

Health and Safety Plan

During any health and/or safety emergency (such as COVID 19), Bradford County Action (BCA) will follow all CDC/DOH related guidance and state and local orders as well as coordinate with public health officials, as needed.

This plan to maintain health and safety and safely return to in-person services will be posted on our public website and updated as necessary to keep staff, customers and the community informed.

Safety First: In order to return to in-person services, BCA will follow all guidance from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) to ensure compliance with the Secretary of Health's [Worker Safety Order](#). In addition, BCA will maintain a sufficient stock of cleaning supplies and face coverings. Should our supply of these items become depleted and we are unable to re-stock, BCA would revert to provision of virtual services until such time that the supplies are sufficiently re-stocked.

Personal Responsibility: We are all in this together, and everyone plays a role by following the CDC and DOH guidelines for handwashing, social distancing, wearing masks, and staying home if you are sick.

The plan is based on current CDC/PA DOH/State and Local guidance including:

[Returning to Work Guide](#)

[CDC handwashing guidelines](#)

<https://youtu.be/uynN1urM9H8> - 6 Ways to Protect Yourself from COVID 19

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html> - Mask Recommendations

The plan includes our strategies for:

- Monitoring health conditions should a confirmed case at BCA become known
- Mitigating and containing the spread of any health/safety emergency at BCA
- Reinforcing practices related to hygiene, sanitation, and face coverings
- Implementing social distancing interventions and making any necessary modifications to offices, classrooms, etc. that create an environment more conducive to healthy, safe, and inclusive provision of services
- Providing hygiene information clearly posted in accessible places and reminders in restrooms to encourage handwashing
- Supplying appropriate hand sanitizer, hand wipes, or hand soap for staff, customers, vendors, etc.
- Conducting regular cleaning and disinfecting of surfaces and objects that are frequently touched (such as doorknobs, light switches, etc.)
- Requiring face coverings to be worn by all staff, customers, vendors, etc. while in classrooms, public common spaces, or in areas where social distancing cannot be observed.
- Ensuring the availability of masks or gloves as required
- Requiring social distancing
- Limiting services to appointments only and utilizing alternative methods of contact such as email, text, phone calls, and virtual platforms
- Limiting gatherings to 25 people or less (which could be adjusted based on current guidelines)
- Reducing common area seating in lobby and classroom areas
- Containment protocols if transmission occurs at BCA

This policy pertains to all BCA staff as well as students, clients, customers, vendors, etc. who utilize the services of BCA or BCA buildings.

COVID-19 REOPENING PHASES

WORK & CONGREGATE SETTINGS

SOCIAL SETTINGS

RED PHASE

- LIFE-SUSTAINING BUSINESSES ONLY
- RESTRICTIONS IN PLACE FOR PRISON + CONGREGATE CARE
- SCHOOLS CLOSED FOR IN-PERSON INSTRUCTION
- MOST CHILD CARE CLOSED

- STAY AT HOME ORDERED
- LARGE GATHERINGS PROHIBITED
- RESTAURANTS/BARS LIMITED TO CARRY-OUT + DELIVERY
- ONLY TRAVEL FOR LIFE-SUSTAINING PURPOSES

YELLOW PHASE

- TELEWORK MUST CONTINUE WHERE FEASIBLE
- BUSINESSES WITH IN-PERSON OPERATIONS MUST FOLLOW SAFETY ORDERS
- CHILD CARE OPEN WITH WORKER + BUILDING SAFETY ORDERS
- RESTRICTIONS IN PLACE FOR PRISON + CONGREGATE CARE
- SCHOOLS CLOSED FOR IN-PERSON INSTRUCTION

- STAY AT HOME RESTRICTIONS LIFTED IN FAVOR OF AGGRESSIVE MITIGATION
- LARGE GATHERINGS PROHIBITED
- IN-PERSON RETAIL ALLOWED CURBSIDE/DELIVERY PREFERRED
- INDOOR RECREATION, HEALTH AND WELLNESS FACILITIES (SUCH AS GYMS, SPAS), AND ALL ENTERTAINMENT (SUCH AS CASINOS, THEATERS) REMAIN CLOSED
- RESTAURANTS/BARS LIMITED TO CARRY-OUT + DELIVERY

GREEN PHASE

- ALL BUSINESSES MUST FOLLOW CDC AND PA DEPARTMENT OF HEALTH GUIDELINES

- AGGRESSIVE MITIGATION ORDERS LIFTED
- INDIVIDUALS MUST FOLLOW CDC AND PA DEPARTMENT OF HEALTH GUIDELINES

Returning to the Worksite

The worksite may feel different upon your return. There will be guidelines for social distancing, wearing masks, and cleaning, as well as potential health screenings when coming into BCA.

