



COVID-19 Reentry Protection Plan (RPP)

United Cerebral Palsy of the North Bay, Inc.

This COVID-19 Reentry Protection Plan (RPP) was most recently updated on October 9, 2020

Reentry Protection Plan:

UCPNB has developed a COVID-19 Wellness Committee. This committee is charged with creating, communicating, and enforcing the Company's re-entry plan along with promoting employee and client health and safety at each UCPNB site.

- **UCPNB has Implemented Changes to Ensure Facility Hygiene.**
 - Steps taken include:
 - schedules for cleaning and disinfecting the work area;
 - methods for increasing air exchanges;
 - opportunities for ensuring physical distancing of employees once they return to work;
 - And ways to distribute necessary personal protective equipment (PPE) and hygiene supplies.
- **UCPNB has implemented Screening Procedures** (See Individual Control Measures and Screenings below)
- **UCPNB has reviewed and Implemented Policies in response to the COVID-19 pandemic.** Existing policies and postings have been reviewed to ensure compliance with recently implemented federal and state COVID-19-related legislation, including the Families First Coronavirus Response Act (FFCRA) and other state paid and unpaid leave laws.
- **UCPNB will return employees, students and clients to each site in stages.**

Individual Control Measures and Screenings

- Employees whose work duties can be conducted remotely are doing so and will continue to do so until the Shelter in Place Order is lifted.
- All employees will have administered to themselves symptom and/or temperature screenings at the beginning of their shift and all other employees entering the worksite at all times. The individual conducting the temperature/symptom screening will avoid close contact with employees to the extent possible. Both screeners and employees wear face coverings during each screening. Screening follows CDC Guidelines.
- Employees will also be required to answer the four CDC health questions below when clocking in via our online payroll system (Paycom) daily:

CDC QUESTIONS:

- 1) Has your temperature been taken and registered at 100.4 or lower today?
- 2) Do you have any symptoms such as:
Shortness of breath, cough, difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell, or unusual fatigue?
- 3) Have you had contact with anyone that you know has been diagnosed with COVID-19 within the last 14 days?
- 4) Have you had a positive-COVID test for active virus in the past 10 days?

- Employees who are sick or exhibiting symptoms of COVID-19 will be directed to stay home and Centers for Disease Control guidelines will be followed for when that employee can return to work.
- Employees will be provided with all required protective equipment (i.e., face coverings, gloves, face shields) and UCPNB staff will ensure this equipment is worn properly at all times.
- Face coverings will be required when employees are in the vicinity of others. Face coverings will not be shared.

Cleaning and Disinfecting Protocols

- Thorough cleaning in high traffic areas will be performed regularly. Commonly used surfaces will be frequently disinfected.
- All shared equipment and touchable surfaces will be cleaned and sanitized between each use.
- Entrances and exits are equipped with proper sanitation products, including hand sanitizer and/or sanitizing wipes.

- Hand washing facilities will be made available for employees and will stay operational and stocked at all times and additional soap, paper towels, and hand sanitizer are supplied when needed. Hand sanitizer will also be provided.
- Sanitizing supplies will be provided to promote employees' personal hygiene. This includes tissues, hand soap, adequate time for hand- washing, alcohol-based hand sanitizers, disinfectants, gloves, and disposable towels.
- Cleaning products are used that meet the Environmental Protection Agency (EPA)'s- approved for use against COVID-19 list.
- Employees will be provided adequate time to implement cleaning practices before and after shifts.

Physical Distancing and Shared Space

Gatherings of people in the facility have been considered and redesigned, as necessary, to reduce prolonged close contact among persons as much as possible.

Staff and participants in the adult day center will work together to find ways to help participants have meaningful activities during the day within the bounds of these infection control recommendations.

We will:

- Limit staff and visitors in the facility to only those necessary to deliver adult day services.
- Restrict the number of people allowed in shared areas at one time so that everyone can stay at least 6 feet apart from one another.
- Minimize staff to participant ratios.
- We will be assigning the same staff person to work with the same small group (cohort) of participants each day to minimize interactions.
- To the extent possible, we will eliminate or minimize the use of shared objects and spaces. If objects or spaces must be shared, we will clean and sanitize after each person uses them.
- All desks or individual workstations are separated by at least six feet.
- Tape or other markings have been placed throughout each building at least six feet apart with signs directing employees to use the markings to maintain distance.
- We will encourage participants to perform diligent hand hygiene and wear face coverings, if tolerable.

Notification of COVID-19 Positive Case at the Worksite

- The County of Public Health Department is notified of all positive COVID-19 cases.
- If an employee is diagnosed with COVID-19, County Public Health Department will provide assistance in the assessment of potential worksite exposures, and any recommended testing, quarantine, isolation instructions and any other actions UCPNB may need to take.
- Testing sites can be found by visiting the following link:
Napa County
<https://www.projectbaseline.com/study/covid-19/>
Solano County
<https://www.projectbaseline.com/study/covid-19/>
Sonoma County
https://experience.arcgis.com/experience/1edbb41952a8417385652279305e878d/page/page_19/

Training

Employees have been trained on the following topics:

- Information from the [Centers for Disease Control and Prevention](#) (CDC) on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- The importance of seeking medical attention if an employees' symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.
- The importance of frequent hand washing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropyl when employees cannot get to a sink or hand washing station, per CDC guidelines).
- Manufacturer's directions and Cal/OSHA requirements for safe use of personal hygiene and cleaning products.
- The importance of physical distancing, both at work and off work time.

- Proper use of face coverings, including:
 - Face coverings do not protect the wearer and are not personal protective equipment (PPE).
 - Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent hand washing.
 - The importance of washing and/or sanitizing hands before and after using or adjusting face coverings.
 - Avoid touching eyes, nose, and mouth.
 - Face coverings to be washed after each shift.

Compliance and Documentation

- This worksite is regularly inspected for compliance with this Reentry Protection Plan (RPP) and any deficiencies are documented and corrected.

For questions regarding this plan, please contact:

**Christina Isetta
Director of Administration
707-766-9990 ext 2
cisetta@ucpnb.org**