

Happy Valley Job Corps Center

Shelter in Place Initiative

The purpose of this plan is to stop the spread of the COVID-19 virus between staff and students at **Happy Valley Job Corps Center**. By limiting the exposure of staff members working directly with students we will minimize further opportunities for virus transmission. Reducing the number of staff traveling to and from center, and staff and students following established center protocols, will decrease the possibility of further spread.

Originally the center had 43 students, however, two of the students were unwilling to “re-quarantine” and were picked up from the center by family members on Tuesday December 29, 2020.Currently, the center has 41 students on center, 20 of which have tested positive for COVID 19 (18 of the 20 students are asymptomatic and 2 students temporarily displayed mild symptoms). This plan will be a 14-day shelter in place initiative at the **Happy Valley Job Corps Center**. We will have around the clock access to Wellness staff who will be on call 24-7.

## Strategy for Housing Students During Shelter in Place

The **Happy Valley Center** will use the Dover, Happy Hollow East, Happy Hollow West and Liberty dormitories for the purposes of isolation and quarantine. The Lark Dormitory is currently being used with only three students residing in the dormitory who will complete their isolation period on January 2, 2021. The dormitory will then be used to house students who have successfully completed their quarantine period. The center will ensure the dormitory is professionally cleaned.

The students will not be allowed to go to the recreations or lounge areas for a 14-day period. The center will provide board games, video games, movies, arts and crafts, etc., for students to ensure full engagement during the quarantine period.

The chart below describes which dormitories students will reside during the 14-day shelter in place initiative.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dorm Name** | **Gender** | **Isolation** | **Quarantine** | **Bathroom Access** |
| Dover | Male | X |  | Shared bathroom |
| Happy Hollow East | Female | X |  | Shared Bathroom |
| Liberty | Male |  | X | Shared Bathroom |
| Happy Hollow West | Female |  | X | Shared Bathroom |
| \*Lark Hall\* | Male | X |  | Shared Bathroom |

## Shelter in Place COVID Testing

COVID 19 testing will occur for all students at the end of their respective quarantine period. (7-Day quarantine period). Students will remain in quarantine for the full 14 days (even if their COVID 19 test result was negative on day 7). If their COVID 19 test returns positive – the student will be moved to isolation for 10 days.

## Strategy for Housing the Shelter in Place Team

* Staff will be housed on Capital Hall Bay 1 and Bay 2 (Separate Floors)
* We will designate one floor for male staff and the other for female staff; each staff member will be assigned their own room
* Each staff member will be assigned a shower stall and toilet stall for their use to minimize sharing of facilities
* Two staff will be housed in their own office areas and utilize showers in Wellness.

## Meal Service

* Shelter in place team members will receive meals provided by an outside vendor, brunch and dinner. The team will be allowed to order their own meals which will be paid for by the center, and will be coordinated through the CDO for delivery to the front of the dormitory for the Shelter in place personnel.
* Students will receive their meals prepared by either the Food Service Staff at the center and/or a local vendor outside of their dormitory door. The Shelter in Place staff will distribute all meals and collect trash after every meal period.

## Virtual / Distance Learning

Currently, all 41 students at the **Happy Valley Job Corps** **Center** have Chromebooks and hotspots and are able to continue their Distance Learning throughout their quarantine and isolation periods. There will not be a lapse in their educational process as the center completes the “Shelter in Place” initiative.

## Mental Health Support

The center Mental Health Consultant will interact with students on a regular basis. This includes zoom calls, phone calls – individually and in group settings. Additionally, the center counseling staff have same ability to facilitate zoom calls as well as phone calls and virtual group meetings. Students will also be able to speak to the residential staff on the phone, who will be on the dormitory during the shelter in place initiative.

## Senior Staff Management Center Coverage

The Centers Directorate team will provide support during the day time hours Monday- Friday and the Social Development Director will provide support for the prime and overnight shifts.

