

To ensure the safety of our staff and participants, all staff that provide face-to-face services and visit Racker sites must follow screening and prevention guidelines as set forth by Racker:

Participation in Supporting Success behavior management program

Services continue to be available to any participant via telehealth, phone consultations, and through contactless delivery of items.

In the event that face-to-face services are needed to support participants the following guidelines are implemented.

In order for staff to work providing Face to Face Service they must have completed “Stopping the Spread of Respiratory Illness”, “COVID-19 Screening upon Entry to Any Racker Site”, and “COVID-19 Safety and Face Mask use”.

Staff must conduct self-screening questions, before providing face-to-face service to each participant.

Self-screen by asking yourself:

- Have you had any symptoms associated with COVID-19: fever (temp at or above 100F taken with thermometer), cough, shortness of breath over the last 48 hours?
- Have you traveled to any countries identified by CDC as having high rates of COVID-19 transmission?
- Have you been in close proximity to anyone with suspected or confirmed as having COVID-19?
- Have you, or anyone in your household, been tested and confirmed to have COVID-19?
- Have you traveled to any states identified by CDC as having high rates of COVID-19 transmission?

If staff answer yes to any of these questions, staff must consult with a supervisor by phone before providing face-to-face service with participants.

Staff working with individuals must call ahead to complete screening questions with the individuals/families they support. If staff are unable to reach the person(s), and still plan to provide the service, they must complete the screening prior to entering the setting when they arrive.

While services are encouraged to take place using telehealth options, face-to-face services are still provided to individuals, and should continue to be provided as long as it can be done safely. These services are encouraged to take place outdoors.

Staff must bring hand sanitizer and ensure all individuals are washing and/or sanitizing hands throughout the contact, whenever surfaces such as door handles, visual aids, toys/games/sensory aids are touched. Staff will have disinfecting wipes to use on supplies and equipment.

Social Distancing Requirements

Staff will maintain at least six feet of physical distance from the people they are supporting, unless the safety of the activity requires a shorter distance or the person’s safeguards require that closer contact be maintained with a staff member.

All staff must wear an appropriate facemask or covering at all times while providing service. All staff are provided facial coverings in order to provide service.

- Acceptable face coverings for COVID-19 include but are not limited to cloth-based face coverings and/or disposable masks that cover both the mouth and nose.

- Racker will provide all Behavior Specialists with a cloth based mask, and have disposable ones available upon request.

Service recipients must wear face coverings, if they can medically tolerate one, whenever social distancing cannot be achieved. If a service recipient chooses not to wear a mask, services will be provided within walking distance of their home, maintaining social distancing if possible.

Personal Protective Equipment (PPE)

All staff are provided with a mask, hand sanitizer, gloves, and disinfecting wipes.

Face coverings must be cleaned or replaced after use and may not be shared. Instructions on mask care have been provided to all Behavior Specialists, and can be found at: [Masks Care Instructions](#)

Hygiene and Cleaning while providing service

Staff are responsible for performing targeted cleaning and disinfecting of frequently touched hard, non-porous surfaces before and after each use, such as keyboards, tablets, remote controls/knobs, and any other surfaces that are visibly soiled. This includes before and after working with each participant.

Writing utensils are also common objects staff may share. Racker provides staff with office supplies and has an ample supply to ensure staff do not need to share.

All staff should wash their hands frequently with soap and water, for at least 20 seconds when:

- arriving at participant's home
- leaving the participant's home
- after touching shared objects or surfaces
- after cleaning, sanitizing or disinfecting surfaces
- when hands are visibly dirty.

Use of alcohol-based hand sanitizers with at least 60% alcohol are also acceptable.

Visiting a Racker site

The standard for working from home if/whenever possible continues to be in place.

Currently, Racker has a NO visitor's guideline in place for all sites. Staff and program participants have been notified and signage has been added to our facilities. Exceptions to these guidelines include necessary deliveries – e.g. US Mail, FedEx, UPS, and other deliveries of office and cleaning supplies.

When visitors are necessary the following practices must be followed:

- Only designated entrances are used
- Face masks must be worn throughout the building at all times unless in an office alone or while performing activities incompatible with mask wearing (eating, CPR practice, etc).
- Everyone must sign in and out of the screening log, including times
- Social Distancing must be maintained and maximum number of people per room followed
- Staff will disinfect any area or surface touched by the visitor upon their departure

All staff must have completed the following trainings **before** entering a Racker site. "Stopping the Spread of Respiratory Illness", "COVID-19 Screening Upon Entry to Any Racker Site", and "COVID-19 Safety and Face Mask use".

Staff are also required to self-screen at the door of all Racker sites before entering by using a "no contact" thermometer. Gloves are available at the self-screening station, must be worn when using the thermometer, and discarded after use.

