UCP Central PA
Protocols and Procedures upon Reopening CPS Following Closure Due to COVID-19

As mandated by the Governor’s Office and the Office of Developmental Programming, UCP temporarily closed all their CPS locations effective March 17, 2020. Reopening of UCP CPS facilities will only begin to occur when Counties where the facilities are located have entered the Governor’s green phase of reopening.

To help ensure everyone’s safety and mitigate the risk of contracting COVID-19, the following protocols and procedures will be implemented moving forward. Each protocol/procedure will remain in effect until further notice and will be evaluated for effectiveness regularly. As changes arise and new recommendations are received from the Office of Developmental Programs, PA Department of Health, Governor Wolfe’s Office, Centers for Disease Control, and local County emergency management agencies, UCP will evaluate and make modifications as deemed necessary.

**Pre-Opening Physical Site Strategies**

All CPS facility vehicles will have a thorough cleaning and be disinfected according to the CDC guidelines.

Each CPS facility will have workstations and existing furniture rearranged to allow for proper social distancing. All tables and hard surfaces will be washed and disinfected according to the CDC guidelines. To assist participants with maintaining proper social space, temporary markings will be placed on the floor where practical and needed. In addition, foam noodles will be used to illustrate to participants how far they must stand from their friends to be safe and maintain social distances.

In cases where participants have a difficult time maintaining or understanding social distancing, modifications will be made in the program environment to create plexiglass, acrylic or clear dividers to provide adequate separation from others. These modifications will be customized per CPS facility and its’ participant needs. While some participants may not require environmental modifications to be made, other participants might require dividers to ensure safety and social distancing. Participants, their families, Supports Coordinators, and residential providers should check with the CPS Supervisor to understand the specific environmental strategies that will be employed at a location.

**Staff Training**

Prior to reopening, the furloughed staff will be called to return to work for training that includes review of updates to individual support plans as well as specific education on COVID-19 and specific strategies to implement to mitigate the spread of the virus. The date in which staff return will vary according to the number of participants returning to the facility and the ratios needed. This is to adequately ensure the safety and welfare of the participants. Each UCP facility will follow the same process for training and educating employees however, not all facilities will reopen on the same date. (See attached CPS Reopening Staff Training Plan)

All employees will receive specific training prior to reopening on the following topics:
- COVID-19 CDC Guidelines – behavioral presentation / People with ID and risks associated with
- COVID-19 Understanding COVID-19 - How to protect you and keep yourself safe
- UCP Plans for reopening and protocol and procedures to follow
o Fatal Five- Infections Management
o Pandemic Preparedness for our Front-Line Supervisors/Staff
o Review all updates to Individual Support Plans
o Update training since closure: fire safety / incident management / restrictive procedures / medical administration certifications.

**Participant Service Selection and Training**

Prior to reopening, meetings will occur with individual teams as outlined in the Individual Transition Guide by ODP regarding the individual’s readiness to return to CPS Services. Factors considered will be the individual’s willingness, specific health risks, hygiene risks, transportation needs, and individual risk mitigation strategies. Depending upon the outcome of these meetings, participants will be offered a choice of services to include home CPS, facility-based CPS, 100% CPS, or remote CPS. Participants will have the option to consider a combination of all the available supports.

Participants who wish to return to CPS services will have a modified schedule to allow for proper training on COVID-19 and mitigation strategies. It is highly suggested that for participants wishing to return to CPS facility-based services, either home or remote services be arranged so this education can begin prior to their attendance at the facility. Training topics for participants will include:

- Proper/frequent hand washing
- Face masks/coverings
- Daily cleaning procedures
- Social distancing and safety standards to follow when in the CPS building and community
- Environmental modifications (room dividers, clear barriers, table dividers, tables and chair spacing)
- Protocols to follow in case participant feels ill or notices others have symptoms of illness.

UCP has created a Social Story which will be distributed to all participants and their families to alert them of changes to expect upon their reintroduction to CPS services. The social story has illustrations of some of the internal protocols being implemented to keep participants and staff safe during their time spent in the facility as well as in the community.

Participants not wishing to return to facility based services due to personal preferences, fear of transmission of the virus, inability to wear a face covering or abide by the social distancing guidelines, will be offered and encouraged to participant in either home CPS services or remote CPS services when available.

