



PROSPECTUS BERCO

## **WELCOME BACK PACKET**

### **PRIOR TO ARRIVING AT THE ADULT TRAINING PROGRAM**

A staff person will be calling you to conduct a health screening. The ability of participants to continue attending will be contingent on adhering to the health screening procedures and protocols. Your screening will consist of the following questions related to COVID-19:

1. Do you have signs or symptoms of COVID-19 (fever of 100.0 or above, cough, sore throat, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, new loss of taste or smell, nausea, diarrhea, runny nose, or congestion)?
2. Are you currently diagnosed with COVID-19 or been told by a medical provider that you may have or do have COVID-19?

***If a response to question 1 or 2 is "yes," you will not be able to report to the Day Program. Brooke Wagner, Health Care Coordinator, will be contacting you.***

3. Have you traveled outside Berks County either to another county in Pennsylvania or another state within the last 14 days?
4. In the past 14 days, to the best of your knowledge, have you had close/household contact with someone with or under investigation for COVID-19 (closer than 6 feet for at least 10 minutes)?\*

\*If personal travel is to a location identified by the Pennsylvania Department of Health or the CDC with a travel health notice warning, travelers will be required to self-quarantine for 14 days before returning to the program.

### **WHAT YOU SHOULD BRING WITH YOU TO THE PROGRAM**

- ❖ Extra set of clothing including but not limited to a top, bottoms, underwear, and socks (as needed)
- ❖ Lunch provided in a throw-away bag with contents stored in plastic baggies vs. plastic containers. We will not be able to provide microwave services at this time.

*Non-essential items should remain at home.*

## **OUR PROGRAM IN PHASE ONE UPON REOPENING**

The program will operate differently and even look different upon reopening. Our program will open at 9:00 a.m. and close at 3:00 p.m.

We will make every attempt to accommodate choices of schedule; however, we must allow time for staff to complete phone screenings prior to you leaving your home in the morning and for sanitizing program areas at the end of each day.

### **Arrival**

Adhering to the set arrival time is extremely important to allow for proper disinfecting of all program areas, screening stations, and surfaces; aid in maintaining social distancing; and begin program activities in a timely manner.

Participants will be greeted by a staff member at the screening stations located in the pull-up area outside your assigned component (large activity room at William Lane).

Please remain in your vehicle until your temperature has been taken. If you do not have a temperature greater than 100.0 degrees and it has been determined you have completed the screening questions, you will then be able to enter the program.

The person dropping off the program participant must remain onsite until the screening process is complete.

If you have a fever of 100.0 degrees Fahrenheit or above, your temperature will be rechecked. If upon recheck your temperature still registers at a fever of 100.0 degrees Fahrenheit or above, you will not be permitted to enter the building and will need to be taken home. You will **not** be able to return to the program until a doctor's note is received and cleared by Brooke Wagner, Health Care Coordinator (see information in "Notify and Transport" section).

If you do not have an elevated temperature, you will use hand sanitizer provided by staff and then escorted by staff to a washing station/ bathroom to wash your hands with soap and water. Once handwashing is complete, you will meet with your staff person in the designated program area.

### **Planned Activities**

Community participation is to begin again at locations that coincide with the guidelines we must follow from the CDC and ODP. "Low risk" places such as parks and walking trails are going to be utilized as our main locations for community outings. Our volunteer efforts will resume with those organizations who meet CDC requirements and are allowing volunteers to return. Communication regarding these activities will be provided to you and your team members on an ongoing basis.

### **Lunch**

You will remain in the program area for lunches and snacks. If the weather is nice, lunch may also take place at a park or other approved outdoor space. Staff supervising lunch will wear their masks. An exception will be made during lunch outings; however, proper distancing will still be in effect.

## **Departure**

Please ensure that your driver picks you up in a timely manner. Adhering to the scheduled pick-up time will allow enough time for all individuals to depart safely and staff to properly clean and disinfect the entire program space at the end of each day.

## **Staff and Participant Preparedness**

All staff and participants will receive training/re-training which will include but is not limited to:

- ❖ All new Day Program procedures
- ❖ COVID-19 education
- ❖ Infection control--disinfection techniques and practices
- ❖ Proper hygiene skills and handwashing

*Trainings and re-education will be provided on an ongoing basis*

# **PROTOCOLS FOR ILLNESS DURING PROGRAM**

## **Isolate**

Participants who become ill or show signs/symptoms after the morning temperature and health screening check will be moved to a 1:1 ratio, isolated from others, and kept calm and as comfortable as possible until departing the program.

- ❖ Two designated quarantine rooms are located in each of the programs. Your location at the time you become ill will determine which area you are escorted to.
- ❖ Illness during an outing will be handled on a case-by-case basis utilizing the safest possible measures.

\*Employees who become symptomatic will be sent home immediately. Those in direct contact with the employee as defined by ODP (closer than 6 feet for 10 minutes or more) will isolate from other groups and be sent home until cleared to return by Brooke Wagner, Health Care Coordinator or Kim Alarcon, Human Resources Administrator.

## **Notify & Transport**

The ill participant's family/provider will be notified by staff, and transportation must be immediately arranged for the participant to be picked up. Direction will be given to the family/provider to contact their physician for consultation. A consultation form/return to work note will be required and reviewed by Brooke Wagner, Health Care Coordinator. (The physician's guidance will be reviewed, including documentation of when they can return to the program.) Those in direct contact with the participant as defined by ODP (closer than 6 feet for 10 minutes or more) will isolate from other groups and be sent home until cleared to return by Brooke Wagner, Health Care Coordinator.

