



Roadmap to Reopen Indiana & The Arc Wabash County, Inc. in Compliance with Indiana Governor Eric Holcomb's Executive Order 20-26

- I. The following plan is in response to Indiana Governor Eric Holcomb's Executive Order 20-26 "Roadmap to Reopen Indiana for Hoosiers, Businesses, and State Government."
 - A. The Executive Order stipulates that all businesses and entities in Indiana publicly communicate their plan to their employees, stakeholders, and the public at large on or before Monday, May 11, 2020.
 - B. The plan at a minimum must address instituting an employee health screening process, employing enhanced cleaning and disinfecting protocols for the workplace, including regularly cleaning high-touch surfaces, enhancing the ability of employees, customers, and clients to wash hands or take other personal hygiene measures such as use of hand sanitizer, and complying with social distancing requirements established by the Centers for Disease Control (CDC), including maintaining six-foot social distancing for both employees and members of the general public when possible and/or employing other separation measures such as wearing face coverings or using barriers.
 - C. The plan must also comply with all IOSHA (Indiana Occupational Health & Safety Administration) standards, and this requirement applies to all employers.
 - D. This plan will follow guidelines as presented by the Indiana Governor's office, the Centers for Disease Control, the Indiana State Department of Health (ISDH), the Department of Developmental & Rehabilitative Services (DDRS), the Bureau of Developmental Disability Services (BDDS), and the Bureau of Quality Improvement Services (BQIS).
 - E. This plan is written with the understanding that the current coronavirus epidemic is "fluid," meaning that this plan and its components may change depending upon the circumstances of the situation within the country, the state, and the county of Wabash.

- F. This plan will follow the Indiana Governor's Five-Stage plan to return Hoosiers to work, as presented on the BackonTrackIndiana.gov website.
- II. General Protocols for Reopening The Arc Wabash County, Inc.
- A. According to the Indiana Governor's Five-Stage plan for returning Hoosiers to work, the persons served by The Arc Wabash County, Inc. are considered a high-risk category due to underlying chronic health issues, compromised immune systems, and some being 65 years old or older. Therefore, persons served by The Arc Wabash County, Inc. must stay at home whenever possible until May 23rd, use caution and limit exposure in the community until June 13th, and remain cautious and practice six-feet of social distancing until July 4th and beyond.
- B. The Arc Wabash County, Inc. has not yet determined when persons served in Day Services programs will return to those services. According to the Governor's Five-Stage Plan to return Hoosiers to work, the earliest possible date for the return to Day Services by persons served at The Arc Wabash County, Inc. can be Tuesday, May 26th; ***however, this does not mean that persons served will return to Day Services on May 26th. The date of return will be announced once decided by Arc Wabash County, Inc. leadership and Board of Directors.*** All stakeholders will be officially notified when Day Services programs return to operation.
- C. When Day Services programs resume, only Arc of Wabash County Residential Services Participants will return for work and day programs on Mondays and Wednesdays. Day Services Participants who are ***not*** part of Arc Wabash County Residential Services will work and participate in day programs on Tuesdays and Thursdays. Day Services programs will not operate for persons served on Fridays. ***This Day Services programs schedule will remain in place until further notice from The Arc Wabash County, Inc.*** This structure of programs and services will promote social distancing.
- D. When Day Services programs resume, The Arc Wabash County, Inc. transportation service will operate for Arc Wabash County Residential Services Participants only, until further notice. Transportation services will not be provided for Arc Wabash's non-residential program participants until further notice. A process for drop off/pick up of participants in Arc Wabash's Day Services programs will be communicated to parents, guardians, and all drivers before participants return to services at the main facility on Miami Street. This is being done in order to promote social distancing and to discourage gatherings of people in a confined space for an extended amount of time.

- E. Until further notice, visitation into the Arc Wabash County, Inc. main facility on Miami Street will be limited to essential services only. All visitors must report to the main entrance door on Miami Street and receive verbal and/or written guidance for entrance to the building. Under no circumstance should any non-employee enter the building without consent and guidance.
 - F. Until further notice, visitation into Arc Wabash County, Inc. Supported Living Homes is not allowed except with direct verbal and/or written consent from the VP of Residential Services, the Sr. VP of Programs and Services, or the President/CEO. This is in order to protect persons served in Arc Wabash's Residential Program by practicing social distancing and limiting exposure to and from the community.
 - G. Until further notice, when at all possible, all meetings with persons served who are not in the building for Day Services, outside service providers, parents, guardians, and customers should occur virtually with social media and technology, not face-to-face.
 - H. Until further notice, all deliveries should be met outside the building.
 - I. Until further notice, when participants return to Day Services community programs such as CSP and PAC will operate in a modified, limited structured in order to limit community exposure and promote social distancing.
 - J. Until further notice, The Arc Wabash County's Pre-ETS (high school) Program will operate virtually via social media and technology.
 - K. The Arc Wabash County's Community Employment program will operate according to all government and health and safety guidelines pertaining to community engagement; until further notice, all Community Employment participant meetings will be conducted outside the facility or via social media and technology, for participants not also participating in Arc Wabash County's Day Services programming.
- III. Health & Safety Guidelines for Staff, Persons Served, and All Stakeholders until Further Notice
- A. Handwashing:
 - 1. Staff, upon entering the building in the morning, must wash their hands ***immediately***. Hands will be washed for at least 20 seconds with soap and water, washing the palms, between the fingers, and on top of the hands. If entering a restroom to wash your hands, please ***use your elbow to open the door***. Please do not delay in washing your hands upon entering the building. Please do not go to your desk first. Please do not go to your office or work

station first to drop off belongings. Please do not clock in first. Please do not stop to visit with coworkers first. Please do not put away your lunch first.