Before you report to work, be sure to do the following:

- Watch this video and remind yourself of ways to take personal responsibility to [stop the spread of COVID 19: 6 Ways to Stop the Spread of COVID 19](#).
- Enter the worksite wearing a mask that is compliant [with the CDC guidelines](#). If you don't have a mask, BCA will provide you with one.
- Know that you will be required to:
 - Wash your hands frequently using [these guidelines](#).
 - Keep a social distance space of six feet apart at all times including during meal times.
 - Follow any markers, signs or guidance for entry and exit from work and adhere to any health screening that may need to occur.
 - Keep your personal equipment and workstation clean.
- Please take time to review the [Return to Work](#) document as you are responsible to follow all relevant guidelines.

Staying Safe at Work—Personal Safety

We all must do our part to protect our personal health and safety, as well as the health and safety of others, both at work and outside of work.

Wearing a Mask

Nonmedical masks or bandanas must be worn by all employees, customers, vendors, etc. while onsite at BCA, until such time that the Secretary of Health's order requiring them is lifted.

Wearing a mask is meant to protect other people in case you are infected.

Remember this saying:

"My mask protects you; your mask protects me" and "No shirt, No shoes, No mask, No service"

Also note, wearing a mask is not a substitute for social distancing.

Employees and customers will be provided with a mask, if needed.

Employees and customers have the option to wear their own mask, provided it meets the [CDC guidelines](#). BCA staff will wear only appropriate masks and staff have the discretion to require a customer, vendor, etc. to remove a mask if they deem it to be inappropriate and direct the person to use an alternative mask that BCA provides.

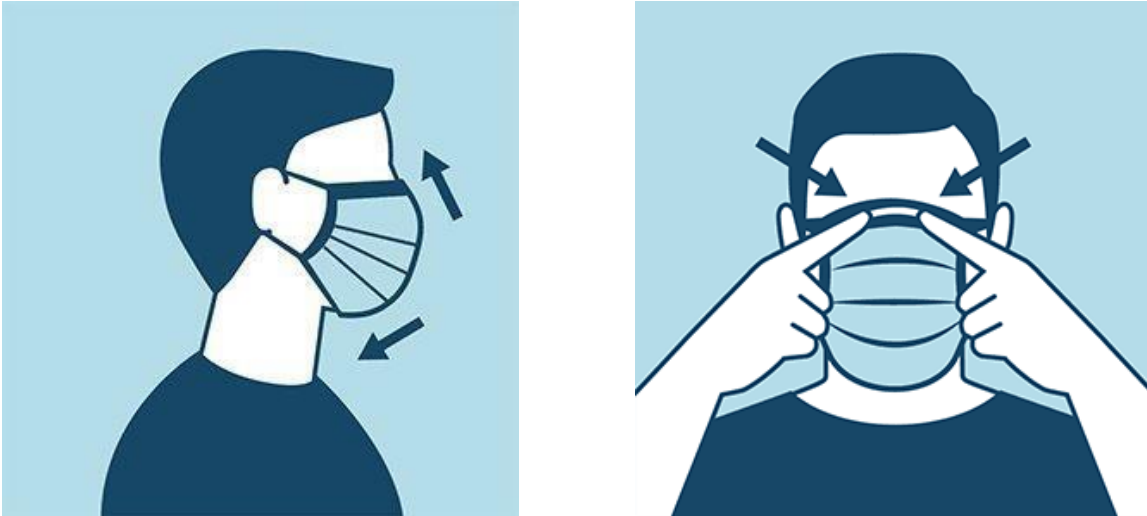
When working for BCA, nonmedical masks:

- Must be worn when in a vehicle with another individual.
- Must always be worn around others, even if social distancing can be maintained.
- May be removed if it impedes vision, if an employee has a medical condition, or if it would create an unsafe condition in which to operate equipment or execute a task.
- May be removed to eat or drink during breaks and lunch periods, however, at those times, social distancing should be practiced.
- May be removed when driving alone or when isolated in a closed personal office.

