



Saint John of God Community Services

A Service of the Hospitaller Order of Saint John of God

Serving Children and Adults with Disabilities Since 1965

Saint. John of God Community Services Guidelines for Reopening Programs



Hospitality-Respect-Quality-Responsibility-Spirituality



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Section 1: Facilities and Operations

General Guidance and Health Checks

- Service recipients and employees must practice social distancing (6 feet apart) when practical.
- Masks must be worn when in public areas, in program areas, and when out of offices (See more information in **Visitors** section page 6).
- Everyone entering our buildings will go through a body scan for temperature checks and sign off on symptoms check (See more information in **Health Screenings** section page 5).
- To adhere to CDC recommended guidelines, all work areas and program spaces will be reconfigured and/or redesigned to promote social distancing by either:
 - I. Maintaining 6 feet of separation, or
 - II. If 6 feet of separation is not possible/practical, barriers will be installed between consumers
 - III. Work stations/desks will all face the same direction unless separated by a barrier
 - IV. Through common and high traffic areas, one-way walking paths will be established where transit between areas is necessary
 - V. In work areas, job duties will be redesigned to limit sharing of tools and limit items from being passed from one employee/service recipient to the next
 - VI. All trainings and meetings will be conducted with social distancing requirements in place, maintaining a minimum of 6 feet between employees and/or service recipients (when not possible Virtual trainings/meetings will occur)
- All equipment such as industrial hand trucks, pallet jacks, ladders, rolling carts, copy machines, and computers will be disinfected after each use.
- Personnel not affiliated with St. John of God Community Services through employment, volunteerism or recipient of services will not be permitted to enter the building, unless approved by the Executive Director (or designee).
- The loading dock will be reconfigured and/or redesigned to ensure minimal contact between vendors, delivery drivers, and employees and/or service recipients.
- All deliveries will be sanitized prior to being distributed to employees and/or service recipients.
- If an outside vendor requires the use of St. John of God Community Services equipment to make a delivery, this equipment will be disinfected after use.

HVAC

- St. John of God Community Services is currently enrolled in a monthly maintenance plan with D.J. Wagner, the company that installed our current HVAC system across campus. Included in this monthly maintenance plan are inspections of the efficiency of the units, air flow, system ventilation, and replacement of air filters. In addition to this service, UV Light Air Scrubbers were installed in the existing units to add an extra layer of air filtration in all areas of Building A on the St. John of God Community Services Campus.



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Break Rooms/Lounges/Lunch Areas

- All breakroom areas will be closed due to the inability to properly social distance. If an employee or service recipient feels the need to take a break from their work station and/or program area, designated locations will be provided including a safe outdoor space.
- All employees and service recipients are encouraged to bring a cold lunch in a thermal bag with ice packs. The use of disposable tableware, such as plates, cups and utensils are deemed to be best practice and will be provided by St. John of God Community Services if needed.
- The use of refrigerators, microwaves, ice machines, water dispensers, and water fountains will be prohibited. Bottled water will be available.
- Lunch breaks will occur in the Granada Room with social distancing requirements in place. All tables will be spaced at least 6 feet apart, with one seat per table. All seats will face the same direction.
- Capacity in the Granada Room will be limited based upon current conditions regarding Covid-19 spread locally or at the guidance of local, state, and federal health officials. As such, lunch breaks for Clients will be staggered into groups that can accommodate the capacity. Following each lunch group, tables, chairs, and other high touch areas will be disinfected before the next group enters the Granada Room.
- Food and beverages may not be shared between service recipients.
- Ordering food from outside vendors is highly discouraged and will be done on a case by case basis and will be done only with the approval of the Program Supervisor (or designee).
- Food delivery will not be allowed inside the buildings. Food must be left outside in designated areas for pickup.
- All service recipient lunch breaks will be monitored by employees to ensure adherence to these guidelines.