As mentioned, Individual team meetings will be held using the individual transition guide developed by OPD. Any participant able and willing to return to facility-based services will be afforded the opportunity to return when the facility reconnects, and trainings conducted. If a participant’s facility is not scheduled to reopen until a later point in time, a participant may choose to attend a different CPS program operated by UCP until the participants normal facility is reopened and there is capacity to support the participant. The order of selection for participant returns is based upon each individual’s need, the family or guardian’s willingness to permit the participant to return and UCP’s ability to financially reopen and sustain the service in a cost effective manner.

**Employee/ Individual Screening**
Prior to reporting to work each day, employees and participants should self-monitor for symptoms of COVID-19.

- Employees who are displaying symptoms should stay home and call their supervisor to report their absence. They will follow UCP’s PTO policy for compensation.
- Employees who are not displaying symptoms will:
  - Arrive to the CPS building at their scheduled time.
  - Notify their supervisor that they are in the parking lot.
  - Undergo a screening completed by the CPS supervisor to ensure they are fever free using an infrared touchless thermometer.
  - Once screening has been completed and they are confirmed to be fever free they will enter the building and sign in on the log located in the employee communication book.
- Participants who are displaying symptoms should stay home.
- Participants who are not displaying symptoms will:
  - Arrive to the CPS building at their scheduled time.
  - Undergo a screening in the parking lot completed by the CPS supervisor to ensure they are fever free using an infrared touchless thermometer.
  - Once screening is completed, and they are confirmed to be fever free, they will enter the building.

The screening for the participant will be tracked on the individual service note. Screening will be done in an orderly fashion to ensure social distancing and will require staggered start/end times as appropriate. Once a participant gets inside, they will be encouraged to locate their seat.

Employees and participant assignments will be consistent to reduce the number of social contacts daily. Participants and employees will be monitored to ensure social distancing is maintained throughout the program area while in the building. The CPS Supervisor will remind staff and participants of the need to keep 6 FT apart unless the participant requires physical assistance from employees for safety reasons or for hygiene and self-care tasks.

**Entry to the Building**

All CPS facilities will have their entrances and exit doors clearly marked. All staff and participants will be asked to enter through one door and exit through another door in cases where this is possible. This is to ensure the flow of traffic and to avoid cross contamination. Signs will be posted, and directional arrows will be used to indicate the flow around the building.

**Visitation Policy**

At this time, UCP will restrict visitation at its CPS facilities until further notice. If individuals have appointments and need to exit the building before the end of the day, the family or provider will be asked to call ahead and report the time they will arrive. The individual will then be walked to the family or providers vehicle.

Supports Coordinators and Administrative Entities who wish to conduct monitoring visits at the facility will be asked to do so remotely when possible. If remote options are not feasible, a scheduled time will be assigned for the visit/monitoring to take place. All screening protocols will be completed, and the SC or other visitor will be escorted to a socially distant area to complete the review.
All essential visitors will need to wear a face covering to enter the building. Questions regarding the visitation policy should be directed to the Senior Director of Operations at UCP at (717) 737-3477 Ext. 148. No employees will be permitted to have visitors at any CPS programs as well. (see attached Visitation Guidelines for CPS Services)

All employees and participants will be asked to bring a packed lunch as there will be no deliveries of food to any UCP CPS facilities until further notice.

**Participant/employee becomes ill or reports being sick while participating in CPS Services**

If an employee becomes ill while working, they will inform their supervisor and be sent home immediately. If they are unable to drive, they will be asked to wait in their car until other arrangements for pick up can be made. If they cannot wait in their car, they will be asked to wait in the first aid room or an empty conference room. If this area is equipped with a window it will be opened to increase the air circulation in the area. Once they have left, the quarantined area will be sealed and made inaccessible to others. The employee will not be permitted to return until they are symptom and fever free. The very next day, the room will be sanitized with an EPA approved household cleaning solution to ensure any droplets and particles on surfaces were properly cleaned and sanitized.

If a participant becomes ill, they will be asked to go to the first aid room or an empty conference room as soon as possible. If the participant can wait outside with a staff person until they are able to be picked up, this is acceptable as well. Their family or emergency contact be called for an immediate pick up. If a staff person must render care, they will don appropriate PPE to protect themselves and others. PPE may include gloves, masks, eyewear, face shield and disposable gown. Once the participant leaves the premises, the area they were quarantined will be sealed or made inaccessible to others. If there is a window inside this room it will be opened to allow air flow to circulate. The participant will not be permitted to return until they are symptom and fever free. The very next day, the room will be sanitized with an EPA-registered household disinfectant as recommended by the CDC to ensure any droplets and particles on surfaces were properly cleaned and sanitized. (see attached Monitoring Health Conditions in CPS Services) Failure to pick up an ill person in a timely manner may result in a temporary suspension of services until a team meeting can be held to discuss backup plans for any future occurrences.

