**Area: Administrative**

| **Task** | **Requirements and Actions** |
| --- | --- |
| Contact with Local Jurisdictions | Establish and maintain communication with local and state authorities to determine current mitigation levels and COVID-19 risks in the center’s area. |
| Free COVID Testing | Students will all have COVID 19 testing and sign a waiver form so that the Health and Wellness Manager can access results (Pending National Office and guidance from Humanitas) |
| Social Distancing | The center has provided all staff with PPE. All students returning back to center will be required to follow the safety requirements.   * Face coverings are mandatory, * After quarantining - shared work areas, and other areas will have 6-foot social distancing. Center has purchased social distancing markers and ”sit here” markers * No handshakes, hugs, and touching will be allowed. * The use of shared items (e.g. pens for signing logs) will be limited and disinfectant will be available in all areas. * Students will stay in their rooms with their own belongings separate from those of others. * Center will follow - [Centers for Disease Control and Prevention (CDC) Guidelines: *Social Distancing*.](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html) |
| Center Culture | The center has provided staff training on center safety protocols, including physical distancing.  Staff will provide a structured student orientation program for returning students.  The center has a multitude of posters and its safety plan posted in all areas. The posters display information to reinforce the importance of proper hand washing, how to cover coughs and sneezes, and the proper use, removal and cleaning of face coverings. |
| Leave/Weekend Passes | Students will not be allowed off center. |
| Student Pay | The center has Implemented an electronic funds transfer (EFT) system for all student pay and allowances.  The center will ensure e students have debit cards issued for student pay, student incentive and student store/vending machines. |