- Must be worn by all customers, vendors, etc. to the worksite.
- Must be worn by BCA employees when conducting BCA business at other sites.

BCA will provide a mask to any customer, vendor, etc. without one. If they refuse to wear a mask, staff should ask them to return at another time, or determine if you can assist them while maintaining social distancing. Safety should be the first priority in considering how to handle the situation.

How to Wear a Mask



- Before putting on a mask, clean hands with alcohol-based hand sanitizer or soap and water for at least 20 seconds.
- The mask should fit snugly around the mouth and nose; if the mask has a metal wire, it should be fitted snugly to the bridge of the nose.
- Avoid touching the mask while wearing it.
- Cloth masks should be washed frequently, ideally after each use.
- A mask should not be worn if it is damp or when wet from saliva or mucus.
- Remove the mask from behind, being careful not to touch the front.
- Immediately wash hands with soap and water for 20 seconds after removing the mask.

Making a Mask

Best practices for homemade masks (fabric/cloth):

- Consider buying materials online to avoid exposure in public places.
- Purchase masks made by small businesses in order to save medical masks for health care workers.
- Masks should:
 - be made out of two layers of tightly woven 100% cotton fabric
 - fit snugly but comfortably against the side of the face
 - be secured with ties or ear loops
 - include multiple layers of fabric
 - allow for breathing without restriction
 - be able to be laundered and machine dried without damage or change to the shape

Work Exceptions for Masks

An employee does not need to wear a mask if it impedes their vision, if they have a medical condition, or would create an unsafe condition in which to operate equipment or execute a task. If a mask cannot be worn, social distancing must be maintained at all times.

Cleaning a Mask

Masks should be washed after every use. Sanitize nonmedical masks per manufacturer's recommendation prior to each use.

Machine Washing

Step 1: Wash in hot water and regular laundry detergent. Bleach can also be used. Step 2: Machine dry on high heat until no longer damp.

Handwashing

Step 1: Wash in warm soapy water.

Step 2: Rinse thoroughly with water on both sides and straps.

Step 3: Air dry - hanging is preferred to allow both sides to dry fully.

Gloves

Gloves will only be provided to employees who require them to perform certain job functions, such as handling mail and cleaning tasks. Gloves are not recommended for general protective use for the following reasons:

- Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection.
- Gloves often create a false sense of security for the individuals wearing them; people are more likely to touch contaminated surfaces because they feel protected from the virus.
- When wearing gloves, people are less inclined to wash their hands, even though handwashing is the number-one defense against any virus.
- Proper removal of gloves takes training. If contaminated gloves are not removed properly, employees are exposed to greater risk.

Employees who use cleaning chemicals are required to use disposable gloves. Disposable gloves are required to be worn when cleaning, including trash removal, after a known or suspected exposure to an individual with COVID-19. These items shall be disposed of immediately after cleaning.

Mail Handling

Employees who handle and process mail should attempt to complete processing activities in well-ventilated areas. They should avoid touching mouth, eyes, or face when handling mail. If employees choose to wear gloves while handling mail, gloves should be made of breathable material and should be changed when grossly dirty or when perforated. Gloves should be removed when not completing mail processing activities.

Social Distancing

Social distancing is a simple and very effective way to prevent the potential the spread of infection. In practice this means:

- Staying six feet away from others as a normal practice.
- Eliminating physical contact with others, such as handshakes or embracing coworkers, or friends.
- Avoiding touching surfaces that are touched by others as much as possible.
- Avoiding anyone who appears to be sick or who is coughing or sneezing.

Locations where social distancing should be practiced include, but are not limited to, common areas, entrance/exit lobby area and offices.

Social Distancing through Telework

Subject to operational needs and the ability to continue full job duties, employees may be permitted to continue temporary, limited telework to maintain social distancing.

Social Distancing at Start/End Times

When feasible, BCA will implement staggered start/end times to maintain social distancing.

Start/end times may be staggered by 15 minutes to eliminate several staff entering/leaving the building at the same time. Employees are to enter/exit through the front door as usual.

