



COVID-19 Reopening Safety Plan

A. Signage (Mandatory):

- Signage will be clearly posted at each public entrance of the facility to inform all employees and visitors that they should: avoid entering the facility if they have a cough or fever; wear facial coverings, maintain a minimum six-foot distance from one another; and not shake hands, hug or engage in any unnecessary physical contact.

B. Measures To Protect Employee Health (Mandatory):

- All employees have been told not to come to work if sick.
- All employees must have temperature taken upon reporting to work; if 100.4 °F [38 °C] or greater they will not be allowed in the workplace. Employee must communicate with primary care physician and must follow any given instructions if he/she needs to be tested for COVID-19 they must present written clearance in order to resume.
- Employees must be screened for symptoms before enter building (cough, shortness of breath or trouble breathing; or at least two of the following: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell)
- All employees must wear facial coverings in the workplace.
- All desks or individual work stations are separated by at least six feet.
- Break area, bathrooms, and other common areas are being disinfected whenever prudent such as after toileting or meal times, as well as frequently.
- Personal Protective Equipment (PPE) will be provided to all employees and will have an adequate supply of coverings in case of replacement.
- Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.
- Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves or, sanitize or wash hands before and after contact.
- Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE.
- If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.
- Copies of the Protocol have been distributed to all employees.

The following general guidance recommended for all employers throughout each phase of re-opening by Governor DeSantis will be consistently followed (information found under Safe. Smart. Step-by-Step. Plan for Florida's Recovery).

- Practice social distancing, as the virus is most transmissible indoors under close, sustained contact. If you are around other people, try to maintain 6 feet of separation.
- Avoid hugs, handshakes, large gatherings and close quarters.
- Clean and disinfect high-touch, high-traffic surface areas.
- Develop and implement policies and procedures to train employees on personal hygiene expectations, including increased frequency of hand washing, the use of hand sanitizers with at least 60 percent alcohol and, clear instruction to avoid touching hands to face.
- For businesses that are close contact or have a high potential for exposure to COVID-19, require employees to wear masks, cloth face coverings or other PPE while inside or within close proximity to members of the public.
- Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available to employees and customers.
- Encourage employees who feel sick to stay home and monitor employees for COVID-19 symptoms.
- Do not allow symptomatic people to physically return to work until they meet CDC criteria to do so and are cleared by a medical provider.
- Develop and implement policies and procedures for workforce tracing following a positive COVID-19 test by an employee or an employee who has come into contact with an individual testing positive for COVID-19.

Hygiene and Cleaning: To ensure employees comply with hygiene and cleaning requirements, **INSERT YOUR CENTER'S NAME HERE** agrees to do the following:

- Adhere to hygiene and sanitation requirements from the [Centers for Disease Control and Prevention](#) (CDC) and [Department of Health](#) (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning. Floor Lead will be responsible for maintaining cleaning log and will be kept in the kitchen area.
- Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where hand washing is not feasible. These stations will be located in all 7 restrooms, kitchen and patio area.
- Conduct regular cleaning and disinfection at least twice daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

Contact tracing and disinfection of contaminated areas. To ensure that employees comply with contact tracing and disinfection requirements, **INSERT YOUR CENTER'S NAME HERE** agrees to do the following:

- Have a plan for cleaning, disinfection. (Steps found on CDC website under the following link): <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>
- If **INSERT YOUR CENTER'S NAME HERE** is notified that a staff member or participant is determined to be COVID 19 positive, the administration will conduct interviews and video or schedule reviews in order to determine people who have been in close contact with the COVID positive staff member or participant, including interviewing the family. Our facility will contact the Florida DOH and follow their guidance once contact tracing is initiated.

C. Measures to Protect Participant's/Patient's Safety:

- Limit the amount of tour/visitors that can be present at the same time.
- All participants must have temperature taken upon arriving to facility; if reading is 100.4 °F [38 °C] or greater should not be allowed to enter and family must transport home. Family will be educated about the conditions(s) prohibiting the participant from attending and Physician follow up will be recommended.
- Due to the shortage of PPE we ask for all participants to bring their own facemask from home.
- Participants will not be allowed to board the bus if they are not wearing protective gear (masks) and drivers will be monitoring temperature before entering vehicle.
- All patrons/visitors must bring and wear their owned facial coverings.
- The number of participants will be decreased at each table or seating area to maintain safe physical distancing.
- Main entrance and main floor will always have hand sanitizer available to all participants and visitors.
- Isolation room available if any participant presents symptoms for COVID-19 or influenza like illness. Employee will remain with member wearing adequate PPE until family/relative arrives.
- Family is responsible of monitoring member at home and take the adequate steps to have participant seeing by physician and must present written Physician clearance form.
- Staff members who feel sick will be encouraged to stay home out of an abundance of caution for our participants. Staff members will always be frequently monitored for symptoms of COVID 19
- Outside entertainment will remain suspended until further notice.
- Break area, bathrooms, and other common areas are being disinfected whenever prudent such as after toileting or meal times, as well as frequently.

- Social distancing will be strictly implemented on a daily basis as able in consideration of circumstances out of our control.
- Any Participant who is a risk to themselves or others will be immediately suspended from the program and will need to be reevaluated before resuming program.

Physical Distancing. To ensure employees comply with physical distancing requirements, **INSERT YOUR CENTER'S NAME HERE** agrees to do the following:

- Placing signs outside the building reminding people to be at least six feet apart, including when in line waiting to be assisted.
- Placing tape or other markings at least six feet apart in visitor line areas inside the building and on sidewalks at main entrances with signs directing visitors to use the markings to maintain distance.
- Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
- Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Appointment system is utilized, when appropriate in order to ensure safe physical distancing
- Establish designated areas for meals pick-ups, limiting contact to the extent possible.

D. Additional Measures:

Transportation:

- All drivers will have a daily log to maintain records of each participant's temperature.
- Each driver is responsible to check participants body temperature prior to allowing member to board bus. (If reading is 100.4 °F [38 °C] or greater driver is to check 2 more times, if temperature remains high participant cannot attend day care for the day. (Family is responsible of monitoring member at home and take the adequate steps to have participant seeing by physician and must present written Physician clearance form).
- Proper PPE will be provided to all drivers including facemask and gloves to use when handling participants.
- All drivers must have proper cleaning supplies inside vehicle such as disinfectant wipes, hand sanitizer etc.
- Each driver is responsible to disinfect their bus twice a day, after they are done with morning routes and before going home at the end of the day. Daily log will be kept on each vehicle.
- Social distancing will be strictly implemented on a daily basis as able in consideration of circumstances out of our control.

You may contact the person in charge with any questions or comments about this protocol:

Insert Center contact info here: