

Goodwill of the Southern Alleghenies Adult Basic Education Department COVID-19 Re-Opening Guidelines Phased-In Approach Beginning June 2020

Beginning in the month of June, 2020, Goodwill of the Southern Alleghenies Adult Education Program will begin a phased re-opening at its physical locations beginning with the Central Avenue Goodwill facility.

PERSONAL RESPONSIBILITY:

Each person has a personal responsibility for the safety of our classroom and meeting space. Every staff and community member plays a role in this plan. Every staff and community member is responsible for following CDC guidelines for handwashing, social distancing, wearing masks, and staying home if you are sick or suspect exposure to COVID-19.

On-Site Service Provision Guidelines:

- **TELEWORK** - All employees who have the ability to telework will continue to do so as much as possible following a staggered schedule.
- All students will be required to wear face coverings/non-N95 masks.
- All students are asked to stay at home if they are sick or if someone is sick in their household/residential facility.
- Only one person in offices unless one additional person is needed for a meeting.
- Essential group and class meetings are limited to 10 people or less and must maintain social distancing guidelines.
- Smoking will be permitted outside in the Gazebo area only. ***This should be limited and on an individual basis. Group congregation is not permitted.***
- Students will meet with staff and attend class on **an appointment basis only as per these guidelines.**
- Upon entry to the building, students may be screened and their destination in the building will be recorded.
- Mission Services Staff will coordinate with local public health officials concerning a proper plan and response if deemed necessary.

IMPORTANT: If you think you are getting sick:

Please **do not come to class or have physical meetings** if you or anyone in your household meets any of the following criteria:

- Has a fever higher than 100.4 degrees or COVID-19 respiratory symptoms such as cough, shortness of breath, sore throat, etc. (See COVID-19 Symptoms list below.)

- Has had contact with someone with whom you live or have been within 6 feet of for longer than a 10-minute period within the past 14 days who tested positive for COVID-19 or was told by a medical professional that he/she may or does have COVID-19 or;
- Has tested positive for COVID-19 or been told by a medical professional that he/she may or does have COVID-19

Notify your teacher if any of the above instances exist.

If proceeding on-site, all individuals must remember to:

- Wash or sanitize hands using an alcohol-based hand sanitizer
- **Not** shake hands with or touch individuals
- Stay on his/her designated floor as much as possible
- Use only the designated bathroom for his/her classroom
- Wear his/her mask at all times

Mask Guidelines:

- Must always be worn around others, even if social distancing can be maintained.
- Must be worn by all visitors to the physical location.
- Masks will be provided to all visitors. *If a visitor refuses to wear a mask he/she will be asked to return at another time or connect virtually.*
- Tips on wearing a mask:
 - Before putting on a mask, clean hands soap & water or hand sanitizer.
 - Mask should fit snugly around the mouth & nose; if the mask has a metal wire, it should be fitted snugly to the bridge of the nose.
 - Avoid touching the mask while wearing it.
 - Cloth masks should be washed frequently, ideally after each use.
 - Masks should not be worn if it is damp or when wet from saliva or mucus.
 - Remove the mask from behind, being careful not to touch the front.
 - Immediately wash hands with soap & water for 20 seconds after removing the mask.
- Follow all social distancing guidelines.

Social Distancing Guidelines:

- Social distancing is a simple and effective way to prevent the potential spread of infection. In practice, this means:
 - Stay six feet away from others as a normal practice.
 - Eliminate physical contact with others, such as handshakes.
 - Avoid touching surfaces that are touched by others as much as possible.
 - Avoid anyone who appears to be sick or who is coughing or sneezing.

- Restrooms are limited to one person at a time as much as possible. Staff/students can politely knock or ask to see if the restroom is occupied and wait to enter.
- Smoking will be permitted outside in the Gazebo area **ONLY**. ***This should be limited and on an individual basis. Group congregation is not permitted.***
- Career Center computer stations will be limited.

Handwashing:

- Students should wash their hands often throughout the day.
- Students should follow [CDC Guidelines](#) on handwashing.
- Students who take part in on-site services will be given breaks to wash their hands often.

Cleaning:

Cleaning/maintenance staff/workers will wipe touchpoints throughout the day.

