

DDS Restart Guide

Day Site Specifications

Schedules

stagger days • adaptable times (half days, shortened hours) • stagger arrival times

Permanent caseloads

Same staff • same individuals • same schedule to limit additional exposure. Each day staff will utilize the health checklist with their individuals and keep track of where they go and any contact with any persons. This will be necessary in case any contact tracing is necessary

To go ready packs

Each staff will have with them: Hand sanitizer • Clorox wipes • tissues

All activity items will be placed in Ziploc bags so they are mobile. This also allows for them to be placed in “dirty” bin or tote once used (whether at day site or taken to go) and be disinfected before being replaced in cabinet or on shelf.

MASKS

All staff will wear masks at all times during services and with individuals. Masks will be left at the day site and laundered by management. Clean masks will be available each day. Individuals are strongly encouraged to wear masks as well. We understand that due to sensory issues, communication barriers, and cognitive barriers this may not always be possible. Individuals can wear their own or one will be provided.

Vehicles

Will be cleaned per CDC guidelines as included.



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Assigned to each caseload, cleaned once caseload is done with it

- Cleaning supplies need to stay in vehicle as vehicles may have to switch out during the day and staff need to clean immediately.

Health Checklist Everyday at entry and exit

See DDS COVID-19 Risk Screening Checklist

Staff will be monitored daily as well.

All temperatures need to be done before getting into Goodwill vehicles or entering Goodwill facilities. Staff will ensure measures are taken to accommodate this upon arrival. Staggering arrival times are necessary. Checklist will also be done at exit time for any contact tracing that might occur.

Defined building and other spatial areas of usage

Mgr will define all areas available to use in their site and community. These areas will include areas such as conference rooms, community partnership buildings such as churches, salvation army, WellCare, etc. Additional rooms in locations such as other department rooms available, empty spaces, community conference rooms, etc. Parks and open outside areas will also be identified. This will very important as we may are limited to certain rooms and areas with the Directed Health Measures to 10 people per area. Will progress as DHM's are updated.

Lunches

All individuals and staff are expected to bring their own lunches each day. This should include their own plate, utensils, drink, and snacks. No sharing of any items will be allowed. This will decrease any chance of exposure.

Structured Cleaning Process

Cleaning and disinfecting will be done according to CDC regulations
All Sites have been thoroughly cleaned.

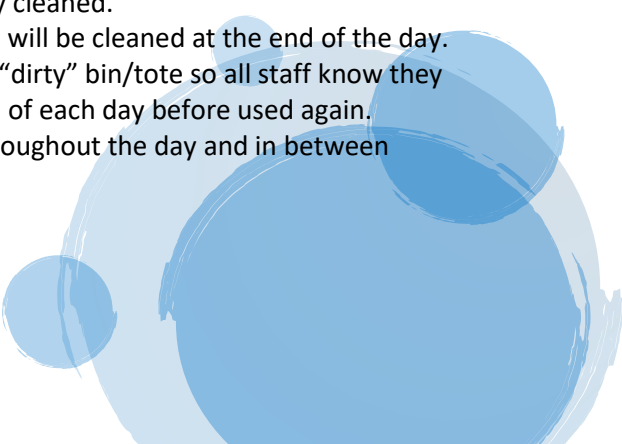
All activities and items in each site have been thoroughly cleaned.

All vehicles have been thoroughly cleaned.

All sites, items used, and vehicles will be cleaned at the end of the day.

All items used will be placed in a "dirty" bin/tote so all staff know they need to be disinfected at the end of each day before used again.

All bathrooms will be cleaned throughout the day and in between usage as well.





Staff Training

Staff training will occur via Webex, via hand out materials, and via video trainings. These will be documented in paycom. These trainings are from the CDC, OSHA, or other documented sources

Staff will be trained on the following before reopening:
Cleaning of surfaces, items, and vehicles per CDC guidelines
Proper use of the Health checklist questionnaire
Education for teaching our individuals on:

- How the COVID-19 virus spreads

- Social distancing

- Wearing of masks and their removal

- Hand washing

- Proper use of hand sanitizer

- Special considerations for people with disabilities regarding COVID-19 as specified by the CDC

Communication

We continue to do our best in open and transparent communication with all of our stakeholders. We are communicating in various ways.

We are using the following methods:

- Weekly call-ins for family, guardians, SLP's

- Activity calendars on website

- Newsletter on website

- Individual calls from Program managers for feedback, setting up schedule for individual's services, and input from family

- Memos updating families and guardians on service changes

- Emails to stakeholders on changes and updates

Re-opening dates: may change if DHM change

Kearney June 15th

Hastings June 29th

Grand Island July 6th

Contact tracing guidelines, protocol, and information will be followed per CDC guidelines, as included in supporting documents to this guide.

See all supporting documents, training guides as included from CDC in this guide.

