

REOPENING PLAN



JULY 1, 2021

Fontana Resources *at* Work

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Vaccination Policy

COVID-19 Vaccinations

Fontana Resources at Work (FRW) recommends that staff and participants receive a vaccination to protect themselves and others from COVID-19. If you choose to be vaccinated, we ask that you consider placing your vaccine record in your medical file in the HR office; or, in the case of participants on file with your case manager. You may sign a consent form allowing FRW to inform participants, their families or care providers, and employees of your vaccination status when requested. FRW will utilize cohorts that will include individuals with like decisions regarding vaccinations. Adjustments may need to be made on how some employees or participants will deliver/receive services (i.e., alternative or traditional methods as allowed by vendoring or certifying agencies).

FRW management will make every effort to protect our employees and participants.

FRW DOES NOT MANDATE COVID-19 VACCINES

References:

SAFETY OF COVID-19 VACCINES

<https://www.hopkinsmedicine.org/health/conditions-and-diseases/coronavirus/is-the-covid19-vaccine-safe>
<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/safety/safety-of-vaccines.html>

Facts About COVID-19-Vaccines

These facts come from the World Health Organization. They correct common, untrue rumors about coronavirus (COVID-19).

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/covid-19-vaccines>

- Vaccines are thoroughly tested for safety before they are approved.
- COVID-19 vaccine development was accelerated without impacting safety.
- Vaccine side effects are usually mild.

CONSENT FORM:

Date: _____

Name: _____

Circle one: employee / participant

For employees:

Do hereby give Fontana Resources at Work consent to inform a participant and members of their family or care provider of my vaccination status when requested and only for the purpose of performing my duties as a Direct Service Provider.

Signed: _____

Position: _____

Expiration: Upon termination of my employment, whether voluntary or involuntary, or when no longer needed as determined by FRW or vendoring/certifying agencies.

For participants:

Do hereby give Fontana Resources at Work consent to inform other group participants and members of their families or care providers and employees of FRW of my vaccination status when requested for the purpose of program participation.

Signed: _____

Program: _____

Witness (if needed) _____

Relationship: _____

Expiration: Upon termination of services, whether voluntary or involuntary, or when no longer needed as determined by FRW or vendoring/certifying agencies.

FRW SAFE WORK ENVIRONMENT POLICY

Fontana Resources at Work (FRW) has established the following safety regulations for entering our facility at 9460 Sierra Avenue. Safety regulations are established to maintain your and your co-workers and our participants safety while at work and in program. It is the responsibility of management to enforce all safety regulations and to set the example for staff and participants.

All management/staff/participants will be expected to re-visit complete all safety training procedures. Trainings will be provided electronically, and record of trainings will be kept on file in the HR office. Job Coaches and Group leaders will be expected to conduct training with participants and submit to Case Management and Training Manager when completed. Trainings may be done virtually when needed.

FRW is responsible for the safety of our employees and participants. FRW will take into consideration the needs of each individual and will diligently work to establish cohorts (specialized groups) to ensure your health and safety while at work.

As we are a community-based program, job coaches and group leaders will be expected to recognize and encourage social distancing while in public locations avoiding overcrowded locations when at all possible. Groups will be expected to plan activities based on the 1:3 ratio and not intermingle group activities until further notice making it much easier to maintain social distancing. Transportation of groups to and from community activities will also remain at the 1:30 ratio. Vehicles must be kept clean and sanitized after each use. It is the user's responsibility to ensure the safety of the next group utilizing the vehicle. Supplies will be available in each vehicle for sanitizing.

It is recommended that all staff and participants wear masks while in community settings. Masks should also be worn if you are not vaccinated or unsure of the status of those around you. CDC guidelines allow for mask-free only in the case of being fully vaccinated, however, State and County guidelines must be followed to continue to ensure the safety and comfort of others.

Staff and participants are expected to conduct self-assessment wellness checks prior to reporting to work. If you do not feel well, you are expected to stay home. If you suspect that you have been exposed to COVID you will need to report to HR immediately and follow State and County guidelines for testing and isolation. HR can assist you with questions if needed. It is important that you report your results and follow all instructions given you by your Dr. We best control an outbreak by having information as quickly as possible and letting all who may be affected to know immediately so that precautions can be taken.

What to do if you believe you have been exposed:

- Report, by phone, to HR immediately that you believe you have been exposed and with which FRW staff/participants you have been in contact. HR will handle contacting those whom you believe have been exposed.
- Obtain a COVID-19 test and quarantine until results are received.
- Report results of test to HR.
- If negative, return to work as usual, unless you are ill from other infections. Return upon advice received from your Dr. or symptoms have cleared.
- If positive, follow your Dr.'s instructions and return to work when you have been released from your Dr. care. Release will be required before returning to work.

Things important to remember:

- Wear masks as per CDC, State and County guidelines. It is important that you are always safe.
- Wash hands regularly
- Clean all vehicles, workstations, and break and lunch areas following use.
- Check with your manager or webpages for any updates on State and County regulations.
- Do a wellness self-assessment daily.
- **REPORT IMMEDIATELY IF YOU BELIEVE YOU HAVE BEEN EXPOSED TO COVID-19**
- Follow all safety regulations as defined by FRW for entering the facility and daily activities.

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- Maintain ratios and distancing as defined by cohorts. When in community settings sound judgement will need to guide decisions to participate/leave planned activities.