During start/end times, employees should:

- Avoid gathering when entering/exiting the facility.
- Maintain six feet of space between each person when entering the facility.
- Avoid touching the entry/exit door handle with exposed finger(s)/hand, if possible.
- Not touch their face before they have had a chance to wash their hands.
- Be patient with staff conducting any required health screenings.
- Wash your hands with soap and water or use hand sanitizer containing at least 60% alcohol upon arrival and prior to departure.

Social Distancing in Meetings

BCA meetings will be conducted using virtual platforms to avoid in-person gatherings whenever possible. If a meeting must be held in-person, the following protocols apply:

- In-person meetings will be limited to 5 persons even when the meeting area is large enough to accommodate social distancing measures; and
- Meeting rooms must accommodate a social distancing requirement of six feet of separation for everyone in attendance.

Social Distancing in Your Office

- Whenever possible, maintain separation of six feet from other people and consideration arranging seating so that you are not directly facing others.
- Disinfect your personal workspace multiple times a day, giving special attention to frequently touched surfaces, such as computer keyboards, phones, and desktops.
- Avoid touching your face and wash your hands thoroughly with soap

and water several times during the day to reduce the risk of potential person-to- person infections.

Social Distancing During Restroom Breaks

Social distancing guidelines for restroom breaks include:

- To the extent possible, do not touch doorknobs, faucets, paper towel dispensers, etc. with clean, bare hands. See the [CDC guidance on handwashing](#) for proper precautions and hand washing techniques when using the restroom.

Social Distancing with the Public

BCA serves the public and will follow additional social distancing practices, including:

- Conducting business by appointment only.
- Arranging appointment meetings in the classrooms to ensure six feet of distance between staff and customers and posting signs about social distancing requirements.
- Requiring a mask to enter the site.

Other Infection Prevention Protocols

Employees should also use hand sanitizer, wipes, and tissues to prevent potential infection. For more information on how to stop the spread of COVID-19 please refer to [Help Stop the Spread](#).

Take a moment and watch the video below for information on how to protect yourself from COVID – 19.



Noncompliance with Personal Safety Guidelines

Employees who do not comply with the personal safety guidelines outlined herein will be subject to corrective action.

Meal Break Protocols

Scheduling

Employee or client/customer/student meal periods should be staggered, when feasible, to limit the number of people in communal spaces at one time.

Seating and Capacity

- Employees or clients/customers/students should sit six feet apart during meal breaks.

Cleaning

- Employee should wipe tables, seats, all surfaces, refrigerator, vending machines, coffee pots, and microwave ovens before and after each use.

Communal Areas

Employees or clients/customers/students should try to avoid direct contact with hard surfaces in communal areas, including refrigerators, microwaves, coffee pots, chairs, tables, etc. Everyone is encouraged to use paper towels to touch any surface and use wipes to disinfect before and after every use.

Cleaning Personal Workspace

Frequently touched areas or personal workstations—including tables, desktops, light switches, phones and keyboards—should be cleaned regularly.

The CDC recommends [cleaning appropriate surfaces](#) with soap and water, if dirty, followed by a disinfectant. Many products recommend keeping the surface wet for a period of time or wearing gloves when using, so it is important to follow the instructions on the product label.

Specifically, for electronics, remove visible contamination if present. If manufacturer guidance for cleaning is unavailable, consider cleaning these surfaces with alcohol-based wipes or sprays containing at least 70 percent alcohol. Dry surfaces thoroughly to avoid pooling of liquids. Sprays should be applied to paper towel prior to disinfecting electronics.

Worksite Safety

Worksite Customers and Screening Guidance

Non-essential visitors are prohibited from entering BCA sites unless approved by the Executive Director. Meetings will take place virtually, as much as possible, to practice social distancing.

If in-person visits occur, they must be scheduled in advance by appointment and must follow the social distancing guidance provided in this guide.

Everyone must wear a [mask](#). The staff person organizing the meeting must inform customers/clients/students of this requirement in advance. If needed, meeting organizers should provide links or other informational resources on how visitors can make a mask. If a visitor does not have a mask:

- BCA will provide them with an unused mask, if available.
- The meeting could be rescheduled to allow the customer to obtain a mask and [mask making informational resources](#) can be provided.
- Entrance to BCA will be denied and alternate arrangements to serve the customer will be made.
- Ask if the customer has a medical condition that does not allow them to wear a mask. Documentation of the medical condition is not required.

