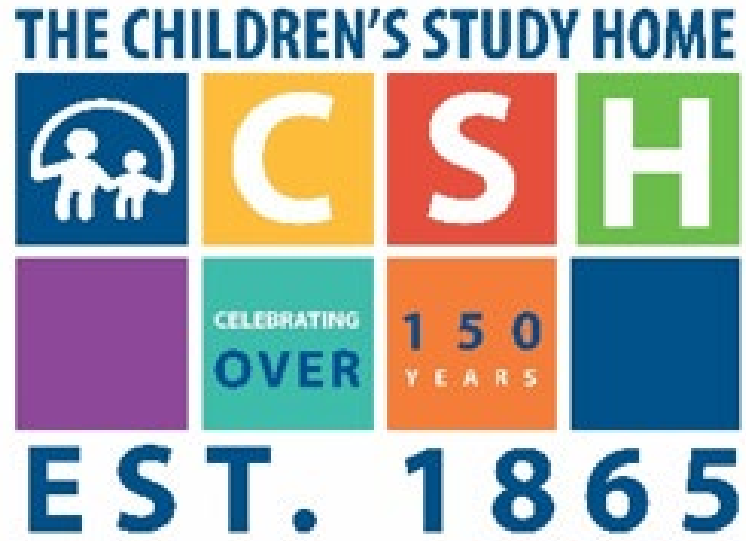


Training Process for Staff

- Read COVID-19 Control Plan – Included Below
- Watch Infection Control Video Series - <https://www.youtube.com/playlist?list=PLXaGgXFjztoHBT1Soudx3Gwuk-4e7por>
 - COVID-19 Control Plan Presentation
 - Hand-Washing Steps
 - How soap kills Coronavirus
 - Mask Use
 - Social Distancing
 - Disinfection Procedures
- Complete COVID-19 Control Plan Training Acknowledgement in ADP



COVID 19 Control Plan

Framework

The Children's Study Home will update program operations in-step with the Four Phases as outlined by the Governor in the Phased Re-Opening Plan. Guidance will be reviewed regularly from both local, state, and federal health officials, as well as those of the Departments of Children and Families, Early Education and Care, Elementary and Secondary Education. **As of 9.11.2020 the Children's Study Home is operating in Phase Three.** Prior phases are included for reference below, should the Governor order a return to a prior phase.

Phase One – Only essential agency programs are operational for in-person services. That includes Residential Care and Foster Care. As placement programs, they are deemed essential. Remote work and virtual connection are encouraged for all employees of the agency, except when engaged in essential agency operations. Schools will remain closed to students and staff. Family support and stabilization programs will operate through remote work and virtual connection.

Phase Two – Only essential agency programs are operational for in-person services. That includes Residential Care and Foster Care. As placement programs, they are deemed essential. Remote work and virtual connection are encouraged for all employees of the agency, except when engaged in essential agency operations. Schools will remain closed to students and staff. Family support and stabilization programs will operate through remote work and virtual connection.

Phase Three – Residential and Foster Care programs continue to operate as essential services. Family Support and Stabilization programs are operational for limited, in-person, outdoor visitation as outlined in DCF guidelines. This includes Cape programs. School programs are operating on a hybrid model as outlined in the School Reopening Plan approved by DESE. Remote work and virtual connection are encouraged for all employees of the agency, except when engaged in essential agency operations or in-person services.

Overall Agency Operational Updates

- **Social Distancing** - All employees, vendors, and visitors entering agency facilities must wear a mask. The wearing of masks does not eliminate the need to also maintain physical distancing. There will be visual reminders posted in all programs and at all points of entry reminding everyone about the requirement to wear a mask and to maintain appropriate physical distance. (**Note:** During Phase One only essential vendors are permitted on-site and any approved visitation must occur outside the programs). *For additional information about mask use please refer to COVID-19 Face Covering & Disinfection Policy, as well as FAQ's.*
- **Hygiene Protocols** - When reporting to work, all agency staff are asked to wash their hands for at least 20-seconds according to CDC guidelines. Staff, residents, and students are also asked to wash their hands frequently throughout the day. The facilities team will conduct daily inspections of all bathroom facilities to ensure that adequate supplies are present. Hand sanitizing stations will be kept in place at public entry points and all visitors and guests will be asked to utilize those upon entry.

Overall Agency Operational Updates

- **Staffing and Operations** – All staff will be provided with a copy of the COVID-19 Control Plan. All staff will be provided with video training on proper procedures for handwashing, mask use, and disinfection of surfaces. All staff will certify through ADP that they have received knowledge and training in all aspect of the COVID-19 Control Plan. Employees will continue to be encouraged to remain home when ill. All employees must participate in screening either at point-of-entry (school programs) or online (all other program staff and visitors). The agency will follow published CDC guidelines about a return-to-work-plan. Employees still able to work remotely are encouraged to do so through at least Phase 3. Staggered physical presence on property is still encouraged, when possible. The seating capacity for conference rooms and other meeting spaces has been adjusted. Remote meeting is encouraged whenever possible.
- **Residential Staff Testing** – As required by the State, all staff working in, or connected to, our residential programs are in the process of receiving baseline testing for the Coronavirus. That process is to be completed by 9/30/2020. For further information please refer to *EEOHHS Congregate Care Testing Surveillance Guidance*.

Overall Agency Operational Updates

- **Cleaning and Disinfecting** – The facilities team will maintain primary responsibility for the disinfection of most program areas. The agency utilizes CDC approved cleaning solutions that will be available at all operational program sites for staff to engage in more frequent disinfection processes. Facilities will continue to maintain their log of the time of disinfection, staff member who performed that disinfection, and the products used. That log will be available for inspection upon request.
- **Internal System for Contact Tracing** – Chris Langelier, Director of Child and Family Practice shall assume responsibility to contract tracing internal to the agency in the event of a Coronavirus exposure, as well as reporting responsibility to external stakeholders and regulatory agencies.