

## Saratoga Bridges Wilton Day Program's Safety Plan, Policy and Procedures



The agency has taken steps to limit the spread of the COVID-19 virus throughout the Wilton Day Program. Until further notice, the Wilton Day Program will be operating with 81 people or less as of August 17, 2020. Every employee and visitor to the building will be required to follow these procedures:

### 1. Reception/Lobby

- a. All employees and visitors must wear a face covering upon entering the building through the main entrance. All other doors will be locked. The covering must remain in place until the employee/ visitor reaches their destination while maintaining at least a 6 foot distance from all other people. An approved face covering will be available to anyone in need.
- b. All employees and visitors must sign in at the screening station.
- c. All employees and visitors must take their temperature with the provided no-touch thermometer.
- d. Any employee with a temperature of 100°F or higher must complete the sign in procedure then immediately leave the building and contact their direct supervisor. The employee will not be allowed access to any agency facility until cleared by their health professional.
- e. Any visitor with a temp of 100°F or higher must complete the sign in form and then wait to speak with the receptionist. The receptionist will instruct to seek the advice of their health care provider.
- f. The receptionist will notify the HR Department of anyone who has a temperature of 100°F or higher.
- g. The visitor will not be allowed access to any agency facility until they a health care professional's documented clearance paperwork.
- h. The receptionists will maintain a copy of all sign in sheets.

### 2. Front Office/Receptionist/Postage/Copy/Fax Machine area

- a. The entire area will be restricted to 1 person at a time.
- b. The time clock will be used by 1 person at a time.
- c. 6 feet markers will be placed for time clock usage.
- d. With more than 1 staff member signing in or out at the same time, a distance of at least 6 feet must be maintained.
- e. Staff must use hand sanitizer before and after using equipment.

### 3. Break Room

- a. The break room seating will be restricted to 1 person at the table.
- b. Social distancing of at least 6 feet must be maintained.
- c. Staff must use disinfecting cleaner with microfiber cloths before and after using equipment, appliances, chairs and tables.

### 4. Clinic Area

- a. See additional policy for the Clinic Area.

### 5. Offices

- a. Employees must wear a face covering in another employee's office.

6. Classrooms, Conference Rooms and Training/Kitchen/Program areas
  - a. All employees and visitors will be required to wear a face covering.
  - b. Social distancing of at least 6 feet must be maintained in the conference rooms and training/kitchen and program areas.
  - c. Staff will use a disinfecting cleaner with microfiber cloths to clean chairs and tables throughout the day and evening.
  
7. Bathrooms use:
  - a. Only 1 employee at a time can use the larger bathroom.
  - b. Staff will clean the bathrooms after every individual uses it.
  
8. Outdoor Areas
  - a. Social distancing of at least 6 feet must be maintained on the entire outdoor campus including parking lots, picnic tables, pavilion, smoking areas, etc.
  - b. Face coverings are not required in outside when a social distance of at least 6 feet is maintained.