Meeting organizers must ensure visits and vendor work is conducted in a manner that limits exposure to employees to the extent feasible by:

- Ensuring customers and vendors take a direct route to the meeting or work areas and do not unnecessarily interact with employees.
- Practicing [social distancing](#) themselves at all times and instructing customers/vendors regarding expectations to follow social distancing.
- Following expected [hygiene practices](#) and instructing customers/vendors regarding expectations that they follow this guidance.
- Using dedicated meeting rooms where possible and ensuring that common surfaces are disinfected between meetings.

The meeting organizer must meet the customer in the lobby of the building. Meeting organizers are responsible for screening customers/vendors prior to admission to the meeting.

- The screening should be conducted using the visitor screening script attached to this document.
- The meeting organizer is responsible to ensure that customer/vendor screening occurs.

Worksite Exposure Protocol

With the reopening of BCA operations comes the possibility of employees or others entering the worksite with having had exposure to COVID-19.

Employees and clients/customers/students are encouraged to stay home if they are ill.

Anyone who exhibits [symptoms](#) (i.e., fever, cough, shortness of breath, sore throat, headache, muscle pain, or new loss of taste or smell) while at BCA will be sent home and advised to seek medical assistance immediately.

Worksite protocols will be implemented if it is determined an individual that has been at the worksite is a positive case of COVID-19.

Worksite Exposure Protocol:

1. Close off and ventilate areas of exposure, if possible. After 24 hours, the area will be disinfected by the contracted cleaner. If it is not possible to close off the area, the agency may need to close the site until the cleaning has

been completed.

2. There is no requirement to close the entire office/worksites if the area can be closed off and ventilated. Staff may remain at work if they did not have close contact with the individual diagnosed with COVID-19. (See #4 below)
3. BCA will arrange for enhanced cleaning and disinfection of the impacted work and common areas.
4. The individual who is a positive case of COVID-19 will be asked to identify others at the worksite with whom they had close contact so they can be notified. The identity of the person that has been deemed a positive case will be kept confidential. (Close contact is defined as being within six feet for ten minutes or more. This includes the period of 48 hours before symptom onset.)
5. Anyone who had close contact will be informed and advised to contact their health care provider.
6. Health screening will be implemented at the worksite when feasible. (See Below: Post-Exposure Health Screening) BCA has the option of incorporating temperature screening as part of this process.
7. Staff diagnosed with COVID 19 may not return to work until at least: 3 days (72 hours) have passed since recovery (defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath)); and, 10 days have passed since symptoms first appeared. An employee may return to work earlier, only if a doctor confirms the cause of an employee's fever or other symptoms is not COVID-19 and releases the employee to return to work in writing.

Additional Information for Those Diagnosed with COVID-19

Anyone that has been diagnosed with COVID-19 should follow [the guidance provided by the CDC](#) and is not to return to BCA until the CDC criteria to discontinue home isolation are met, in consultation with the person's health care provider.

GUIDANCE ON HOME ISOLATION OR QUARANTINE AND RETURNING TO WORK AFTER COVID-19 EXPOSURE*

I HAVE COVID-19 AND DON'T WORK IN HEALTH CARE

Stay home for at least 7 days after symptoms start AND you are fever free for 72 hours

I may return to work

I HAVE COVID-19 AND I WORK AS A HEALTHCARE PROVIDER

Stay home for at least 7 days after symptoms start AND you are fever free for 72 hours with respiratory improvement

I may return to work, but I MUST:

Wear a facemask at all times

Avoid transplant and hematology patients for 14 days

Adhere to infection control guidance

Self monitor for worsening symptoms

SOMEONE IN MY HOUSEHOLD HAS COVID-19

Self-isolate at home

Do I get sick?

Yes

Follow the "I have COVID-19" chart

No

I must self isolate for 14 days AFTER person in household is released from isolation

I may return to work

SOMEONE I WORK WITH, AND CAME INTO CLOSE CONTACT WITH (WITHIN 6 FEET FOR SEVERAL MINUTES) HAS COVID-19

Self-isolate at home for 14 days

Do I get sick?

Yes

Follow the "I have COVID-19" chart

No

I may return to work

*After following the DOH quarantine guidelines, check with your employer before returning to work.