**Daily Cleaning Protocol**

Daily sanitizing of common use areas will be performed routinely throughout the day and especially at the end of each workday. Each vehicle used for any community integration activity will be sanitized before usage and immediately afterwards. Each van will have a spray sanitization completed regularly. (see attached Routine Disinfecting and Cleaning of CPS facilities and Vehicles and cleaning checklist)

**Lunch and Snack Protocols**

The tables in each CPS facility will be spaced to allow for social distancing. The number of chairs at each table will be appropriately spaced apart. If an individual requires staff assistance or monitoring while eating, staff will be permitted to violate the 6ft. social distancing rule to ensure the individual’s safety.

Staff will be required to assist individuals with eating both their snacks and lunches. They will be reminded to wash their hands first and to ensure they wear appropriate PPE. Individuals are encouraged to bring lunches that do not require heating to discourage the use of additional appliances.
Lunches can be heated in microwaves as necessary, however microwaves will be sanitized before and after each usage with a sanitizing wipe. CPS participants will be asked to bring plastic utensils in their lunches and only paper products will be used moving forward.

At this time, all cooking classes at CPS facilities are suspended until further notice. Employees and CPS participants are encouraged to eat their lunches while outside the facility at local parks and other frequented venues. Proper precautions should be taken to ensure the picnic area is sanitized before eating and immediately afterwards. Each CPS facility shall bring sanitizing wipes and hand sanitizer with them when they are out in the community.

Social Distancing Protocol

All staff and individuals will be asked to stay at least 6 feet from any other person. Exceptions will be made for any individual who needs assistance to ensure their health, safety, and welfare. All staff will take precautions to reduce the potential spread of germs by donning appropriate PPE including masks, gloves, and goggles.

Community Integration Protocol (including van cleaning)

CPS outings will be scheduled in places where social distancing can be accommodated. When possible, the outings will take place outdoors. Participants and staff will always be required to wear facial coverings when participating in community outings. There may be times when the facial covering can be removed to allow the individual to take a break, but these must be limited to outside areas and for short periods of time.

The high touch areas (door handles, seat belts, seats, steering wheel) of the CPS vehicles will be cleaned with a cleaning wipe after every use. At least weekly all vehicles will be sprayed down with a disinfectant solution to ensure they are germ free.

Wearing Masks/Face coverings

All participants, employees, and visitors entering CPS facilities will be required to wear a face covering. A cloth mask is preferable. However, if the nose and mouth area are covered, any covering will be considered. UCP will continue to follow the CDC recommendations on face coverings and will adjust this plan accordingly.

UCP will provide a mask to each employee and can explore mask options for participants. Participants preferring to use a face shield due to a medical condition will be permitted to do so. The mask or shield should cover the nose and mouth of the person wearing it. UCP will consider providing several periods of mask breaks for participants and staff as necessary. These breaks will only occur outside the facility.

Miscellaneous Items

- Participants are discouraged from bringing in too many personal items. Participants should only bring in an extra change of clothes, necessary hygiene supplies and their packed lunches.
o Participants will be asked to wash their hands and hand sanitizer will be applied frequently throughout the day. Participants will not be permitted to use water fountains and are encouraged to bring extra drinks, as necessary.

o Any questions regarding UCP’s reopening plan for CPS facilities should be made directly to either April Treaster, CPS Director or Bridget Pugh, Senior Director of Operations.
Routine Disinfecting and Cleaning of CPS facilities and Vehicles During COVID-19 and Reopening Phase

Guiding Principal
Employees are expected to take all necessary precautions to protect employee and participant health safety and welfare during the COVID 19 Pandemic. Employees will minimize the risks of possible transmission of the virus by establishing standard measures for routine disinfecting and cleaning of the CPS facilities and vehicles. CSP facilities will adhere to the Governor’s reopening plan and only begin to operate in Counties who have reached the green phase of the plan. CPS facilities will adhere to the following guidelines for operations of its CPS facilities as recommended by the CDC and the Department of Health.

Purpose
The purpose of these guidelines is to establish standards for routine disinfecting and cleaning of CPS facilities and agency vehicles during the COVID 19 Pandemic and Reopening Phase. These guidelines are meant to ensure the health, safety, and welfare of participants as well as employees who work in the CPS program. These guidelines are supported by both the Office of Developmental Programs as well as the Administrative Entities across the counties where UCP’s CPS facilities are located.

