

## ProAct, Inc.

### COVID-19 Pandemic Recovery Safety Plan

Effective April 18, 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 April 18, 2022.

#### Safety Practices

1. Masking is optional at all ProAct locations for vaccinated and non-vaccinated staff, participants, and visitors.
2. All ProAct participants and staff must sanitize upon arrival at any ProAct site and should practice good hygiene throughout the normal work/service day.
3. 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.
4. Participant lunches and breaks should take place in their programming space daily or as assigned. Participants are required to bring cold lunches.
5. ProAct facilities will remain locked throughout the workday. Visitors must be escorted by a ProAct staff while on-site and sanitize upon arrival.
6. Regular disinfecting and sanitizing will continue as noted below:
  - Cafeteria/break room, conference rooms, classrooms, and other group locations – sanitized/fogged daily
  - Floors – Carpeted floors should be vacuumed daily. Hardwood/tile floors should be mopped daily.
  - The Production Floor - mopped and fogged weekly.
  - 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.
  - Restrooms – sanitized twice daily and fogged daily.
  - Those driving ProAct vehicles should clean and disinfect vehicles following each trip (morning and afternoon routes, enclaves, and outings)

#### Suspected or Confirmed COVID Cases

1. Staff and participants displaying COVID-19 symptoms and/or with a positive COVID-19 test results are required to isolate at home for a period of five days or until asymptomatic.
2. Staff and participants must notify their supervisor or case coordinator of illness upon onset of symptoms and are required to test and submit test results within 24 hours (Staff to Human Resources/Participants to Case Coordinator).

Effective January 31, 2022, to comply with the Covid-19 Vaccination and Testing Emergency Temporary Standard issued by OSHA and to satisfy the requirement of ProAct staff providing services to DEED (VRS) funded participants, 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.
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. Unvaccinated staff who have submitted proof of having a positive covid test within the last 90 days are exempt from the testing requirement.