**Area: Facilities Management**

| **Task** | **DOL Plan Requirements and Actions** |
| --- | --- |
| Facility Usage and Reconfiguration | The center supports physical distancing of at least 6 feet, as required by CDC and NYC. Markers and posters have been posted around the center.   * Maintenance has determine the appropriate use, configuration and occupancy limitations (based on square footage) for all spaces on the center. * Close locations/spaces within the center that are not needed or that cannot accommodate physical distancing guidelines have been closed up. * The center has installed physical barriers, such as sneeze guards and partitions, in areas where it is difficult for individuals to remain at least 6 feet apart. * Maintenance and Recreation has remove excess furniture in all spaces on-center to ensure social distancing guidelines. Property has assisted with removal, storage and inventory adjustment for accountability * The center has provide signage on floors, doors, etc. indicating social distancing guidelines and heath prevention concerning COVID 19 * Identify residential area for arriving cohorts based on center dorm configuration. Single rooms/bathrooms preferred but no more than two students per room. |
| Cleaning and Disinfecting Plan | Maintenance and residential are disinfects the entire facility consistent with OSHA and CDC guidance.   * Routine cleaning of areas unoccupied for seven or more days is needed. Maintain existing cleaning practices for outdoor areas using the [CDC: *Guidance for Cleaning and Disinfecting*](https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html) * Maintenance has developed and is documenting schedules for daily and hourly cleaning and disinfecting. Maintain documentation with department manager/supervisor for three years. * The center is not open on Fridays – only residential, security and maintenance so that the center can be disinfected and sanitized. Maintenance leaves a “Manny’s seal of approval” card that indicated the areas that have been cleaned and sanitized. * The center has adjust staffing levels and the schedules to execute cleaning requirements and schedules. * ECDC guidelines are followed for “high contact areas” by requiring these surfaces be frequently by regularly wiping down these surfaces. Door handles, sink handles, grab bars, hand railings, bathroom stalls, dining hall tables should be cleaned and sanitized at least daily or between uses, as much as possible. Shared equipment, tools, computer equipment, desks should be limited when possible, or cleaned between use. * The Maintenance Manager has consulted the EPA’s list of disinfectants for use against COVID-19, specifically for use on hard, non-porous surfaces and for your specific application need. More frequent cleaning and disinfection of these surfaces throughout the day is necessary to reduce exposure. * Soft and porous materials like carpet, rugs, or material in seating areas have been set up for a vendor to steam clean in July. * Merv14 filters have been ordered for the HVAC system. These filters remove COVID 19 form the air. |
| Chemical Safety Training & PPE | The center has develop policies for staff and student protection and provide training for staff and students on cleaning and sanitation and proper use/disposal of PPE. There were power point presentation and YouTube videos that staff participated in. Returning students will be required to watch and participate in the same modules  These trainings focus on cleaning procedures, chemical safety and PPE. Training should include safe mixing of chemicals and restriction of student and staff access to potentially hazardous chemicals such as bleach. Students to be supervised when using chemicals. |
| Control and Issue of Hand Sanitizer | Hand sanitization centers are set up around the centers and in residential.  All returning students will have training on hand washing and sanitization. |
| Disinfecting Procedures | Disinfecting is done using an EPA-approved disinfectant.   * No hand sanitizer from Mexico will be used * All students will receive a PPE pack – 5 cloth masks, with mask care information, 1x N95 mask, hand sanitizer, alcohol wipes and gloves   Establish several cleaning and/or sanitizing stations in common areas in all buildings.  Establish sanitation kits for each residential floor |
| Disinfecting Spray Machines | The center is procuring automatic machine sprays in classrooms, residential common areas, high traffic areas, etc. For now all areas especially residential will have canned spray – CDC approved. |
| Bathrooms | Residential will supply adequate cleaning products such as; soap, hand sanitizer containing at least 60 percent alcohol (when supplies are available), paper towels, tissues, disinfectant wipes.  Maintenance and residential are looking into replace trash cans with lids, with no-touch/foot pedal trash cans.  Residential and Residential have established cleaning, sanitizing and restocking schedules that are written and require documenting actual cleaning dates and times. |
| Water Fountains | The center has eliminated the use of common or public water fountains. All fountains are covered up with a PPE poster over top of it   * The center is providing bottled water for all areas to help with the health prevention of COVID 19 as requested from the center’s physician. |
| High Traffic Buildings | The center has regulated traffic patterns to support maintaining physical distance.   * The safety and Security Manager and Maintenance Manager have evaluated traffic patterns. * Center is ordering signage to create “one way routes” and otherwise identify traffic directions and/or patterns. * Center has created traffic flow (in/out) doors in high traffic areas (e.g., recreational areas, cafeterias, health and wellness unites), * Center has placed physical guides, decals on floors or sidewalks and signs on walls, to ensure that students and staff remain at least 6 feet apart. * Recreation has measured all equipment out and moved the ping pong table to the main gym. |
| High Touch/High Risk Areas | The center is cleaning and sanitizing high touch/high risk areas at least daily or between uses, as much as possible. |
| Review Walkways and Access and Egress Plans | The center is in the process of using signage with arrow markings to determine access and egress to walkways to specific entrances to enforce social distances; where possible establish one way in and one way out for buildings and center walkways. |
| Access Control | The center has control access to the center to minimize the risk of introducing health hazards.  The center has established guidelines for visitor access that include screening for temperature and COVID-19 symptoms.  Center has placed signage at entry points describing the safety requirements which includes taking daily temperature checks |
| Laundry Rooms and Laundry Services | The residential living staff developed a laundry schedule for students to ensure capacity does not exceed what social distancing allows.  Maintenance is checking that laundry equipment is functioning properly.  SRAs will maintain access and adequate supplies to laundry facilities to help prevent spread of infection.  Residential will provide disposable gloves, soap for washing hands, and household cleaners and EPA-registered disinfectants to clean and disinfect buttons, knobs, and handles of laundry machines, laundry baskets, and shared laundry items.  The residential manger will post guidelines for doing laundry such as washing instructions and handling of dirty laundry.  SRAs will use a laundry service to clean towels, mop heads, floor mats |
| HVAC Maintenance | Maintenance is inspect HVAC filters, ensure preventative maintenance has been completed, and create a schedule for frequent cleaning and filter changing procedures implemented; the center is installing Merv14 HVAC filters which removes COVID from the air. The center will refer to [CDC: COVID-19 and Cooling Centers.](https://www.cdc.gov/coronavirus/2019-ncov/php/cooling-center.html)  The center will Increase circulation of outdoor air as much as possible, for example by opening windows and doors. And will refer to [Consideration for Institutes of Higher Education: *Maintaining Healthy Environments*](https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html#environments) |

