensure that the interior of the vehicle is clean and disinfected before additional individuals are transported.
- Where appropriate and safe, windows will be rolled down to permit air flow

### **H. Tracing and Tracking**

- Starbridge will notify the local health department and OPWDD immediately upon being informed of any positive COVID-19 test result by an individual or staff
- If a staff or participant test positive, procedures for day cooperation with the local health department to trace all contacts in the workplace and notify the health department of all staff or participants who entered the facility dating back to 48 hours before the positive person began experiencing COVID-19 symptoms or tested positive, maintaining confidentiality as required by federal and state law and regulations.
- Starbridge staff will also notify our QI department Director and follow up with any internal and external required paperwork