Restrooms

- Social distancing guidelines must be maintained in restrooms. Masks are required to be worn in all restrooms capable of servicing more than one person at a time.
- No more than two persons should enter a restroom at the same time.
- All patrons must wash hands before leaving the restroom.
- Good hand hygiene is one of the most effective ways to prevent the spread of Covid-19. As such, it is important to frequently wash hands and encourage and assist service recipients to frequently wash their hands:
 - I. Hands should be washed with warm soapy water for at least 20 seconds
 - II. Ensure that all surfaces of your hands are washed up to the lower part of the wrist
 - III. Be sure to clean in between fingers and the fingernails by scrubbing your fingernails against the palm of your hand
 - IV. After rinsing your hands, if possible do not touch the faucet with your hands. If this is not possible, use a clean paper towel to turn the water off
 - V. Use a paper towel to dry your hands. Do not use a reusable or linen towel that cannot be discarded or an automatic hand dryer as these items may increase the spread of germs



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- Hand sanitizer dispensers will also be available in each restroom, however, please note that hand sanitizer is not a replacement for proper hand washing.
- Hands free trash cans will be available in each restroom with self-closing lids.
- Restrooms will be cleaned and disinfected every hour during hours of operation. During this time; soap, toilet paper, and paper towel supplies will be checked and replenished as needed.
- Employees will be asked to sanitize touch surfaces in restrooms after each use with disinfectant wipes.

Arrival/Departure

- All service recipients will arrive and depart from the entrance and exit as assigned by their designated “community”.
- Service recipients should exit the vehicle one person at a time to avoid congregation and maintain the ability to social distance.
- When departing, service recipients will be notified when their transportation has arrived to transport them home and will be escorted to the vehicle one person at a time.
- All service recipients will remain in their work station and/or program area, seated, until called to dismiss.

Hand Sanitizing Stations/Handwashing Guidelines



Hand sanitizing dispensers will be installed for use by employees and service recipients in strategic locations throughout all of St. John of God Community Services buildings. These areas include but are not limited to:

- I. Program rooms and work areas
- II. Hallways
- III. Reception areas and building entrances
- IV. Next to copier machines or other common use items
- V. Conference rooms
- VI. Vehicles used to transport service recipients

- Hand sanitizing stations will use foaming hand sanitizing solution that contains at least 60% alcohol.
- It is important to note that the use of hand sanitizers does not replace proper handwashing, especially, if hands are visibly dirty or greasy. Employees and service recipients should continue to wash hands frequently throughout the day with soap and warm water for at least 20 seconds, especially under the following conditions:



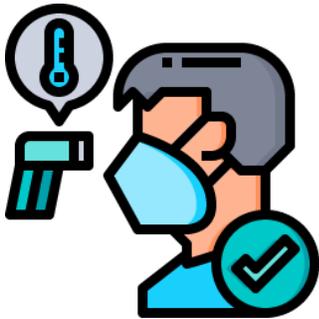
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- I. Before, during and after handling/preparing food
- II. Before eating
- III. Before and after providing care for a service recipient that involves physical touch
- IV. After using the toilet
- V. Before and after assisting a service recipient with toileting and/or changing of diapers
- VI. After blowing your nose, coughing, or sneezing or assisting a service recipient with blowing their nose
- VII. After touching garbage
- VIII. Service Recipients will be trained to properly wash hands

Health Screenings



Upon arrival to the campus, employees and service recipients must enter through the entrance they are assigned. Upon arrival, prior to entrance into any work/program areas, all will be temperature scanned by a wall mounted unit located directly within the entrance to the building. Employees will also be required to complete a survey regarding their general health, possible symptoms for Covid-19, and recent travel.

- I. If an employee or service recipient is recorded to have a temperature in excess of 100.4, they will be isolated until a time in which they arrange for transportation home (if necessary).
- II. For recorded temperatures between 99.0 and 100.3, the employee or service recipient will be isolated until they are cleared by a Registered Nurse, who will decide if they are to report to their work/program area, or if they must be sent home.
- III. If during the course of the survey, an employee reports having symptoms consistent with Covid-19 or generally feeling ill, or if they have traveled to an area that is considered to be an infection hot spot in the past 14 days, they will be sent home and asked not to return for 14 days or until a time in which they can provide proof of negative Covid-19 testing results.



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Hazard Assessment of the Workplace:

- A hazard assessment of the workplace was conducted upon the closure of the campus, following the mandated lockdown of non-essential businesses in March 2020 and took place over the several months following, as conditions regarding Covid-19 changed and guidance was updated regarding transmission and best practices regarding how to prevent spread in the workplace. In addition to research regarding best practices and observation on how to reconfigure our physical space to limit close contact and limit the possibility of transmission, hazard assessments are completed minimally on a bi-annual basis during physical plant inspections and review of agency safety policies and procedures.