**Area: Health and Wellness Services**

| **Task Area** | **DOL Plan Requirements and Actions** |
| --- | --- |
| Alternate Health and Wellness Area | A wellness staff member will be housed in the dormitory on an as needed basis as an alternate wellness triage area on-center to accommodate students who may be exhibiting COVID-19 symptoms. |
| COVID-19 Information-Center | Residential and wellness will create a COVID-19 Information Center for students to utilize.  On each floor of residential; there will be an area that provides information regarding COVID-19 and the center’s COVID-19 safety plan.   * The center will use multiple communication channels to ensure students obtain the information in a way that they are most likely to review and/or comprehend the information. This will include automated messaging print, oral presentations, posters, and other means. |
| Minimize Traffic in Health and Wellness Center | Provides alternatives to travelling to the wellness center that protect student privacy and confidentiality.  Students will be set up with Webex or use Google classrooms to use virtual meetings with applicants and students to reduce Wellness Center traffic.   * Student meetings will be conducted in locations outside of the Wellness Center to reduce traffic (e.g., TEAP sessions, mental health training, and anger management sessions) and will provide the appropriate social distancing |
| Coordination for Contact Tracing | HR, all directors have been trained to assist with contact tracing for future COVID-19 positive tests for staff and students.   * Center Director, Site,, Director, HR Manager, Wellness Manager, F&A Director and Career Pathway Director |
| Quarantine Zones | The returning students will quarantine for 14 days and have a COVID 19 test.  All returning homeless students will be quarantined to their residential floor for 14 days.  If a student test positive for COVID19 the student will be removed from their residential floor and will go through the triage system. |
| COVID-19 Support Groups/Services | Wellness is currently working with the Student Government Association (SGA) to create a COVID-19 support group at the center.   * Accelerate smoking cessation programs and purchase smoking cessation aids. * The center’s smoking areas will have markers set up to ensure social distancing. * The HEALS team has reactivated the HEALS program with added emphasis on eating heathy, encouraging individual exercise and promoting stable mental health especially for prevention during this pandemic. |
| Health Checks | SRA with Wellness will conduct daily health checks for students which will include checking for symptoms, questionnaire and temperature checks all in accordance with [CDC Coronavirus Disease 2019 (COVID-19):  *Symptoms of Coronavirus*](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) |
| COVID-19 Test Reporting | Report test results using the database identified by the JC National Office. Reporting will protect PII but will include the results of the COVID-19 test, race, sex, and state of residence (not center location). |

**Area: Food Services**

| **Task Area** | **DOL Plan Requirements and Actions** |
| --- | --- |
| Dining Room and Dining Options | For the first 14 days of the displaced students returning to center, their meals and snacks will be delivered to the dormitory area  Residential staff will ensure that the meals are received by the students.  After the 14 days, there will be as expanded meal times to maintain social distancing.  Maintenance and Food Services has eliminated seating to promote social distancing. Space seating/tables at least 6 feet apart “sit here” signs have been placed on appropriate seats  The center is setting up an automated food ordering systems for ordering food to maximize the use of “grab-and-go” bagged lunches and on-center meal delivery.  The center has ordered and received biodegradable silverware and containers. All meals will be served in these so students can pick up and ensure that there is contactless serving.  Food services will refer to [Consideration for Institutes of Higher Education: *Maintaining Healthy Environments*](https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html#environments) |
| Cleaning Procedures | The cafeteria has established cleaning protocols for seats, tables and high touch areas.  The staff will clean between uses, when possible, or frequently clean these areas during the day.  Plexi glass and heavy plastic curtains have been set up to ensure safety and minimal shared contact.  There will a staff member protected by plastic barriers serving from the beverage machines to cut down shared items. Food services will refer to [CDC Coronavirus Disease 2019 (COVID-19):  *Cleaning and Disinfecting Your Facility*](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html) |
| Self-Serve Stations | The center has eliminated the use of salad bars, self-serve stations, beverage stations and buffet-style options to minimize the possibility of contamination.   * The cafeteria will follow the CDC’s recommendation of, serving individually plated meals (versus buffet or any self-serve stations). * The cafeteria will [Consideration for Institutes of Higher Education: *Maintaining Healthy Environments*](https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html#environments) |
| Sanitization Station | Automated handwashing stations have been ordered but are currently backordered. The maintenance team has installed hand sanitizer stations at the entry and exit doors of the cafeteria. The food services manager will ensure that staff monitor for use and to ensure the stations are kept in stock. |
| Feeding Isolated Students | All food will be delivered to the dormitory area for students in isolation or quarantine. All staff and students will ensure the appropriate use of PPE is used and will maintain social distancing. |

