

MARC Community Resources
COVID19 Reopen Plan
June 2020

General overview of protocols for MARC Community Resources Re-Open July 15, 2020

Please note that the MARC has put together extensive policies and procedures for the reopen of our organization. It is our goal to keep all staff, program participants and their families safe from the Covid and to operate our programs in a way that is meaningful, enjoyable and implements everything within our means to keep everyone safe. Families and staff alike are concerned about returning to work in these unchartered times. Please be assured we have carefully reviewed all protocols and have implemented extensive precautions. Finally, 78% of our GSE program is returning in phase 1 and they will be out at job sites most of the day. Only 38% of our day program participants are returning. We have a great deal of space and are confident social distancing will be manageable given the small groups and number of people able to return in phase 1.

Transportation:

1. MARC will be providing transportation
2. Our routes will change to minimize the number of people on a van. This will change in each phase as more people need transportation
3. The vans will load back to front and will exit front to back.
4. Vans will be cleaned and sanitized after each use.
5. Masks are required on MARC vans. MARC asks that families provide masks. It will be very challenging to provide masks daily to all staff and participants, assistance here will go a long way. If you are unable to afford masks please contact your case manager and we will make arrangements with you.
6. Anyone that cannot wear a mask is highly encouraged to provide transportation for their family member. Special exceptions may be arranged. If this is a concern for you please contact Venita Barnes
7. Families will be given a laminated bar code that can be used with their smart phones to access to the risk assessment. We are asking families to perform the risk assessment at home each morning before pick-up. The van driver will take the individuals temperature. This will assist the van driver and reduce delays on our routes.
8. Any person entering MARC vans will first have their temperature taken and answer the 4 risk assessment questions that determine exposure threat. Anyone with a temperature over 100.4 will not be allowed on transport or in programs.

Entry to our building:

1. Everyone entering our building must wear a mask (exceptions will be discussed in team meetings)
2. Everyone entering our building from MARC transport will go directly to our cafeteria. Staff will assist to ensure our entryway remains touch free. People will put their lunches away if

applicable and social distance under staff direction while being able to socialize in our cafeteria and on the outdoor eating area while staff arrive from routes.

3. Anyone coming into our building from family or group home transport will go through our risk assessment and temperature taking process prior to entering the building. This includes all staff, participants, contractors, vendors etc. Visitors are being restricted during phase one other than initial tours that may be arranged on July 13th and 14th.
4. As staff return from van transport, cohorts will go together to their area i.e. GSE, Transition, or one of the 3 Day programs.
5. GSE and ISE will report to worksites and will observe that sites work protocols.
6. Masks are required in program. People who are unable to wear masks should discuss a plan with their case manager. People who cannot tolerate masks for medical reasons will be permitted to return to program phase 1.

Throughout the day:

1. Staff very thoughtfully created flow patterns throughout the building to encourage one-way traffic, limit doorway congestion, limit cross use of space and encourage outdoor activities.
2. Cohorts will stay together through the day. Staffing will not be shared and will change as infrequently as possible
3. There will be opportunity for small groups to enjoy activities throughout the day; however, during phase one mixing of groups will be kept to a minimum.
4. Staff identified, ordered and installed signage throughout the building to remind people to wash hands, to observe one-way directional traffic, and to clean up after themselves to keep our building clean.
5. Lunch will be in waves to ensure small groups are maintained. Plexiglass partitions are tables will allow for socialization without sacrificing safety.
6. Meetings will continue to be virtual whenever possible.
7. We will seek out community activities that are conducted in a safe environment i.e. outdoor parks etc. where there is little or no crowds or gatherings of groups.
8. Water fountains have been blocked off. Water coolers are available in the cafeteria

Virtual Services:

Will continue to be offered to people who cannot make it in or who want to return on a part time basis only at first. We are working to offer a live feed to our programs so friends will have a chance to communicate and exchange stories.

Cleaning and Sanitation:

1. The building is cleaned each evening by a professional organization. Surfaces and commonly touched sites i.e. door handles, backs of chairs etc. will be sanitized.
2. Vans are cleaned and sanitized at the end of each day and after every use.
3. All staff have a "cleaning caddy" This caddy will be brought with them and their cohort all day. Together, they will clean up and sanitize after they've used an area, before leaving it, making it safe for the next group.
4. The Facilities Manager will use an electrostatic gun that kills germs and disinfects twice throughout the day on commonly touched surfaces.

5. Bathrooms will be assigned to cohort (programs) to reduce the number of people using each bathroom. DPS's will coach/assist sanitation of bathrooms after each use.
6. Our Administrative Manager has inventoried cleaning, sanitization, paper goods and PPE supplies and has acquired significant quantities. We'll monitor supply levels and distribution daily ensuring product is on order early enough to anticipate delays.

PPE:

1. Staff will wear masks and in some instance's shields (i.e. food service).
2. Staff will wear gloves, gowns, head and foot protection in accordance with the CDC and DDS guidelines issued.
3. MARC will provide staff will PPE
4. Participants should arrive at program with a face mask. If families need assistance with masks, they should contact the case manager.
5. MARC will implement social distancing
6. Everyone will have opportunities throughout the day to remove their masks for a period of time. In our programming we will incorporate outdoor activities coupled with social distancing to create safe environments for mask free fresh air.
7. Our cafeteria tables will have plexiglass partitions allowing 4 people to eat together safely. The plexiglass will be sanitized after each use.
8. Hand sanitizers are located throughout the building
9. Staff will incorporate bathroom visits for hand washing throughout the day including before and after lunch.

Exposure and Contact Tracing:

1. If anyone becomes ill while at MARC, they will be allowed to rest in an isolated room that is monitored by the Program Manager to ensure safety.
2. The family/guardian will be called immediately
3. Nursing will be contacted to ensure all protocols are followed.
4. The program area where the person spent the day will be vacated immediately and deep cleaned and sanitized. This includes any area of the building where the exposed person may have been.
5. Families/guardians of the members of the persons cohort will contacted and asked to pick up their family member. Associated staff will also be asked to go home.
6. MARC will encourage all people in the cohort to monitor symptoms for 72 hours.
7. Staff will be tested. We will encourage participants to get tested as well.
8. The degree of exposure will dictate the impact. People who become positive must stay home until they have gone
 - o 3 days with no fever **and**
 - o [Symptoms](#) improved **and**
 - o 10 days since symptoms first appeared
 - o Provided testing is available – a negative test or antibody test should be completed



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Training:

Staff will have a program orientation and 2-days of COVID related training prior to program opening. These procedures have been incorporated into our new employee onboarding as well.

Travel:

Any staff person or program participant who travels outside of Connecticut to a state that is trending up and is 'red', must self-quarantine for 14-days upon return to Connecticut before returning to program. For program participants and families – please notify your case manager of your travel plans including dates and location. They will work with our HR department to determine quarantine requirements.