When not on Center they will be providing administrative support, coaching and providing support and guidance to the Center Duty Officer/Supervisor while being the **Point of Contact** to the Center Director for all center operations. The Center’s Directorate Team will not be on or near the dormitory areas when on center and will communicate with staff and students via Zoom, Webex or phone.

## Shelter in Place Team

***Shelter in Place Team will consist of staff trained (a total of 9 -12 staff members) to provide necessary services and supervision in residential and will adhere to the following directives:***

* Once each team member arrives, they will have their temperature taken to ensure that no team member has a fever before being assigned a room. If a team member has a temperature of 100.4 or higher, or reports symptoms associated with COVID-19 infection, that team member will be sent home and will not be able to participate in the 14-day shelter in place initiative. The staff screening consists of temperature taking and attestation of symptom free status via short questionnaire.
* Efforts will be taken to identify and recruit, when possible, shelter in place team members who have not at the center and/or had contact with others who have been at the center within the prior 5 to 7 days.
* Once an individual of the Shelter in Place Team is on center, they will not be allowed to leave Center until the 14 consecutive days.
* Team members will be assigned 16 hour shifts to work with 8 hours off where they will work only in the dormitories that occupy students. The shifts will be 7AM-11PM and 11PM-3PM, with a two-hour break split between the 16 hour shifts.
* Team members will not have contact with other center staff and will remain isolated in their sleeping areas unless they are scheduled to begin work in a Shelter in Place dormitory.
* During this time frame, two Wellness staff members will be on or on call 24-7. If a team member or student falls ill, they will contact Wellness staff for evaluation. In the event that a team member or student has to be transported to the hospital, after gaining approval from the Wellness Manager and Center Director, they will be transported by a Security Officer who will be wearing PPE, in a designated vehicle that has been modified to limit contact during the pandemic. Staff and students who may require hospitalization will be taken to WeCare Hospital in Sleepy Valley, DownTown. The facility is approximately 10 minutes from the center.
* The Shelter in Place team members and students are not to have in person contact with the Center Duty Officer/Supervisor unless it’s an emergency. All communication will be done via telephone.
* Center Duty Officers/Supervisors will make sure that the vendor who is contracted for meals is advised of the appropriate number of meals needed for the Shelter in Place Team and students for each meal. They will also ensure the delivery of the meals to the appropriate individuals while wearing the required PPE equipment to avoid contamination. This will include the food and water which will be delivered to the front of the Shelter in Place dormitory.
* Staff will be provided with the required PPE.

**Non-Shelter in Place Team Members**

* Staff Will **Not** interact with the Shelter in Place team, or students on Center under any circumstance. If they fail to adhere further action will be taken.
* Residential Staff that are not assigned to the Shelter in Place Team will telework or be assigned other essential duties away from the dormitories.
* Staff will follow the Center’s entrance procedure and adhere to it when coming on Center. Although most of the staff members will be in a “telework status” there will still be a need to have Security, Food Service and Center Administration staff on center.
* Staff will be provided with the required PPE, which will be acceptable according to CDC guidelines and requirements.
* Essential staff will telework and when they must report to center, will work amended schedules to reduce occupancy of areas and avoid contact between coworkers
* In person contact will be kept to a minimum. Staff members will use cell phones, radios, or computer based platforms to communicate.

**Center Duty Officer (CDO) / Supervisor – 24/7 Center Coverage**

* CDO/Supervisors must be on Center 24/7 for accountability purposes.
* CDO/Supervisors will continue to be the point of contact on Center when the Center Director or his designee (Social Development Director, Director of Programs, or Safety/Security Manager) is not present.
* CDO/Supervisors will continue to ensure all necessary paperwork is collected and distributed to the proper departments. (The Shelter in Place Team will package the necessary paperwork in an interoffice envelope and leave it on the outside of the front door for the CDO/Supervisor to retrieve. Communication between the CDO and the Shelter and Place staff will be communicated via telephone and or radio. This will be the same procedure the CDO/Supervisor will follow with the delivery of the food and water).
* CDO/Supervisors will work a 12 hour rotating shift to ensure there is a CDO/Supervisor at all times on Center which will promote Social Distancing by minimizing the amount of time CDO/Supervisors are on Center.
* CDO/Supervisors will monitor the non-Shelter in Place team to ensure the assigned tasks are being accomplished, and be point of contact to the CD.
* CDO/Supervisors work with shift managers to ensure all logistical and resource needs are met for Shelter in Place team and students.