INFORMATION + UPDATES:
HEALTH.PA.GOV



pennsylvania
DEPARTMENT OF HEALTH

CREATED: 3/19/2020

Post-Exposure Health Screening

Health screening will be implemented for all persons entering BCA worksites upon discovery that the worksite has been exposed to a person who is designated as a positive case of COVID-19. Health screening is intended to help prevent the spread of COVID-19 and lower the risk of exposure for the worksite.

- Once health screening has been implemented at a worksite, every individual entering the worksite will undergo a health screening using the script provided.
- People will be asked questions about their well-being. Those exhibiting [symptoms](#) of COVID-19, as well as those that have had close contact with someone who is a positive COVID-19 case, will be sent home and told to consult with their health care provider. (See [CDC guidance](#) for those who are ill.)

Post-Worksite Exposure Cleaning and Disinfecting

In order to ensure protection at BCA worksites, cleaning and disinfection must occur. Although transmission of COVID-19 occurs primarily through respiratory droplets, it is believed that transmission could occur through materials such as furniture, utensils, and soft surfaces. Cleaning and disinfecting surfaces after a suspected or confirmed positive exposure to COVID-19 shall occur in compliance with current [CDC guidelines](#). If more than seven days have passed since the person with the suspected or confirmed COVID-19 visited or used the worksite, additional cleaning and disinfection is not necessary.

Responsibilities

- Contracted cleaning staff will be responsible for cleaning restrooms and common areas.
- Agency staff will be responsible for cleaning their own desk surfaces, electronic equipment, soft surfaces, and any classroom areas they used.

Procedure for Cleaning and Disinfecting

Refer to guidance from CDC on [how to clean and disinfect](#). Disinfection shall occur using an [EPA-registered disinfectant](#) for COVID-19.

Cleaning Staff Protection

When cleaning, BCA staff shall:

- Wear disposable gloves for all tasks associated with the cleaning process, including trash removal.
- Ensure areas being cleaned are well ventilated with a fan or open window, if possible.
- Not mix cleaning products or any other chemicals
- Only use cleaning products as directed.
- Avoid contacting your skin with cleaning chemicals.
- Dispose of gloves and wash hands thoroughly with soap and water when cleaning is complete and gloves have been removed.
- Not spray cleaning chemicals on or near others while cleaning.

Travel Guidance

See the CDC's website for a [full list of travel precautions](#).

Traveling by Vehicle

Employees will ride alone in vehicles where operationally feasible if travel is required for work. If the driver is alone throughout the trip, a mask is needed only when interacting with others. If more than one person is in the vehicle, all occupants should wear masks. An employee does not need to wear a mask if it impedes their vision, if they have a medical condition, or if it would create an unsafe condition in which to operate equipment or execute a task.

It is recommended that employees limit stops when traveling between their home and their worksite.

Upon arrival at the worksite and prior to departing, employees should wash their hands as recommended.

Safely Resuming In-person Instruction/Activities/Services

In order to provide a healthy and safe environment in which to provide services, BCA will follow the above criteria and may also implement any or all of the following protocols:

- Limit the number of students, clients, customers in a classroom setting to ensure appropriate social distancing of 6 feet between individuals
- Taping off seats to ensure social distancing
- Holding smaller classes in larger spaces
- Adjusting hours of operation
- Combining in-person and remote activities to create options
- Review and adjust attendance requirements and absentee policies
- Modify schedules to adapt to changing transmission levels and community spread of illness
- Consider a phased-in return to activities

All adjustments will be discussed with staff by the Supervisor and staff will discuss any and all changes with clients/customers/students. Implementation of adjustments will vary by program.

BCA has determined that we are prepared to mitigate and manage health and safety risks using the protocols described in this plan. This decision is consistent with current state and local orders/guidelines and based on our plan meeting minimum requirements for communicating accurate and timely information on COVID-19 related developments to staff, and clients/students/customers. We have adequate supplies to reinforce practices related to hygiene, sanitation, and face coverings and have implemented the recommended social distancing protocols. We have reviewed and made adjustments to attendance requirements and absentee policies modified course modalities, schedules, and academic calendars

As a result, BCA has determined that we have the capacity to resume limited in-person instruction/activities/services and related operations.