Procedures
1.) Every morning, prior to participants arriving at the facility, staff will clean all hard surfaces including tables, chairs, light switches, doorknobs, railing, remote controls, phones, desks, laptops, and other frequently touched areas with disinfectant wipes. Staff will date and initial checklist that disinfecting has been completed prior to the program opening for individuals.

2.) Prior to setting up activity stations, staff will wipe everything down with disinfectant wipes before placing items onto the table for use. Prior to putting anything away, staff will again wipe everything with a disinfectant wipe. Staff will date and initial checklist that disinfecting has been completed before and after use.

3.) Staff will disinfect all the tables and chairs prior to lunch. This will be completed at 11:00am every day. One staff will be responsible to wipe down all the tables and barriers put in place with disinfectant wipe. If there is debris, staff will first use soapy water to clean the area. Staff will initial and date checklist before and after that the room has been disinfected.

4.) Staff will disinfect the kitchen area with an approved cleaner, including the sink, stove, and refrigerator handle prior to starting any meal prep. Paper products will be used and properly thrown away for meal and snack times. Staff will disinfect the kitchen area with an approved cleaner, including sink, stove and refrigerator handle after meals and snacks. Staff will initial and date checklist before and after each use that the area has been disinfected.

5.) Staff will clean all areas of the program at the end of the day once all individuals have left the facility. This will include using disinfectant wipes on all hard surfaces such as tables, chairs, light switches, doorknobs, and other frequently touched surfaces. Floors will be swept and mopped with an approved floor cleaner. All trash will be removed from the
program and put in the dumpster. Staff will sign and date that disinfecting has been completed at the end of each day.

6.) If an individual can use the toilet independently, staff will ensure upon exiting that they have washed their hands. Staff will then enter bathroom and use a disinfectant on the toilet seat, sink, paper towel dispenser and any handle/bars, doorknobs and light switches that could have been touched during use. Staff will date and initial checklist that disinfecting has been completed before and after each use.

7.) If an individual must use the toilet or needs changed and cannot do it independently, staff will assist the individual into restroom/changing room and wear Personnel Protective Equipment before assisting individual with care. Staff will ensure that they assist individual with proper hand washing afterwards. Staff will use a disinfectant on the toilet seat/bed, sink, paper towel dispenser and any handle/bars, doorknobs and light switches that could have been touched during use. Staff will date and initial checklist that disinfecting has been completed before and after each use.

8.) All staff will take precautionary measures to ensure that vehicles have been properly disinfected before and after each use. Staff will use a disinfectant on frequently touched surfaces such as the steering wheel, handles and seats before starting up the agency vehicle and before allowing anyone else to enter. All trips are recorded on a trip log that have columns to include a place for staff to date and initial that disinfecting has been completed before and after each use. Upon returning to program, and after all individuals have exited the van, staff will use a disinfectant on frequently touched surfaces such as the steering wheel, handles, and seats.

9.) Agency vans will be sprayed with a disinfectant spray each night after the last trip or community outing has been completed. This spray disinfectant will be EPA-registered and safe for use on vehicle surfaces.

All questions regarding these guidelines should be directed at either the CPS facility Supervisor or the CPS manager. If they are unable to answer or provide clarification the CPS Director or Senior Director of Operations is to be contacted.
Monitoring Health Conditions in CPS Services During COVID-19 and Reopening Phase

Guiding Principal
Employees are expected to take all necessary precautions to protect employee and participant health safety and welfare during the COVID 19 Pandemic. Employees will minimize the risks of possible transmission of the virus by establishing standard measures for monitoring employees, participants, and visitors to the CPS facilities. CSP facilities will adhere to the Governor’s reopening plan and only begin to operate in Counties who have reached the green phase of the plan. CPS facilities will adhere to the following guidelines for operations of its CPS facilities as recommended by the CDC and the Department of Health.

Purpose
The purpose of these guidelines is to establish standards for monitoring employees, participants, and any visitors to UCP’s CPS facilities during the COVID 19 Pandemic. These guidelines are meant to ensure the health, safety, and welfare of its participants as well as employees who work in the Program. These guidelines are supported by both the Office of Developmental Programs as well as the Administrative Entities across the counties where UCP’s CPS facilities are located. When possible, any outside visits should be scheduled in advance to limit the number of extra people in the building.