**CDO / Supervisors consist of the following staff:**

* + John Doe - F&A Director
	+ Jane Doe - Programs Director
	+ Jill Doe - Social Development Director
	+ Jason Doe - Counseling Supervisor
	+ Jacob Doe - CTT Manager
	+ Janice Doe - Academic Manager
	+ Justin Doe - Food Services Manager

**Shift Managers 24/7 Center Coverage**

* Ensure Shelter in place team have all resources and support needed
* On call for emergencies
* Coordinating all reporting and documentation required per shift

**Security 24/7 Center Coverage**

* Security staff will work 12 hour shifts for 3 days for a total of 36 hours. The staff will work 4 hours one day to complete 40 hours. This will allow security to promote Social Distancing by being away from the Center for 3 ½ days but maintaining proper coverage for the Center.
* Security staff will continue to man the Welcome Center to monitor the cameras and alarm systems on Center, as well as following the Center’s Entry Plan for all staff and visitors.
* Security staff will continue to patrol the Center to ensure no intruders or property damage is detected at the Center.
* Security will not come in to contact with the Shelter in Place Team and the students unless there is an emergency.
* Security will report any and all issues to the CDO/Supervisor on the Center.
* Security will transport any ill staff or student to the hospital once authorized by the CDO/Supervisor, Wellness Manager, and Center Director. The security staff will use the designated vehicles for the transport and utilize the PPE provided in the vehicles to ensure Social Distancing and protection.

**Shelter in Place Support Staff Duties**

* The Center Director (CD), Finance and Administration Director (F&A) Administrative Assistants will support the Social Development Director and Safety/Security Manager during the week days with the normal day to day operations.
* F&A Administrative Assistant will assist in obtaining supplies for Residential Advisors to complete the tasks assigned.
* F&A Assistant will also be the point of contact for the Shelter in Place Team if they run out of any supplies or toiletries that are needed for the team.
* These staff members will primarily be working in a Telework status.

**Enhanced Cleaning Plans**

* Professional Cleaner will clean bathrooms and hallways on Shelter in place dormitories daily.
* Each student and shelter in place staff has been or will be issued their own shelter in place kit. The kit will include the following:
	+ **Facemasks**
	+ **Gloves**
	+ **Hand sanitizer**
	+ **Antibacterial wipes**
	+ **Disinfectant spray**
	+ **Paper towels**
* Staff will ensure disinfecting of shared facilities (bathrooms and laundry) after each use.

## ***The Center will continue to follow CDC Guidelines including those described below:***

**Purpose**

This guidance provides recommendations on the cleaning and disinfection of rooms or areas occupied by those with suspected or with confirmed COVID-19. It is aimed at limiting the survival of SARS-CoV-2 in key environments. These recommendations will be updated if additional information becomes available.

These guidelines are focused on community, non-healthcare facilities such as schools, institutions of higher education, offices, daycare centers, businesses, and community centers that do, and do not, house persons overnight. These guidelines are not meant for [cleaning staff in healthcare facilities](https://www.cdc.gov/coronavirus/2019-ncov/infection-control/control-recommendations.html) or repatriation sites, [households](https://www.cdc.gov/coronavirus/2019-ncov/community/home/cleaning-disinfection.html), or for others for whom specific guidance already exists.