Visitors

- All visitors who enter any building on the St. John of God Community Services campus will be required to wear a mask at all times. For those visitors who cannot wear a mask due to a pre-existing medical condition and need to attend a meeting regarding their loved one, every attempt will be made to provide accommodations or alternative ways to meet, such as:
 - Meeting outdoors, weather permitting
 - Through a teleconferencing service such as Zoom
 - Phone conferencing
 - For meetings involving parties outside of St. John of God Community Services employees, every attempt should be made to hold meetings virtually or via phone conference.
 - Family members, service coordinators, and case managers employed outside of St. John of God Community Services will only be permitted to enter the building through the main entrance and are subject to the same screening as employees. Once in the building, they will only be permitted to enter an area designated for meetings, may use bathroom facilities, and must maintain social distancing.

Interoffice Mail and packages

- I. For all deliveries to the St. John of God Community Services Campus, all vendors must deliver to one of two receiving doors in Building A, which one dependent on the nature of the delivery. Contact with outside delivery personnel should be minimal and all packages should be disinfected before distributed. If St. John of God Community Services equipment is used by an outside vendor during a delivery, that equipment must be disinfected after use.
- II. The delivery of interoffice mail should be limited to the extent that is possible and e-mail should be used in all situations except when a hard copy of a document is required.
- III. If a hard copy of a document is required, every attempt should be made to limit the person to person contact in the transmission of the document.



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Telework-Work from Home

All programs will be required to adhere to the St. John of God Community Service's Telework-Work from Home Guidelines.

Supported Employment

As Supported Employment employees normally work remotely, they will continue with this practice. If one-to-one services are provided staff will utilize masks and social distancing when required.

Transportation

- I. For service recipients of the Fulfillment Center, they are expected to be "work ready" and arrange for their own transportation to and from St. John of God Community Services. Employees in the Fulfillment Center will continue to assist service recipients to develop natural transportation supports or to access community public transportation options.
- II. For service recipients of the ALPS and ALPS Special Needs program, St. John of God Community Services will provide transportation on a limited basis as dictated by limitations placed upon vehicle capacity due to social distancing requirements. The ability to transport service recipients and the capacity of each vehicle will vary and is subject to change at any time as conditions improve or deteriorate relating to Covid-19 or as guidance is received by local, state, or federal agencies regarding vehicle capacity and social distancing. St. John of God Community Services reserves the right to cancel a transportation route at any time however, will try to provide as much advanced notice as is possible and practical.
- III. At the time of pick up, all service recipients (or their home representative) will be subject to answering a questionnaire regarding the service recipients' current health status, whether or not they have exhibited symptoms of Covid-19, or if they have traveled to any areas deemed a hot spot for infection in the past 14 days. Additionally, the service recipients' temperature will be taken with a contactless thermometer prior to being allowed to board the vehicle.
 - If the service recipient is recorded to have a temperature in excess of 99.0 degrees or they will not be permitted to enter the vehicle.
 - If during the course of the survey, the service recipient (or home representative) reports having symptoms consistent with Covid-19 or generally feeling ill, or if they have traveled to an area that is considered to be an infection hot spot in the past 14 days, they will not be permitted to enter the vehicle and will not be able to return for 14 days or until a time in which they can provide proof of negative Covid-19 testing results.



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Lockers

- I. The use of lockers is prohibited upon return. All service recipients will have the option to store personal items such as lunch bags, back packs, coats, and if needed, an extra change of clothing or sanitary items in a plastic tote with lid. At the conclusion of the day, all items must return home with the service recipient and totes disinfected.
- II. Employees are discouraged from bringing personal items into the building and encouraged to leave all items in their car, if appropriate. Items such as coats and other necessary personal items should be stored in the employee's designated work area.

Infection Protocols

To ensure the safety and health of service recipients, staff, volunteers and visitors, St. John of God Community Services is committed to handling any and all reports of a positive Covid-19 test result in a manner that protects the privacy of all stakeholders while minimizing the risk to others and maximizing the ability to maintain operational continuity. Reports of employees or service recipients who test positive will be reported to the Gloucester County Health Department, as appropriate.

