

ProAct, Inc.

COVID-19 Pandemic Recovery Safety Plan

Effective January 12, 2022

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. Based on the latest guidelines from the CDC, ProAct is requiring the following practices be in place at each of its locations effective January 12, 2022.

Safety Practices

1. All ProAct participants and staff are required to wear a mask when inside any ProAct site/property or in the community (group and independent), as well as during transport. See the “face covering” requirement for unvaccinated staff under the OSHA ETS on pages 2 and 3.
2. Vaccinated ProAct staff and participants may remove masks when facilitating or participating in day support programming outside or when alone in a separate room.
3. ProAct must have the vaccination record (card) on file prior to admitting any new or newly returning participant and for all active participants currently in programming.
4. All vaccinated ProAct staff are required to submit a copy of their COVID vaccination card (including booster dates) to Human Resources OR if not vaccinated, sign the vaccine attestation form, and submit to Human Resources to be filed.
5. All ProAct participants and staff must sanitize upon arrival at any ProAct site and should practice good hygiene throughout the normal work/service day.
6. 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.
7. Participant lunches and breaks should take place in their programming space daily. Participants are required to bring cold lunches.
8. Participants unable to adhere to the masking requirements, will be asked to leave ProAct services until ProAct’s mask requirements have been lifted.
9. ProAct facilities will remain locked throughout the workday. Visitors must be escorted by a ProAct staff while on-site, wear a mask and sanitize upon arrival.

Suspected or Confirmed COVID Cases

Vaccinated Staff and Participants

1. Vaccinated staff and participants who have come into close contact with someone with suspected or confirmed COVID-19 do NOT need to quarantine but should be tested 3 – 4 days after potential exposure. NOTE: Vaccinated staff who have submitted proof of having a positive covid test within the last 90 days are exempt from the quarantine and testing requirement.
2. Staff must report results to the ProAct Human Resources Director within 24 hours of test results being received.
3. Participants must report results to their Case Coordinator within 24 hours of test results being received.
4. Vaccinated staff and participants with COVID-19 symptoms and/or with a positive COVID-19 test result should isolate at home for a period of 5 days or until asymptomatic.

Unvaccinated Staff and Participants

1. Unvaccinated staff and participants who have come into close contact with someone with suspected or confirmed COVID-19 must quarantine for a period of 5 days after exposure and must be tested 3-4 days after the potential

exposure. NOTE: Unvaccinated staff who have submitted proof of having a positive covid test within the last 90 days are exempt from the quarantine and testing requirement.

2. Staff must report results to the ProAct Human Resources Director within 24 hours of tests results being received.
3. Participants must report results to their Case Coordinator within 24 hours of test results being received.
4. Unvaccinated staff and participants with COVID-19 symptoms and/or with a positive COVID-19 test result should isolate at home for a period of 5 days or until asymptomatic.

Isolation is necessary to separate people infected with COVID-19 from those who are not infected.

Quarantine is necessary if you are not vaccinated and have been in close contact with someone who has a confirmed case of Covid-19.

Fully vaccinated means

Fully vaccinated is 2 weeks after a second dose in a 2-dose COVID-19 vaccination series approved by the U.S. Food and Drug Administration (FDA) or the World Health Organization (WHO); or 2 weeks after a single-dose COVID-19 vaccine approved by the FDA or WHO. Staff who do not meet these requirements are NOT fully vaccinated.

COVID testing process for both staff and participants:

If using over the counter COVID tests, the testing process cannot be self-administered **and** self-read unless observed by a telehealth proctor. A digitally read test, which produces a date and time stamped result (e.g., results available through an app, QR code, RFID), is not considered to be "self-read" and therefore would not require observation by an authorized telehealth proctor.

Disinfecting of Workspace/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.
7. 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.
8. Restrooms – sanitized twice daily and fogged daily.
9. Those driving ProAct vehicles should clean and disinfect vehicles following each trip (morning and afternoon routes, enclaves and outings).

Along with the COVID-19 Pandemic Recovery Safety Plan above, ProAct is required to follow the OSHA mandate for unvaccinated staff noted below.

COVID-19 Vaccination and Testing Emergency Temporary Standard (ETS) for Staff and Temporary Employees

**** This Also Satisfies the Requirement for Staff Providing Services to DEED (VRS) Funded Participants which was effective 9/8/2021****

Effective January 31, 2022, to comply with the Covid-19 Vaccination and Testing Emergency Temporary Standard issued by OSHA, all unvaccinated staff and temporary workers are required to:

1. Become fully vaccinated (definition of fully vaccinated is 2 weeks after a second dose in a 2-dose COVID-19 vaccination series approved by the U.S. Food and Drug Administration (FDA) or the World Health Organization (WHO); or 2 weeks after a single-dose COVID-19 vaccine approved by the FDA or WHO. Staff who do not meet these requirements are NOT fully vaccinated.

OR

2. If not vaccinated, must be tested weekly (at least once every 7 days) for COVID. Weekly testing must be completed during the workday and must be scheduled by the affected staff person. An over-the-counter test must not be self-administered **and** self-read unless observed by a telehealth proctor. A digitally read test, which produces a date and time stamped result (e.g., results available through an app, QR code, RFID), is not considered to be “self-read” under the ETS and therefore would not require observation by an employer or an authorized telehealth proctor to satisfy the requirements of the ETS. Results must be reported to ProAct’s Human Resources on the same day they receive them or no later than the next day they are scheduled to work. **Failure to provide test results every 7 days will result in unpaid suspension until either weekly test results or proof of vaccination are received.** Unvaccinated staff who have submitted proof of having a positive covid test within the last 90 days are exempt from the testing requirement.

Unvaccinated staff are required to wear a “face covering” that:

1. completely covers the nose and mouth.
2. is made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source).
3. is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers.
4. fits snugly over the nose, mouth, and chin with no large gaps on the outside of the face.
5. is a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings.

This definition of face covering allows various different types of masks including clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet this definition and which may be used to facilitate communication with people who are hearing impaired or others who need to see a speaker’s mouth or facial expressions to understand speech or sign language, respectively. Face coverings can be manufactured or homemade, and they can incorporate a variety of designs, structures, and materials. Face coverings provide variable levels of protection based on their design and construction.

You are encouraged to view the CDC’s information on Key Things to Know About Covid-19 Vaccine’s poster at:

<https://tools.cdc.gov/api/v2/resources/media/412039/html?mediatype%3Dhtml&mediaid%3D412039&cssclasses%3Dsyndicate%2C!no-syndicate&stripscripts%3Dtrue&stripanchors%3Dfalse&stripimages%3Dfalse&stripcomments%3Dtrue&stripstyles%3Dtrue&imagefloat%3Dnone&oe%3Dutf-8&of%3Dxhtml&ns%3Dcdc&nw%3Dtrue&font%3DVerdana>