

Targeted Area: 124 FACILITY USE

**Low Risk Scenario**

- As of 9/8/2020, Job Coaches and Employment Coordinator will begin to utilize their third floor office spaces at 124 for any work that cannot be effectively completed remotely or in the field.
  - At the start of each workday, staff will complete screening and temperature check process prior to entering building.
  - Each staff person has their own office and office supplies. Only items that can be sanitized may be shared (e.g. printer/copier).
  - A schedule will be maintained by the coordinator to ensure no more than 2 people are on the third floor at any given time.
- Individuals will come to 124 to meet with job coaches for needed face-to-face meetings.
  - Individuals will be screened and temperatures taken in compliance with all health and safety guidelines prior to entering the building.
    - Any individual arriving via car, will have screening and temperature check completed at car. If an individual fails the screening they will be asked to return home without being permitted entry into building .
  - A schedule will be maintained by the coordinator to ensure face-to-face meetings would be limited to one client with one staff on the third floor at any given time.
    - Coaches will have set, alternating days on which they may schedule their office time and client meetings.
  - Face-to-face meetings between client and Employment Coordinator will occur in OPWDD Director's office while they work remotely to minimize intermingling and scheduling conflicts.
  - Plexiglass desk partitions will be used for all client meetings
- Where appropriate, work readiness curriculum and meetings may continue to be provided via telehealth methods.

**Mid-Risk Scenario**

- Only one staff is permitted in their office space on the third floor at any given time. Staff are encouraged to work remotely whenever possible.

- Work readiness and client meetings will occur via telehealth.

#### High Risk Scenario

All services would be provided via telehealth. No onsite coaching would be permitted.

#### Targeted Area: JOB COACHING IN THE FIELD

##### Low Risk Scenario

- Job coaching will be offered at vocational/employment sites as of 9/8/2020. Social distancing and PPE will be incorporated throughout.
- Sending staff into the field for coaching must meet the following criteria:
  - The individual must request for coaching to occur in the field
  - The business owner must confirm coaching may occur on their premises
  - Each site will be assessed with Federal and State health and safety guidelines in mind (e.g. social distancing space, traffic in and out of business, type of business, etc.).
  - For volunteer sites- The business owner must agree to answer a screening questionnaire prior to coach and individual arriving at site
    - Health screenings and temperature checks for client, will be conducted by coach upon coach's arrival at site. Social distancing and PPE will be incorporated throughout.
  - For Employment Sites- Health screenings and temperature checks for client, will be conducted by coach upon coach's arrival at site. Social distancing and PPE will be incorporated throughout.
    - Client screening will include questions regarding recent employer notification regarding COVID-19 possible exposure.

##### Mid-Risk Scenario

- Job coaching in the field would only occur under extreme circumstances (e.g. client was struggling to maintain employment at a meaningful site). All situations would need to be assessed for need and safety by administrative team prior to each field experience.

#### High Risk Scenario

N/A- All services would be provided via telehealth. No onsite coaching would be permitted.

#### Targeted Area: Group Activities

##### Low Risk Scenario

Job coaching in the field to a group: Coaching may be provided to up to two individuals, incorporating social distancing and use of PPE throughout.

- This situation would likely only occur in our CPV program and is not the preferable service delivery method during the remainder of the pandemic.
- Group coaching will be assessed by administrative team for safety and health possibilities prior to scheduling.

Staff Breaks: Employment staff may take their break in their private offices or choose to go into the community.

Drills: All drills will be conducted as per agency standards. No more than one client would be present with a staff person at any given time. Client's job coach will guide client through social distancing requirements during safety drill.

##### Mid-Risk Scenario

Job coaching in the field to a group: Group coaching would not be permitted. Coaching in the field would only occur under extreme circumstances (see Job Coaching in the Field guidelines).

Staff Breaks: Staff are encouraged to work remotely.

Drills: All drills will be conducted as per agency standards.

**High Risk Scenario**

N/A- All services would be provided via telehealth. No onsite coaching would be permitted.

**Targeted Area: Operations**

**Low Risk Scenario**

Materials: Job Coaches will evaluate which clients have access to materials (e.g. paper, pen, laptop, tablet, etc.) and have them bring needed materials to meetings. Materials will be available to any client that does not have access to needed items. These materials should be kept in a separate, marked bin and sanitized between uses.

Log of Interactions: All job coaches will be required to maintain a log of daily client interactions with contact information.

- Community locations should also be recorded on interaction logs

Screenings: Health screenings will occur for coaches at the start of each work day that they are not working remotely, according to health and safety guidelines. Screenings for clients will occur prior to all meetings at Kulanu and prior to job coaches entering vocational sites to meet clients.

**Mid-Risk Scenario**

All low risk scenario operations would remain in place, while adhering to mid-risk scenario guidelines from other target areas.

**High Risk Scenario**

N/A- All services would be provided via telehealth. No onsite coaching would be permitted.