Procedures
1.) All employees and participants entering any CPS facility will undergo a COVID19 screening and have their temperature checked before entering the building. The screening will include asking the person if they are experiencing any of the following symptoms; fever greater than 100.4°, cough, chills, shortness of breath, sore throat, respiratory illnesses, difficulty breathing, fatigue, muscle or body aches, headache, new or loss of taste or smell, congestion, runny nose, nausea, vomiting and diarrhea. They will also be asked if they have been around anyone who has had symptoms of COVID19 or been tested for COVID19 in the last 14 days. If anyone indicates that they have one or more of these symptoms they will not be permitted to enter the facility. Employees who are sent home should consult with their supervisor regarding when they can return. Contactless infrared thermometers will be used to take temperatures. The person taking the temperature will be required to use sanitizer or wear gloves before using the thermometer. Anyone with a temperature will have to be fever free for at least 48 hours without fever reducing medicine before entering the facility.

2.) If an employee, visitor, or participant indicates that they have been exposed directly to someone who has tested positive for COVID-19 the employee, participant and or visitor will be encouraged to self-quarantine for a period of 14 days. This will ensure the safety of all employees and other participants. At the end of the 14 days, if the employee has not experienced any signs or symptoms of COVID-19 they will be permitted to return to work. Alternatively, if they have shown signs of COVID-19 and/or were tested for COVID-19, they will need to provide proof of negative results before they can return to work. Participants and visitors will also be able to return if they have not shown signs of COVID-19 or if they have, they will need to produce negative test results to enter the facility.
3.) Families and residential providers are encouraged to monitor participant’s health and take their temperature prior to leaving for the CPS facility to limit the risk of exposing others to illnesses. This way if the participant is showing signs of illness or fever they can stay home and not subject others to any virus or illness.

4.) Participants will remain in their vehicles and have staggering start times to maintain social distancing guidelines as much as possible. Once the screening has been completed the participant will be assisted into the facility and a face covering will be required to be worn. If the participant is unable to wear a face covering due to a medical condition, alternative service arrangements can be made such as offering remote CPS or home CPS.

5.) All visitors, staff and participants will be expected to wear a face covering throughout the duration of their day. If a participant is not able to wear the face covering the entire time other strategies must be implemented to reduce the risks of transmission. This can include wearing an alternative face covering such as a shield or having a workstation behind a clear plexiglass or acrylic barrier in a separate area from others.

6.) If participants become ill at some point throughout the day, they will be quarantined to the first aide area or conference room until arrangements are made to be taken home. Once they have left the facility, the area will be cleaned and sanitized to ensure decontamination and cleanliness. No one will be permitted to enter this area after it has been cleaned. If there is a window in this area it will be opened to allow air to circulate in the room. The next day before accepting participants, the area will be sanitized again to ensure proper decontamination.

7.) If an employee or visitor becomes ill during the day, they will be asked to leave the facility immediately and not to return until all symptoms of illness have subsided. Again, all hard surfaces will be scrubbed and disinfected to ensure decontamination and cleanliness. If they are not able to leave the building immediately, they will also be quarantined to the first aide area or conference room and the same procedure for disinfecting and decontamination will be adhered to as in item #6.

All questions regarding these guidelines should be directed at either the CPS facility Supervisor or the CPS manager. If they are unable to answer or provide clarification the CPS Director or Senior Director of Operations is to be contacted.
UCP Visitation Guidelines for CPS Services During COVID19 and Reopening Phase

Guiding Principal

Employees are expected to take all necessary precautions to protect employee and participant health safety and welfare during the COVID 19 Pandemic. Employees will minimize the risks of possible transmission of the virus by limiting visitors to the CPS facility. CSP facilities will adhere to the Governor’s reopening plan and only begin to operate in Counties who have reached the green phase of the plan.

Purpose

The purpose of these guidelines is to establish standards with respect to limiting visitors to the CPS facilities during the COVID 19 Pandemic and reopening phase. These guidelines are meant to ensure the health, safety, and welfare of its participants as well as employees who work in the facilities. These guidelines are supported by both the Office of Developmental Programs as well as the Administrative Entities across the counties where UCP’s CPS Services operate.

Procedures

1. Each CPS facility operated by UCP will discourage face to face visits by friends, family members, supports coordinators, and Administrative Entity staff unless necessary to ensure health and safety. These restrictions apply to visits in the CPS facility as well as visits occurring in the community.