It is highly recommended that all guests call and make an appointment to meet with staff prior to arriving at facility. All guests will sign in at the reception desk and utilize scanning device for temperature check. Two conference rooms are available for meeting with outside guests. Each room will be cleaned with a disinfectant wipe following each meeting. Small conference room will be available for groups of 4 or smaller and large conference room for more than 4. This will allow for appropriate distancing during meetings. Doors are supplied with available/in-use signage to ensure privacy and confidentiality of meetings.



Hand Sanitation
Station



Temperature/Mask
Detection Device

COHORTS:

It is the intent of FRW to help you feel safe and comfortable while at work. Cohorts, especially for day program activities, will be established to assist families, care providers and participants to make decisions based on the health and safety.

Cohorts will meet the 1:3 ratio and would be established based on vaccination status and the desire of the participant to be in a group that is fully vaccinated. Fully vaccinated means that you have received both vaccines (or 1 in the case of Johnson & Johnson) and 2 weeks have passed since your vaccination occurred. This includes a group leader that meets the criteria for being fully vaccinated. If it is your choice to

not reveal your vaccination status you may be placed in a group that may not be fully vaccinated. Masks will be required in accordance with State and County guidelines by all groups that do not meet the criteria of being fully vaccinated.

If there are individuals who, for sensory or other disability related reasons, are unable to wear a mask, their needs will be met through a cohort of like participants. Activities will be scheduled to ensure the safest environment for their participation, i.e., outdoor activities. Group leaders will be expected to wear masks as per CDC, State and County guidelines. (See Choosing Safer Activities – CDC)

Included, herewith, are the current CDC (Center for Disease) and CDPH (California Department of Public Health) Guidelines. (San Bernardino County COVID-19 page refers inquiries to CDPH). FRW will continue to follow and update in accordance with guidelines established by federal, state, and county guidelines.

Please check our COVID-19 Bulletin Board for updated information.

Communication Protocols

Prior to determining type of service to be delivered (traditional/alternative), case management will hold IDT meetings that will include participants, families and/or care providers, SLS and/or residential providers, regional center SC's, FRW Group Leader/Job Coach. Following meeting and addendum to ISP/IHSP will be developed reflecting the desires of the participant and submitted to service coordinator.

Communication with regional center service coordinators may be conducted virtually or in-person whichever is the most comfortable for all parties. All safety regulations for entering FRW's facility need to be considered. To ensure all parties are present for meetings an appointment should be scheduled giving FRW a minimum of 3 days' notice, except in cases of emergency.

FRW will make this plan available to all participants and their supports as well as posting to our webpage: www.fontanaresources.com

Communication is the key to ensuring that service provision is delivered in a safe manner and in accordance with the choices of the participants and their supports. Determining the frequency, schedule, part/full time, or staggered services will require full cooperation and communication by all parties. Mutual respect in maintaining the high level of communication necessary for success in service delivery needs to be agreed upon by all parties. All service responsibilities and expectations should be noted and included in ISP and case notes.

EXIT PROCEDURES

For the health and safety of participants and staff, it is important that while in program all concerned follow the safety regulations established by FRW. Every effort will be made to work with participants who, due to sensory or other disability related concerns, have difficulty with masks, sanitizers, etc. FRW will seek alternative methods to assist participants to be able to remain in the program of their choosing while ensuring their safety, i.e., extra handwashing, additional breaks that allow for mask free activities, groups/cohorts with similar concerns so as not to make participant feel isolated from activities.

If all precautions and efforts to provide services to meet the needs of the participant have met with resistance or do not meet the needs of the participant, FRW will contact regional center service coordinator to discuss further actions that may need to be taken up to an including termination from services.

Programming Procedures

Transporters: In order to ensure health and safety of all participants all groups, other than those going to employment sites, will be transported to 9460 Sierra Avenue to meet group leaders prior to beginning their scheduled activities. There is a large parking lot allowing for groups to be distanced prior to leaving the area for their volunteer/activity location. FRW has multiple company vehicles which will be utilized for activities and will be limited to group leader and 3 participants. Each vehicle is

equipped with sanitizing spray/wipes for use after each outing. FRW program location has 3 entrances allowing for staggered entry into facility. There is an elevator, posted for no more than 2 occupants, and two stair cases leading to business suites that also allow for staggered entry and exit.

Program Management will receive weekly schedules of all locations CiTP groups will be going to and ensure only one group/cohort per day is at the location, including volunteer or other community activity sites. Group Leaders will be expected to know protocols for community sites prior to attending any activities at that location, i.e., capacity requirements, mask, time frames, etc. No congregating of more than one group at a location will be conducted until further notice. Each group leader will determine the best location ensuring the safety of all for breaks and lunch. If a planned location creates an environment that participants or group leaders become uncomfortable in remaining, they are free to select an alternative location, informing Case Manager/Program Assistant of the change in venue.

Transportation will provide traditional services to those who have authorization to receive services from FRW.



SUMMARY

It is the intent of Fontana Resources at Work to provide alternative and/or traditional services in the safest manner possible for our participants and staff. FRW management will provide guidance and periodically review its plan to remain in compliance with federal, state and county guidelines, as well as incorporate directives from the California Department of Developmental Services and the California Department of Rehabilitation.

A handwritten signature in cursive script that reads "Sylvia E. Anderson". The signature is written in dark ink and is positioned above a horizontal line.

Sylvia E. Anderson, Executive Director
Fontana Resources at Work



APPENDIX A

FRW POSTINGS
FOR
COVID-19
CDC GUIDELINES

<https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19>

<https://sbccovid19.com>