2. Day Services participants, upon entering the building in the morning, will first have their temperature taken by staff, and then immediately be guided and supervised in proper handwashing before beginning the program day.
3. A handwashing station is any location within the building that has a sink with running water. Please immediately use the nearest handwashing station upon entering the building. Proper handwashing supplies will be placed at each handwashing station in the building.
4. Please immediately and properly wash your hands at the nearest handwashing station ***each*** time you exit the building and re-enter during the day.

B. Temperature

1. Upon entering the building each morning, and after washing hands, staff will be required to either take their own temperature with a thermometer and sanitized wipe, or a temperature will be taken for you by Arc Wabash County's VP of Industrial Services, Safety, and Transportation.
2. Upon entering the building each morning, Day Services Program Participants will immediately have their temperature taken by Arc Wabash County's VP of Industrial Services, Safety, and Transportation, or by another appointed, qualified staff person.
3. If you register a fever of 100.4 degrees or higher, please leave the building ***immediately*** and go home. Do not seek out someone to inform. Do not seek out your supervisor. Do not stop to tell someone. Simply leave the building immediately and phone your supervisor. If a Day Services Program participant registers a fever of 100.4 degrees or higher, that participant will be sent home, for her/his safety, and for the safety of all others in the facility.

C. Social Distancing

1. Six feet of distance will be maintained at all times between all people in the facility. Day Services programs will be physically structured in order to complete work and complete activities while maintaining the required social distance of six feet or more.
2. Postings will appear throughout the building to encourage practice of social distancing.

3. All staff meetings held in the building will follow the six foot rule for social distancing.
4. All meetings with clients, vendors, customers, or parents/guardians must be conducted virtually until further notice.

D. Face Masks

1. Wearing a face mask in the building during the work day is optional if Day Services Program participants are not present.
2. When participants return to work, workshop staff and participants must wear face masks while working in the workshop. We realize some participants may struggle to wear a face mask due to sensory issues, anxiety issues, or other issues, and so Arc Wabash County, Inc. will do its best to encourage and teach participants to wear face masks without making it compulsory.
3. The Arc Wabash County, Inc. will attempt to provide two cloth face masks for each Day Service Program participant; and Arc Wabash County, Inc. will wash and dry participant cloth face masks each day.
4. When Day Services Program participants return to work, non-workshop staff must wear a face mask if entering any workshop area to conduct essential business.
5. A face mask should be worn if you are outside the building conducting business with a vendor, customer, client, coworker, or parent/guardian.
6. A face mask must be worn by any vendor or visitor that must be in the building to conduct an essential service.
7. A face mask must be worn by any staff who is in the community conducting business on behalf of Arc during work day hours.

E. Personal Protective Equipment (PPEP)

1. PPE includes but is not limited to aprons, face masks, gloves, goggles, glasses, and face shields, hand sanitizer, disinfectant wipes, and disinfectant spray.
2. The Arc Wabash County, Inc. will purchase, provide, and stockpile adequate supplies of PPE for Day Services programs.
3. PPE will be required in emergency situations.

4. PPE other than a face mask as stated above, will be optional for staff. For instance, if staff feels safer wearing gloves and goggles, then staff can wear gloves and goggles.

F. Congregating for Lunch

1. The staff lunch room will be temporarily closed for sitting and congregating during the coronavirus epidemic in order to comply with the six feet social distancing guidelines and to promote the health & safety of staff.
2. Staff is encouraged to eat lunch at their work station or desk.
3. Staff is encouraged to eat out doors, maintaining six feet of social distancing from others.
4. The lunch schedule for participants in Arc Wabash County, Inc.'s Day Services Program will be structured in such a way as to allow each participant to maintain at least six feet of distance from one another.
5. Until further notice, participants in Arc Wabash County, Inc.'s Day Services programs, who eat lunch while attending programs and services, will be required to bring lunch with them to work; Day Services Program participants will not be allowed to leave for lunch, walk next door to Speedway for lunch, or to receive a delivered lunch from someone outside the facility; this protocol will be in place until further notice in order to limit possible exposure to coronavirus and to encourage social distancing.
6. Participants in Arc Wabash County, Inc.'s Day Services Programs may eat outside, weather permitting, and while maintaining at least six feet of social distancing.

G. Recycling

1. Recycling containers will be temporarily removed during the coronavirus epidemic in order to avoid transferring the virus, which can live on plastic surfaces up to three days and on cardboard and paper up to twenty four hours.

H. Cleaning & Deep Cleaning

Deep cleaning is defined as “an obsessive’s dream” by the CDC, meaning taking extra time to disinfect and clean every “nook and cranny.”

1. Cleaning of common touchpoints will occur twice a day, once in the a.m. and once in the p.m.

2. Deep cleaning of high usage common areas will occur a minimum of once a week.
3. Cleaning of high usage common areas will occur toward the end of each day.

I. Entering & Exiting the Building

1. Leaving the property during work day hours will be restricted to emergencies, conducting Arc business, and essential personal appointments.

These protocols will be in place until further notice, in order to protect and promote the health & safety of program participants, staff, and the community at large during the current coronavirus epidemic and its aftermath. The Arc Wabash County, Inc. will be following Governor Holcomb's "Back on Track" Five Stages Plan for returning Indiana to work. Please consult the "Back on Track" Plan.