**Area: Residential**

| **Task** | **DOL Plan Requirements and Actions** |
| --- | --- |
| Dormitory Thermometers | There will be a thermometer in each dorm to promote health checks and ask students to conduct self-checks (e.g., temperature screening and/or symptom checking).  Residential staff will follow:[CDC Coronavirus Disease 2019 (COVID-19):  *Symptoms of Coronavirus*](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) |
| Daily Temperature Checks of Students | Wellness and residential will conduct daily health checks during Morning Accountability Checks and afternoon accountability checks to monitor health or ask students to conduct self-checks (e.g., temperature screening and/or symptom checking). Provide this data to wellness after each check.  The center will follow its safety plan andisolate students who have a temperature or are symptomatic with no temperature on dorm 200. |
| Dormitory Policies | Counselors are calling students that need to return and will let the returning students know that there is a “no room” dorm visitations for students. This will be a non-negotiable and students will know that if there is an issue with this requirement they will have to leave the center’s residential program.  Limit Dorm Room Occupancy   * Initially (depending on dorm size) plan to reduce room occupancy to 1 students to promote physical distancing * The center will Install barriers between beds and bathroom sinks if maintaining 6 feet of physical distance is challenging if 2 people need to share a space. * The center will follow the [Consideration for Institutes of Higher Education: *Maintaining Healthy Environments*](https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html#environments)   Shared bathrooms will be cleaned at least twice per day using EPA-registered disinfectants (e.g., morning and evening or after times of heavy use). Residential will follow the [CDC Coronavirus Disease 2019 (COVID-19):  *Bathrooms, Shared or Congregate Housing*](https://www.cdc.gov/coronavirus/2019-ncov/community/shared-congregate-house/guidance-shared-congregate-housing.html) |
| Adjust Recreation Activities, Trips, and Schedules | There has been a limiting of activities and sports that require close physical contact.  Students can use the side of the gym for outside activities.  Ping pong table has been moved to the gymnasium area to create a more spacious area  Pool tables and weight room will be limited and will have very specific cleaning routines  The recreation department has expanded recreation locations and utilize virtual recreation opportunities (e.g. virtual workouts)  The center has eliminated off-center recreational activities or trips for at least 30 days.  Recreation will have a daily routine cleaning of weight rooms and recreation equipment.  Make cleaning and disinfecting products available for student use with staff supervision.  Center will follow [CDC Coronavirus Disease 2019 (COVID-19):  *Recreational Areas and Exercise Rooms, Shared or Congregate Housing*](https://www.cdc.gov/coronavirus/2019-ncov/community/shared-congregate-house/guidance-shared-congregate-housing.html) |