To prevent the spread of the virus within St. John of God Community Services' facilities, the following measures will be taken (but are not limited to):

- I. Social distancing guidelines as recommended by the CDC, will be enforced.
- II. In program and/or work areas where social distancing is not possible, Plexiglass barriers will be installed between employees and/or service recipients.
- III. All staff and visitors will be required to wear a face mask when in a St. John of God Community Services building (unless alone in a closed office) and/or when providing direct services to a service recipient.
- IV. A cleaning and disinfecting protocol will be put into place for all areas of service provision and employee usage (see Disinfection Protocol).
- V. During assisting with personal care or when bodily fluids are present, employees will be required to wear gloves, masks and face shields. Requirement of the wearing of gowns, shoe coverings, and hair coverings will be at the discretion of program leadership, however these items will be available for employees regardless of whether or not they are required, should the employee feel they are necessary to maintain health and safety.
- VI. Regular and frequent handwashing will be encouraged for employees and service recipients. Where needed, employees will assist service recipients with maintaining proper hand hygiene.

Movement throughout all St. John of God Community Services will be limited by the introduction of a community model of program separation.

- I. All sections of St. John of God Community Services buildings will be divided into separate "communities".
- II. Only those designated by the Executive Director may move between multiple communities.



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- III. All other employees and service recipients will be required to remain within the communities that they are assigned.
- IV. No activity is to take place in any hallway or common area unless designated or approved by the Executive Director in consultation with program leadership and risk management.
- V. Only employees and service recipients approved by the Executive Director may enter through the front door of building A. All other staff must enter through the entry and exit assigned to their respective community.
- VI. If an employee or consumer is known to have tested positive for Covid-19, a report will be sent to the Gloucester County Health Department. St. John of God Community Services will follow the recommendations of the Health Department as to whether a closure of the specific home community of the person should be closed, the entire facility closed, or the facility should remain open with no changes other than disinfecting the affected area.

Covid-19 Testing

If an employee or service recipient has reason to suspect that they may have come into contact with a person who has tested positive for Covid-19 and deems that test should be taken, the employee or service recipient (or home representative) must notify their program supervisor immediately. The employee or service recipient should refrain from coming to St. John of God Community Services until they receive their test results that reflect that they are negative for being infected. If they decline to be tested, they must remain off-campus for a period of 14-days or until documentation of a negative Covid-19 test can be produced.

- If the employee is able to work remotely during this period they should be allowed and encouraged to do so.
- If the employee is unable to work remotely or is unwell, they should work with their immediate supervisor and the Human Resources Generalist regarding the use of benefit time during this period.
- If the employee or service recipient's results show that they're positive for Covid-19, they will not be permitted to return to work and/or program until subsequent testing determines that they are no longer a carrier of the virus.
- Upon information received regarding a positive Covid-19 test, the program supervisor will notify their Program Manager, the Risk Manager, Executive Director, and the Human Resources Generalist.
- Once notified, the Risk Manager will begin the process of programmatic contact tracing, producing a report by the end of the business day, for the Executive Director.
- The Executive Director will determine how service recipients (or home representatives), employees, volunteers and vendors will be notified that they may have been exposed and will encourage that all who were exposed to close contact (contact within 6 feet of the infected person) to be tested, following the same procedure as outline above. The above listed persons will be notified on a "need to know" basis.
- The Executive Director will determine if it is appropriate to contact the Gloucester County Department of Health. Recommended advice from Gloucester County Department of Health will be followed.



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If an employee or service recipient reports feeling unwell during their time on St. John of God Community Services' campus, they will be asked to remain in a space designated for isolation until a time that they can safely leave the premises. Employees that are feeling well enough to drive and have a vehicle will be asked to leave the premises immediately and will only be asked to remain in isolation if they cannot leave immediately. The employee or service recipient will be encouraged to take a test for Covid-19. If they decline, they will be asked to remain off campus for a 14-day period.

- I. If a service recipient reports feeling unwell or appears unwell during their time at St. John of God Community Services, they will be assisted to the area designated as the isolation room where their temperature will be recorded by an employee who will accompany them until a time that a home representative can pick them up to take them home.
- II. The employee who accompanies the service recipient during this time will be asked to wear personal protective equipment, including hair covering, face shield, face mask, gloves, full body gown, and shoe coverings until the service recipient is no longer present. These items will be discarded immediately after, the employee will wash hands, and be asked to leave the premises to take a shower and may return if appropriate and approved by the Executive Director.
- III. If at any time the employee or service recipient appear to have difficulty breathing, appear to be lethargic, or have a change in mental status, 9-1-1 should be called immediately, per Danielle's Law.
- IV. In the event that there is a report of a positive test received, a comprehensive cleaning and sanitizing of the environment will be conducted by St. John of God Community Services' custodial team.