2. If a participant arrives to a UCP CPS facility and after completing the health screening assessment needs to leave the facility for any reason, the CPS supervisor must be notified in advance. If the person suddenly becomes ill and needs to leave the building arrangements will be made to have the participant picked up by the residential provider or family. Once the family or provider arrives to the facility, they must call the supervisor to let them know they are in the parking lot. The participant will then be brought to the car or van to avoid having additional people enter the building. The same applies to medical appointments which would require the participant to leave prior to their scheduled departure.

3. In instances where other individuals may need to enter the facility such as SC monitoring or licensing visits, these will be scheduled in advance with the site supervisor. The visitor will undergo the health screening assessment and will be required to wear a mask during their time at the facility. These individuals will be asked to observe social distancing and be escorted to an area away from CPS participants.

4. Limitation on visitations will continue to be in effect until further notice.

If participants, families, or employees have questions regarding these guidelines they should direct these to the CPS Director, Senior Director of Operations, or the Chief Executive Officer of UCP. Any exceptions to these visitation guidelines will be decided on a case by case basis.
CPS Reopening Staff Training Plan

The Leadership Team at UCP CPS would like to thank everyone for your dedication during this time of uncertainty and change. There will be a new normal for CPS and you are the Pioneers that will discover, create, and implement the service as we learn the specific needs of the individuals we serve.

CPS Vision Statement Adopted May 2020:
Motivating Individuals, through discovery and personal preference, to reach their full potential while promoting meaningful relationships within their community.

Day 1 – 8:30am-3:00pm (6.5 hours)

1. Welcome BACK! (.5 hour)

2. Present CPS Vision Statement (.5 hour)

3. Review of GRAND RE-OPENING plans (.5 hour)


Break for Lunch

5. COVID-19 Training (.5 hour)
   a. CDC Guidelines – Behavioral Presentation on COVID-19

6. Changes in staff schedules (.5 hour)

7. Review all CAP’s due since COVID-19 (1 hour)

8. COVID-19 Training
   a. Video – Fatal Five: Infections Management (22 minutes)
   b. Webinar Recording – COVID-19 and People with IDD: Taking Actions to Mitigate Risks (.5 hour)
   c. Video - Self-Care During Stressful Times (26 minutes)
   d. Video – COVID-19 and Direct Service Providers for Persons with Disabilities (.5 hour)

Videos to be completed at home. Timesheet should include the time it takes to complete. If staff do not have a way to view the trainings at home, supervisor will accommodate and schedule time to complete at the office.
Day 2 – 8:30am-3:00pm (6.5 hours)

1. Recap information reviewed on Day 1. (.5 hour)
   a. Answer questions from previous day
   b. Are there any new questions?

2. Block trainings (3.5 hours)
   a. March – Restrictive Procedures (1.5 hours)
   b. April – Fire Safety (1.0 hour)
   c. May – Incident management/Abuse & Neglect (1.0 hour)
   d. June – Medication Passes (to be completed once CPS resumes or in residential if feasible)
      i. Upload all training info immediately upon completion

Break for Lunch

3. COVID-19 Training
   a. CDC Website: People with Developmental and Behavioral Disorders (.5 hour)

4. Discuss assigned videos and webinars from Day 1. Any questions? (.5 hour)

5. ISP Review/Protocol Changes or Updates with time remaining.

6. COVID-19 Training
   a. Webinar Recording: Understanding Coronavirus and How to Keep You and Yours Safe (1.0 hour)

   Videos to be completed at home. Timesheet should include the time it takes to complete. If staff do not have a way to view the trainings at home, supervisor will accommodate and schedule time to complete at the office.
Day 3 – 8:30am-3:00pm (6.5 hours)

1. Questions/Concerns/Discussion (.5 hour)

2. Review Employee Training Hours and Due dates, such as Physical/TB, Med Certification (1 hour)

3. COVID-19 Training
   a. CDC Guidelines – COVID-19 and Behavioral Health Disparities for Black and Latino Community in the US. (.5 hour)

4. Finish review of updated ISPs, Plans, etc. (1.5 hour)

   Break for Lunch

5. Deep Cleaning of available Agency Vehicles (1 hour)

6. COVID-19 Training
   a. Recorded Webinar: COVID-19 Pandemic Preparedness for our Front-Line Staff (45 minutes)
   b. Recorded Webinar: Staffing, Stress and Surviving the Day to Day Challenges of a Pandemic. (1 hour)
   c. CDC Guidelines for Direct Service Providers, Caregivers, Parents, People with Developmental and Behavior Disorders. (.5 hour)

Videos to be completed at home. Timesheet should include the time it takes to complete. If staff do not have a way to view the trainings at home, supervisor will accommodate and schedule time to complete at the office.