**Area: Transportation**

| **Task** | **DOL Plan Requirements and Actions** |
| --- | --- |
| Instructions for Transportation Staff | All Safety and Security drivers will practice regular hand hygiene, avoid touching their nose, mouth, or eyes, and avoid picking up multiple passengers who would not otherwise be riding together on the same route. |
| Disinfecting Supply Kits | Safety and Security manager will provide disinfecting Supply Kits in all vehicles. |
| Vehicle Cleaning | All vehicles will be disinfected and cleaned prior to and immediately after transporting students following CDC guidelines.  Center will follow:[CDC Coronavirus Disease 2019 (COVID-19):  *Cleaning and Disinfecting*](https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html) |
| Vehicle Occupancy Limits and Social Distancing | The driver will not pick up more than 2-3 students for each vehicle the seats will be marked with a “sit here” marker to ensure adequate physical distancing. The center will use its larger vehicles and all students will sit in the back seats /where the markers have been set to allow greater physical distance between vehicle occupants. |
| Protective Screening for Vehicle Drivers | The center has installed plastic shields and clear tarps in vans, for protection of both student(s) and driver against spread of germs. |
| Use of Vehicles to Transport Symptomatic Students | The safety and security manager will alert the driver that they are being assigned to transport a symptomatic student. When transporting a confirmed or high probable COVID-19 positive passenger, staff will wear a KN95 facemask and a face shield or goggles. The affected passenger will wear a facemask or cloth face covering. There will be a restriction on transport vehicles upon return to the center. There will be no use until vehicle is cleaned/disinfected. |

**Area: Supplies and Inventories**

| **Task Area** | **DOL Plan Requirements and Actions** |
| --- | --- |
| PPE Inventory for All Staff and Students | The center has adequate inventory and resupply capability of PPE prior to reopening and ability to maintain stock.  The PPE inventory is attached and moving forward the PPE supply will be indicated in the 2110  Wellness needs will follow Job Corps PIN 19-18, Projected Annual Personal Protective Equipment (PPE) Needs for Job Corps Health Staff. |
| Medical Inventory | The Wellness department has ordered an adequate stock of medications and will ensure there are ongoing orders to meet the center’s needs.  The wellness secretary has started a inventory medications and wellness supplies weekly and submit timely restock orders to finance. |
| Other Inventory Items | The center will ensure there is adequate inventory of other health and safety related items such as HEPA filters systems, pulse oximeters, infrared forehead thermometers, O2 tanks and tubing with refill contracts, etc. some of these orders are backordered but there is a weekly review and corporate support. |

**Area: Distance Learning**

| **Task Area** | **DOL Plan Requirements and Actions** |
| --- | --- |
| The training day | Students that are returning to the center before the office resumption date has been issued, (e.g. students who are homeless) will be expected to participate in the distance learning until the program is back to being center based. The center may also seek permission to have classes on center if practical. |

**Area: Students Returning**

| **Task Area** | **DOL Plan Requirements and Actions** |
| --- | --- |
| Communicate Expectations and Changes in Advance of Return | The counselors are calling the homeless students and organizing their priority return. The center director is writing a written communications to notify the returning students of changes that will be in place upon return.  The counseling supervisor will write expectations and return process and schedule. |
| Prioritize Student Returns | The students returning are displaced or homeless. Their situation is dire and immediate return to the center is warranted. |
| Unauthorized Goods and Supplies | Counselors will remind students of the list of unauthorized goods and supplies for students who are returning to the center. Include in training conducted prior to returning. |
| Keys and Room Assignments | Dorms are preparing room assignments and locker keys.  There will be no room changes. |
| Use Intake Checklist | Welles will conduct a student return questionnaire developed by Humanitas to assess health and emotional wellbeing of student. |
| On-Center COVID-19 Screening | The center will triage students first before bringing on-site; implement screening and questionnaire at entry point and take temperatures.  At point of arrival at with the center, all students will receive a COVID- 19 test. Students will then quarantine for 14 days on designated area on center.  The center will follow: [CDC: *Identify Strategies to Reduce Spread of COVID-19*](https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/strategies-to-reduce-spread.html)   * Shortness of breath), and at least 10 days have passed since symptoms first appeared. See https://www.cdc.gov/coronavirus/2019ncov/hcp/return-to-work.html   Students who have recently had a close contact with a person with COVID-19 will isolate and wellness and residential will monitor their health.  Center will follow**:** [CDC: *Identify Strategies to Reduce Spread of COVID-19*](https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/strategies-to-reduce-spread.html) |
| Washing of Student Clothing Upon Return | As part of student intake process all clothing must be washed. |