Survey of Consumers Prior to Re-Opening

- Each Extended Employee was mailed a letter from the Executive Director and a survey.
- An employee of St. John of God Community Services spoke with each employee/support person via telephone to review the entire survey which asked the following:
 - The individual's desire to return to program
 - The risk factors (based on CDC guidelines) the individual may have
 - The individual's general hygiene practices
 - Their access and familiarity with technology
 - Their ability to wear PPE
 - Mode of transportation planned upon returning to program
- As a date for re-opening gets closer, an employee from St. John of God Community Services to reassess information received and will discuss any additional concerns, issues, guidelines, and restrictions.



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Counseling and Group Sessions

- During all counseling and group sessions, all social distancing guidelines will be enforced
- Group sessions will be limited to 4 service recipients per group, seated 6 feet apart and facing the same direction.
- Accommodations will be made when necessary and group sessions will be conducted individually as needed.

Extended Employment—Curriculum for Remote Service Delivery

Remote service delivery will be available to all Extended Employees who are “scheduled” off for the day or choose not to return to program due to pandemic and/or health concerns.

All Extended Employment Curriculum was developed by various CRPs and DVRS staff members in NJ and is kept in a secure file on Google Drive.

The Google Drive titled “EE Remote Services Master Folder” has 6 folders:

1. EE Remote Services Guidelines
2. Employment Related Content/Curriculum
3. General Health and Wellness
4. Getting Back to Work
5. Overview of Remote Services
6. Remote Services IT Guidelines

The secure drive is facilitated by ACCSES NJ and only assigned CRP personnel can access the Google drive.

St. John of God Community Services will work closely with ACCSES NJ to determine if barriers to this curriculum, including a lack of device or internet connectivity, need to be addressed.

St. John of God Community Services employees will complete necessary documentation after each section detailing attendee/date/time/topic of remote session/data from session for each participant.



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Pastoral Care Services



As we begin services on campus, all visits on and off-campus are limited. No routine home or hospital visitation will take place except when someone requires end of life comfort.

Food Pantry: The food pantry at Saint John of God will continue to be available for pickup service only. In the event of an urgent need delivery service will be arranged.

Funeral Visitation-Services: while observing restrictions and protocols, assistance with funeral planning and services will be arranged as needed.

Section 2: Training

Staff Training

1. Upon return to campus, all employees will be required to review all Covid-19 related policies and procedures and will be required to sign an acknowledgement form stating that they received and understood the updated policies and procedures.
2. All employees working in a direct care position and are required to wear personal protective equipment (PPE) beyond a face covering or mask will be required to complete trainings in the following areas:
 - Universal Precautions
 - Blood borne Pathogens
 - PPE Specific Trainings on the following topics:
 1. When to use PPE
 2. What PPE is necessary
 3. How to properly put on and take off PPE
 4. How to dispose of PPE
 5. Inspect for damage
 6. Maintain PPE
 7. PPE limitations



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Service Recipient Training



Various service recipient trainings will be provided as appropriate and assessed bi-weekly according to current CDC guidance. The trainings will be divided into 3 sections and social stories will be used:

- Re –engagement/social distancing:

“Orientation” upon return to program will be required for each program participant. Orientation will include new layout of the Fulfillment Center, introduction to work stations, Plexiglas, moving throughout the facility, temperature taking, masks, restrooms to use, lunch/breaks procedures/ etc. The orientation will be done with no more than 4 participants at a time.

- Infection Control

Infection Control training: Infection control training will be facilitated by a Nurse on staff. Some topics will include importance of social distancing, masks, proper hand washing, COVID-19 signs/symptoms, current COVID-19 CDC guidelines, etc. The infection control topics will be facilitated with no more than 4 participants at a time

- New “On-the-job” methods

New “OTJ” methods: New requirements will be instructed to avoid using the same supplies (i.e. pens, scissors, box cutters). New protocols (how supplies will be given out, where products will be organized, etc.) will be instructed on how to complete the contracted work. Each “OJT” method will be instructed with no more than 4 participants.