Self-screen by asking yourself self:

- Do you have any symptoms associated with COVID-19: fever (temp at or above 100F taken with thermometer), cough, shortness of breath?
- Have you traveled to any countries identified by CDC as having high rates of COVID-19 transmission?
- Have you been in close proximity to anyone with suspected or confirmed as having COVID-19?
- Have you or anyone in your household been tested and confirmed to have COVID-19?
- Have you traveled to any states identified by CDC as having high rates of COVID-19 transmission

If staff answer yes to any of these questions, staff must consult with a supervisor before entering a Racker site, to determine appropriate work location (on site or at home).

While in the building, maintain social distancing maintain social distancing as much as possible

- 6' distance from one another as much as possible
- Limit gatherings as follows:
 - No more than 2 people in an office at any time unless otherwise noted
 - Follow signage on larger rooms as to the acceptable occupancy during COVID-19
- When in any gathering, maintain 6' social distancing as much as possible
- Of course – continue to wear masks at all times other than the exception noted above.
- As warmer weather arrives, provisions for outdoor seating areas will be available.
 - Everyone must continue to wear masks if within 6' of others

At a Racker site Staff are responsible for:

1. Performing targeted cleaning and disinfecting (*throughout each shift*) of frequently touched hard, non-porous surfaces, such as counters, appliance/equipment surfaces, tabletops, doorknobs/handles, bathroom fixtures, toilets, phones, keyboards, tablets, remote controls/knobs, water dispensers, seat belts/buckles, and any other surfaces that are visibly soiled.
2. In addition to the above mentioned cleaning of all surfaces, staff should also disinfect:
 - All kitchen surfaces before and after meal preparation, as well as table tops before and after serving meals, and personal devices used to log time and services.
3. Cleaning includes wiping down surfaces prior to use of disinfectants. Dirt and other materials on surfaces can reduce the effectiveness of disinfectants. Clean surfaces using water and soap or detergent to reduce soil and remove germs.
4. Disinfecting includes using EPC and DEC registered products specifically labeled to be effective against SARS-CoV-2.
 - If this is unavailable, use disinfectants labeled to be effective against rhinovirus and/or human coronavirus.
 - Or - A 2% chlorine bleach solution may be used. This would be 1 tablespoon of bleach to one quart of water. Spray and leave on surface for 30 seconds. Wipe off excess afterwards.
5. Following label instructions for the solution being used - which includes *surface contact time*.
6. Wearing disposable gloves while handling potentially soiled items/clothing and while cleaning and disinfecting surfaces. Place all used gloves and other disposable contaminated items in a bag that can be tied closed before disposing of them with other waste.
7. Washing hands with soap and water for at least 20 seconds immediately after removing gloves or use an alcohol-based hand sanitizer if soap and water are not available. Soap and water should be used if hands are visibly soiled.
8. Ensuring waste baskets are available and visible.
 - Make sure wastebaskets are emptied on a regular basis.
 - Persons emptying waste baskets should wear gloves to do so and dispose of the gloves immediately.
9. Deep cleaning is to be done in the morning and afternoon. Cleaning logs are located in the mailroom of each of the main sites.

Facilities has prepared and provided cleaning solutions and gloves and paper towels to be available in meeting rooms and break rooms, for staff to use to clean surfaces in those rooms after use of and before leaving the room.

- The disinfectant solution is a bleach combination (2% chlorine bleach solution) and facilities has labelled the containers clearly noting the ingredients and how to use.

- Facilities will routinely check the supplies and replenish as necessary.
- Facilities will replenish supplies if informed the supplies are low, between when they are routinely checking them.

Staff who are sick with a respiratory infection and have a fever, should stay home from work. Staff who arrive with or develop respiratory illness symptoms (other than what is the typical baseline for the staff member) should go home as soon as possible *and stay in touch with supervisor*. If the person is not able to leave immediately – due to needing a ride, etc., s/he should be isolated promptly in a room separate from others. (The supervisor will assist the staff member, as necessary, with making arrangements for s/he to go home.) The following are the designated ‘sick rooms’/ ‘isolation rooms’ at each Racker main site:

- Wilkins Pre-School: Room 112
- Cortland: Room 206
- Washington-Gladden: Sensory Room – next to bathroom

Once the room is vacated after use, contact facilities immediately so they may clean and disinfect the room using EPC and DEC registered products.

Tracing and Tracking

Racker has implemented screening logs at the sites where each person signs upon entry and exit, along with their purpose of being at the building.

Staff who are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted via tracing, tracking or other mechanism, are required to self-report to their employer at the time of alert and shall follow all required protocols as if they had been exposed at work.

For questions:

Please contact:

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Or

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