

ProAct, Inc.

COVID-19 Pandemic Recovery Safety Plan

Effective August 2nd, 2021

ProAct will continue to provide a safe and healthy workplace for all our workers and a safe and healthy service environment for our participants as we continue to recover from the COVID pandemic. Our workers and participants are our most important assets and we are serious about safety and health and keeping everyone safe at ProAct. Currently ProAct is requiring the following practices be in place at each of its locations:

Safety Practices

1. Unvaccinated ProAct participants and staff are required to wear a mask when at any ProAct site/property or in the community (group and independent); as well as during transport.
2. ProAct must have the vaccination record (card) on file prior to admitting any new or newly returning participant. Existing participants (actively participating in on-site ProAct services) must remain masked until ProAct has the vaccination record (card) on file.
3. All ProAct participants and staff must sanitize upon arrival at any ProAct site and should practice good hygiene throughout the normal work/service day.
4. Participants will bring one bag to ProAct daily, including lunch bags. This bag must return home with the participant daily. Additional clothing may be brought on-site and maintained at ProAct as needed.
5. Participant lunches and breaks should take place in their programming space daily. Participants are required to bring cold lunches.
6. Staff is responsible for ensuring non-vaccinated participants remain masked while at ProAct (with the exception of lunches and breaks). If the participant is unable to adhere to the masking requirement, they will be asked to leave ProAct services until all mask requirements have been lifted.
7. ProAct facilities will remain locked throughout the work day. Visitors must be escorted by a ProAct staff at all times while on-site and if unvaccinated, must wear a mask and sanitize upon arrival.

Disinfecting of Work Space/Housekeeping

Regular disinfecting and sanitizing will continue as noted below:

1. Railings – Sanitized daily
2. Cafeteria/break room, conference rooms, classrooms and other group locations – sanitized/fogged daily
3. Floors – Carpeted floors should be vacuumed daily. Hardwood/tile floors should be mopped daily.
4. The Production Floor - mopped and fogged weekly.
5. Offices - fogged weekly.
6. Phones in public areas - wiped down daily.
Copiers, microwaves, refrigerators and other equipment – staff must sanitize prior to using or touching any of the noted spaces/equipment. The above noted spaces are sanitized daily.
7. Restrooms – sanitized twice daily and fogged daily.
8. Those driving ProAct vehicles should clean and disinfect vehicles following each trip (morning and afternoon routes, enclaves and outings).