**Definitions**

* *Community facilities* such as schools, daycare centers, and businesses comprise most non-healthcare settings that are visited by the general public outside of a household.
* *Cleaning* refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.
* *Disinfecting* works by using chemicals, for example EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

## ***Cleaning/Disinfection after Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility:***

**1. Timing and location of cleaning and disinfection of surfaces.**

* At a school, daycare center, office, or other facility that **does not house people overnight**:
	+ Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
	+ **Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas,** **shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines used by the ill persons**, focusing especially on frequently touched surfaces**.**
* At a facility that **does house people overnight**:
	+ Follow *Interim Guidance* *for* [*US Institutions of Higher Education*](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html) on working with state and local health officials to isolate ill persons and provide temporary housing as needed.
	+ Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
	+ In areas where ill persons are being housed in isolation, follow [*Interim Guidance for Environmental Cleaning and Disinfection for U.S. Households with Suspected or Confirmed Coronavirus Disease 2019*](https://www.cdc.gov/coronavirus/2019-ncov/community/home/cleaning-disinfection.html)*.* This includes focusing on cleaning and disinfecting common areas where staff/others providing services may come into contact with ill persons but reducing cleaning and disinfection of bedrooms and bathrooms used by ill persons to as-needed.
	+ In areas where ill persons have visited or used, continue routine cleaning and disinfection as in this guidance.
	+ If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

**2. How to Clean and Disinfect**

**Hard (non-porous) Surfaces**

* If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
* For disinfection, most common EPA-registered household disinfectants should be effective.
	+ A list of products that are EPA-approved for use against the virus that causes COVID-19 is available here pdf iconexternal icon. Follow the manufacturer’s instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.
	+ Additionally, diluted household bleach solutions (at least 1000ppm sodium hypochlorite) can be used if appropriate for the surface. Follow manufacturer’s instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

***Prepare a bleach solution by mixing:***

* + - * 5 tablespoons (1/3 cup) bleach per gallon of water or
			* 4 teaspoons bleach per quart of water

**Soft (Porous) Surfaces**

* For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
	+ If the items can be laundered, launder items in accordance with the manufacturer’s instructions using the warmest appropriate water setting for the items and then dry items completely.
		- Otherwise, use products [that are EPA-approved for use against the virus that causes COVID-19 pdf iconexternal icon](https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2-list_03-03-2020.pdf) and that are suitable for porous surfaces

**Electronics**

* For electronics such as tablets, touch screens, keyboards, remote controls, and ATM machines, remove visible contamination if present.
	+ Follow the manufacturer’s instructions for all cleaning and disinfection products.
	+ Consider use of wipeable covers for electronics.
	+ If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

**Linens, Clothing, and Other Items That Go in the Laundry**

* In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry.
* Wash items as appropriate in accordance with the manufacturer’s instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people’s items.
* Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

3. Personal Protective Equipment (PPE) and Hand Hygiene

* ***The risk of exposure to cleaning staff is inherently low. Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash****.*
	+ Gloves and gowns should be compatible with the disinfectant products being used.
	+ Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
	+ Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to [**clean**](https://www.cdc.gov/handwashing/when-how-handwashing.html) **hands** after removing gloves.
	+ If gowns are not available, coveralls, aprons or work uniforms can be worn during cleaning and disinfecting. Reusable (washable) clothing should be laundered afterwards. Clean hands after handling dirty laundry.
* Gloves should be removed after cleaning a room or area occupied by ill persons. [Clean hands](https://www.cdc.gov/handwashing/when-how-handwashing.html) immediately after gloves are removed.
* Cleaning staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor.
* **Cleaning staff and others should** [**clean**](https://www.cdc.gov/handwashing/when-how-handwashing.html) **hands often**, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
* Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
	+ Additional key times to clean hands include:
		- After blowing one’s nose, coughing, or sneezing
		- After using the restroom
		- Before eating or preparing food
		- After contact with animals or pets
		- Before and after providing routine care for another person who needs assistance such as a child