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Section 3: Personal Protective Equipment (PPE) and its Uses

Face Masks

Per guidelines issued by the Centers for Disease Control, everyone, regardless of health status is recommended to wear a cloth face mask in places or areas where social distancing guidelines (standing six feet apart) is not possible. All employees, volunteers, and visitors will be required to wear a face covering upon entry into any building on the St. John of God Community Services Campus. These masks should be worn at all times while inside any building unless the employee is alone in an office with a closed door.

Mask requirements for service recipients will be at the discretion of the Executive Director, Program Manager, and Risk Manager and may vary from program to program.

Masks should not be worn by children under 2 years of age or those with verified health issues.

Mask breaks will be provided to all employees throughout the day. Employees are only to take masks off in areas designated for mask breaks and must maintain social distancing guidelines while their mask is off.

Masks should be washed daily with warm or hot water and soap or detergent.

Surgical style masks are single use only and should be discarded after use.

Gloves

While gloves provide a protective barrier against disease transmission, they are not always an effective protection measure outside of direct care of service recipients. While gloves may offer protection in some circumstances, they may offer a false sense of security and can be ineffective if not put on or taken off properly or if multiple surfaces are touched. Improper use of gloves may lead to disease transmission rather than preventing it. Employees that do wear gloves while providing direct care to service recipients should wash their hands with soap and water immediately following the removal and disposal of gloves.

Gloves should be worn during the following activities:

- Providing toileting assistance and personal care
- Helping with feeding
- Applying first aid
- Any contact that could expose the employee to bodily fluids
- Cleaning of bodily fluids
- Handling food/feeding
- Removing trash liners from trash cans



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Gowns/Face Shields/Hair Coverings

- Gowns/face shields/hair coverings should be worn by employees providing toileting care or personal care where there is a high probability that the employee will come into contact with bodily fluids. Gowns/face shields/hair coverings should also be worn by employees who are responsible for remaining with a service recipient in isolation for illness while awaiting transportation from the campus.
- Gowns may also be worn by custodial staff while cleaning up bodily fluids such as urine, feces, or vomitus.

Shoe Coverings

Shoe coverings should be worn by employees during the following activities:

- Toileting and or personal care of a service recipient
- Cleaning of areas where bodily fluids such as urine, feces, or vomitus are present
- Any activity where an employee is permitted to remove their footwear while providing direct care to a service recipient, as part of an activity. In this instance, socks must still be worn

Section 4: Disinfection Protocols

Disinfection Protocol

How to clean and disinfect



All high-touch surfaces, such as door handles, light switches, counter tops, tables, desks, chairs, and toys, etc. will be cleaned and disinfected throughout the program-work day by custodial staff with disinfectants approved to kill the COVID-19 Virus.

Restrooms will be cleaned and disinfected every hour during hours of operation.

Employees will be asked to sanitize touch surfaces in restrooms after each use with disinfected wipes.

Non-porous surfaces will be cleaned in a two-step process, starting with being cleaned with warm soapy water. Once dried, the surfaces will then be cleaned with an EPA registered disinfectant approved to kill Coronaviruses, including COVID-19.



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St. John of God Community Services will use Virex II 256 and Virex II TB for disinfecting hard non-porous surfaces.

If these items are unavailable, a dilution of bleach and water will be utilized to disinfect.

- Soft porous surfaces such as carpets and rugs will be cleaned by first removing visible contamination and then cleaned using cleaners approved for use on these surfaces.
- Electronics such as iPads will be cleaned using an alcohol-based wipe or spray containing at least 70% alcohol.
- Linens, clothing, towels, and other laundered items, if necessary, will be washed using the warmest possible water in accordance with the manufacturer's recommendations. Items will be dried in a drier on the warmest possible setting in accordance with recommendations from the manufacturer. Laundry baskets should be clearly marked clean and dirty. Once the dirty laundry basket is emptied, employees will disinfect the basket following the instructions for the cleaning of hard non-porous surfaces.
- At the conclusion of the nightly cleaning routine, custodial staff will disinfect each room used for programming using an electrostatic sprayer. The following surfaces will be disinfected with a Bioesque solution:
 1. Tables and chairs
 2. Desks
 3. Program activity supplies
 4. Computers/Touch Screen Boards
 5. Carpets/Rugs/Mats
 6. Trash Cans (once emptied)



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Personal Protective Equipment and Hand Hygiene



While the risk to custodial staff is inherently low, St. John of God Community Services is committed to ensure the health and safety of those that work on the frontlines to keep all employees, service recipients, volunteers and visitors safe. As such, the following guidelines will be required:

1. Custodial staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash
2. Shoe coverings, hair coverings and face shields will be provided as needed or requested
3. Shoe coverings and gloves should be discarded upon leaving a room and new ones put on upon entering another area, if needed
4. All PPE should be disposed of at the end of use in a hands-free use trash can
5. Employees should wash their hands after removing gloves or other PPE with soap and water for minimally 20 seconds. If a sink is not immediately available, hand sanitizer should be used until the employee can locate a sink
6. Uniforms will be provided for the custodial staff by St. John of God Community Services. The custodial staff should wear clothing from home and change into their uniform upon arriving to work. At the end of their shift, the custodial staff should change back into their clothing from home, place their dirty uniforms in a plastic bag and if possible, launder the items once home. If the custodial staff does not have easy access to a washer/dryer at home, they may utilize the washer and dryer at St. John of God Community Services for their work uniforms only

Good hand hygiene is one of the most effective ways to prevent the spread of Covid-19. As such, it is important to frequently wash hands and encourage and assist service recipients to frequently wash their hands.



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Hands should be washed with warm soapy water for at least 20 seconds.

1. Ensure that all surfaces of your hands are washed up to the lower part of the wrist.
2. Be sure to clean in between fingers and the fingernails by scrubbing your fingernails against the palm of your hand.
3. After rinsing your hands, if possible do not touch the faucet with your hands. If this is not possible, use a clean paper towel to turn the water off.
4. Use a paper towel to dry your hands. Do not use a reusable or linen towel that cannot be discarded or an automatic hand dryer as these items may increase the spread of germs.
5. Key times to wash hands are as follows:
 - After blowing one's nose, coughing, or sneezing
 - After using the restroom
 - Before eating or preparing food
 - After contact with animals or pets
 - Before and after providing care for a person who needs assistance

Section 5: Social Distancing

Social Distancing



As Covid-19 has been shown to spread between persons who are in close contact (less than 6 feet apart) for a prolonged period of time, the Centers for Disease Control recommends maintaining a space of at least 6 feet between individuals where no barrier is present. Although virus transmission can occur from touching surfaces, it is not believed that this is the main mode of transmission. Rather, more commonly, spread occurs when an infected person sneezes, coughs, or talks, releasing droplets that contain the virus into the environment. Social distancing helps to limit contact with between people who are infected and those who are not.

Although the risk of severe illness may vary from person to person, anyone can get and spread Covid-19.



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Tips for social distancing:

- Guidelines established by Federal, State, and Local authorities should be adhered to
- Masks or other cloth coverings should be worn when in public settings that cover both the mouth and nose
- Stay a minimum of 6 feet away from other persons, even if wearing a face covering
- Avoid large group gatherings in both public and private spaces. Meetings between multiple people in person should be limited and done via teleconference when appropriate
- Telecommuting should be used if the employee’s position does not require them to be physically on campus
- If possible, ride sharing, taxis, or other forms of public transportation should be avoided and used as a last resort option

Quarantine vs. Isolation

COVID-19: Quarantine vs. Isolation

QUARANTINE keeps someone who was in close contact with someone who has COVID-19 away from others.



If you had close contact with a person who has COVID-19

- Stay home until 14 days after your last contact.
- Check your temperature twice a day and watch for symptoms of COVID-19.
- If possible, stay away from people who are at higher-risk for getting very sick from COVID-19.

ISOLATION keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home.



If you are sick and think or know you have COVID-19

- Stay home until after
 - 3 days with no fever and
 - Symptoms improved and
 - 10 days since symptoms first appeared

If you tested positive for COVID-19 but do not have symptoms

- Stay home until after
 - 10 days have passed since your positive test.

If you live with others, stay in a specific “sick room” or area and away from other people or animals, including pets. Use a separate bathroom, if available.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

- Quarantine is used to keep someone who might have been exposed to Covid-19 away from others. Someone in self-quarantine stays separated from others and limit movement outside their home or current place. Quarantine helps limit the spread of Covid-19.
- Isolation is used to separate sick people from healthy people. People who are in isolation should stay home. Those in need of isolation while on the St. John of God Community Services campus should be kept comfortable in a room designated for isolation until they are able to arrange for transportation home. If a service recipient is recommended to isolate, an employee will accompany them, wearing appropriate PPE, until the service recipient can be transported home.