## **Report**

All families, providers, and staff will be notified of any suspected and positive case(s) of COVID-19 while maintaining the confidentiality of any participant's or staff's personal information. Confirmed cases of COVID-19 will be reported to ODP per guidelines.

## **Cleaning & Disinfection**

A deep cleaning and sanitizing of all program areas and vehicles will have occurred prior to the opening of the program, and cleaning and sanitizing will be done daily, with a concentration on areas of high contact and places the symptomatic individual spent time in.

## **Returning**

Any individual sent home due to exhibiting symptoms will need to provide a note from their Primary Health Care Provider to return to Prospectus Berco. If the participant/staff tests positive for COVID-19, this note will have to follow a 14-day quarantine.

## **Record and Monitoring**

A record will be maintained of all individuals that exhibit symptoms, as well as anyone that is suspected of having and/or who had a confirmed case of COVID-19.

# **PROGRAM RULES**

## **Capacity**

The Adult Training Program at William Lane is licensed to provide services to 182 participants. The Adult Training Program at Kutztown Road is licensed to provide services to 76 participants. For the time being, the Adult Training Program will operate at no more than a 20% capacity on any given day. One-to-one staffing for participants already receiving that service will continue. Facility and community-based ratios will continue to be followed according to recommendations.

## **Face Covering/Mask (Participants)**

A face covering/mask must be worn at all times during program hours while in the building and in the community where social distancing measures are difficult to maintain, especially in areas where there is a greater chance of community-based transmission. Participants may lower their masks during lunch and/or in the community where they can take a break and maintain more than 6 feet of social distancing.

## **Face Mask/Respirator (Employees)**

A face mask/respirator (e.g. N-95, KN95) must be worn during program hours while in the building and in the community. Exception: Staff may remove his/her mask while on an approved break when properly distanced from others.

## **Social Distancing**

Prospectus Berco Day Programs will be following all guidelines regarding social distancing. Marking tape and signs have been placed throughout the program to designate different areas, ensuring participants will be at least 6 feet apart at all times. Furniture will be rearranged to adhere to social distancing guidelines as well.

## **Hygiene**

Staff will accompany participants to the restrooms to ensure proper handwashing takes place, while also maintaining a participant's right to privacy as appropriate. Restrooms will be disinfected after every use. Staff will ensure handwashing or use of hand sanitizer throughout the day.

## **Screenings and Temp Checks**

All staff will have their temperature checked and have a health screening assessment prior to entering the building, and thorough handwashing completed at the start of each shift. Staff will assess the participants throughout the day to determine how they are feeling and if they are experiencing any symptoms.

## **Cleaning & Disinfecting (Daily)**

All staff within the day program will clean and disinfect the program daily. Additionally, staff will sanitize high-touch areas frequently throughout the day. Vehicles will be cleaned and disinfected after every use. All vehicles will also be deep cleaned and disinfected weekly.

## **Visitors**

Due to the need to mitigate risk, outside visitors are prohibited from going into the program without prior approval from the Day Services Administrator, Stephanie Hill.

## **PROTOCOLS**

**In order to keep everyone safe and healthy, the following plan is being implemented for those who are exhibiting difficulty following any of our safety protocols/precautions:**

### **First Occurrence**

If you remove your mask at a time you should not, or if you violate the 6-foot social distancing guidelines, we will verbally prompt you to replace your mask and/or maintain the appropriate levels of social distancing. If you are unable or unwilling to do so, we will contact your family/provider to inform them of the first occurrence. Additionally, the safety related reasons and why these procedures need to be followed will be reviewed with you. You and your family/provider will be informed that you will have two more chances to work on keeping your mask on, maintain social distancing, and follow all required protocols.

### **Second Occurrence**

If you remove your mask at a time you should not, or if you violate the 6-foot social distancing guidelines, we will verbally prompt you to replace your mask and/or maintain the appropriate levels of social distancing. If you are unable or unwilling to do so, we will contact your family/provider to inform them of the second occurrence. Additionally, the safety related reasons and why these procedures need to be followed will be reviewed with you. You and your family/provider will be informed that you will have one more chance to work on keeping your mask on, maintain social distancing, and follow all required protocols.

### **Third Occurrence**

If you remove your mask at a time you should not, or if you violate the 6-foot social distancing guidelines, we will verbally prompt you to replace your mask and/or maintain the appropriate levels of social distancing. If you are unable or unwilling to do so, we will contact your family/provider to arrange for your immediate pickup. A team meeting will be scheduled within 10 days to design a plan to help you understand and follow the safety guidelines that Prospectus Berco has in place as set forth by the CDC, ODP, and PA Department of Health. If the team reaches consensus that you are able to understand all the rules of the program and can safely return to the program, you will be permitted to return. If there is another occurrence after that, you will not be permitted to return to the program to maintain the safety of everyone.

# COMMUNICATION AND CONTACTS

The main contacts for the program are:

James Rhodes (Kutztown Road)  
[jrhodes@prospectusberco.org](mailto:jrhodes@prospectusberco.org)  
610-372-4637, ext. 701

Donna Trexler (William Lane)  
[dtrexler@prospectusberco.org](mailto:dtrexler@prospectusberco.org)  
610-372-4637, ext. 502

Stephanie Hill, Day Services Administrator  
[shill@prospectusberco.org](mailto:shill@prospectusberco.org)  
610-372-4637, ext. 104

Communication will occur through phone calls, notes sent home, emails, and/or mailings. Communication will continue with Support Coordinators and families to support the participants before, during, and after transition back into the program.

## RESOURCES

Pennsylvania's Department of Health website:

<https://www.health.pa.gov/Pages/default.aspx>

Guidance from the Pennsylvania Department of Health related to COVID-19:

<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Coronavirus.aspx>

Centers for Disease Control and Prevention website:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>