- Staff members will wipe touchpoints throughout the day.
- Public computer areas including keyboards, surfaces, etc. must be wiped after each use.
- Shared equipment such as pens, calculators, books, etc. should be limited as much as possible.
- Staff will clean/wipe after each use any necessary shared equipment/supplies.
- General building cleaning will be increased.

Worksite Exposure Protocol:

- Close off and ventilate areas of exposure.
- Cleaning and disinfecting will occur after the minimum waiting time of 24 hours.
- Cleaning & disinfecting will occur for all appropriate areas/equipment.
- The individual who has tested positive for COVID-19 will be asked to identify others at the worksite/physical location with whom he/she had close contact so proper notifications can be made. The identity of the staff member/student that has been deemed a positive case will be kept confidential. (Close contact is defined as being within six feet for ten minutes or more. This includes the period of 48 hours before symptom onset.)
- Staff who had close contact will be informed and advised to contact their health care provider and their employer of record for specific guidance.
- Health screening will be implemented at the worksite.
- A student who has been diagnosed with COVID-19 should follow [the guidance provided by the CDC](#). Students are not to return to the location until the CDC criteria to discontinue home isolation are met (referenced in

Returning to Services After Home Isolation section below), in consultation with the student's health care provider.

- Mission Services Staff will inform the DOH in the event that transmission occurs at the site.

Post-Exposure Health Screening:

- A health screening will be implemented for all staff entering the worksite following an infectious exposure to a person who has tested positive for COVID-19. The health screening is intended to help prevent the spread of COVID-19 and lower the risk of exposure for the worksite.
 - Once health screening has been implemented, every individual entering the worksite will undergo a health screening.
 - Staff and visitors will be asked a series of questions regarding their wellness and potential exposure to COVID-19. Those exhibiting symptoms of COVID-19, as well as those that have had close contact with someone who has tested positive for COVID-19, will be sent home and asked to consult with their health care provider.

Health Screening:

If a student who has visited the building tests positive for COVID-19, the Goodwill Mission Services Center/location will be closed. Cleaning will take place following the 24-hour waiting period. Following a positive case, all employees, co-located partners, and students will have their temperature taken by staff before entering the building for two weeks following a confirmed case. Mission Services leadership staff members as appropriate will engage in contact tracing and alert anyone who may have been directly exposed.

To enter the building:

Temperature must be 100.4 or less and;

All personnel and students must answer NO to the following:

- Do you have any of the COVID-19 Symptoms (see list)?
- Have you taken any medication for the purpose of reducing a fever within the last 24 hours?
- Have you worked in another facility that has confirmed COVID-19 cases in the last 14 days?
- Have you been in close contact with anyone diagnosed with COVID-19 in the last 14 days?
- Have you been in close contact with anyone with COVID-19 symptoms in the last 48 hours?

Post-Location Exposure Cleaning & Disinfecting:

- In order to ensure protection for staff and students at worksites, cleaning and disinfection will occur.

- Cleaning and disinfecting surfaces after a suspected or confirmed positive exposure to COVID-19 shall occur in compliance with current [CDC Guidelines](#).
- Cleaning staff will be responsible for cleaning office areas, restrooms, and common areas. Soft surface cleaning may be limited depending on the contract specifications.
- Staff may be responsible for cleaning individual desk surfaces and electronic equipment if not provided by cleaning staff as determined appropriate.
- Cleaning staff will wear disposable gloves for all tasks associated with the cleaning process, including trash removal. Handwashing should occur immediately after all cleaning activities.
- Material Safety Data Sheets (MSDS) for cleaning chemicals being used are in the safety binder.
- Staff conducting cleaning activities will review the [COVID-19 Sanitation & Chemical Exposure Safety](#) information sheet.

Returning to Services After Home Isolation:

If a student member was confirmed or suspected to have COVID-19 (symptomatic) He/She MUST:

- At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
- At least 10 days have passed *since symptoms first appeared*

If a student/staff tested positive but did not have COVID-19 symptoms in home isolation he/she:

- Can return to work/services after at least 10 days have passed since the date of his/her first positive COVID-19 test – assuming he/she has not subsequently developed symptoms since his/her last positive test.

COVID-19 Symptoms:

- Fever above 100.4 degrees
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Headache
- Sore throat
- New loss of taste or smell
- Diarrhea
- Vomiting
- Muscle pain- not related to work or home activity.