



COVID-19 Control Plan Description

SOCIAL DISTANCING:

Ensured that all persons, including employees, customers, and vendors remain at least six feet apart to the greatest extent possible, both inside and outside workplaces

While on the job, a "No Congregation" policy is in effect for safety purposes; individuals must implement social/physical distancing by maintaining a minimum distance of 6-feet from other individuals. This provision is in no way meant to limit the employee's rights under Chapter 150E.

Established protocols to ensure that employees can practice adequate social distancing

If multiple workstations in a space, desks will be spaced at least 6 feet apart and face the same direction. If tables are used, chairs will be spaced at least 6 feet apart.

Employees must remain at least 6 feet apart from one another, including in the parking lot and outdoor areas. Special areas designated for all vendor deliveries.

Posted signage for safe social distancing

Signs are posted throughout the facility for employees, students, visitors and vendors: requiring at least 6-foot physical distance between individuals.

Required face coverings or masks for all employees

Employees will be required to wear a face mask at all times in all common areas in buildings (including hallways, breakrooms, copy rooms, etc). The only exception is within a private, enclosed office with no other individuals present. Masks can be one of your own choosing or one provided by the school. Use of scarfs or bandannas will not be allowed.

Implemented additional procedures. Please describe them here:

In addition to the standard face mask, employees will be required to wear PPE appropriate to their task, provided by AVC (see attached list of PPE requirements according to service level).

AVC will continue to monitor and respond to federal, state and local health authorities to protect our employees and students and will adjust or add precautions as required.

HYGIENE PROTOCOLS

Provided hand washing capabilities throughout the workplace

All employees and students will be required to wash or sanitize hands upon entering the building, before and after meals, after bathroom use, after coughing or sneezing and before dismissal or at the end of school day. It is preferable to use soap for at least 20 seconds. An alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol is acceptable if soap and water are not available.

Signage with washing instructions will be posted in the kitchen and restrooms. Hand Sanitizer stations provided throughout the AVC site.

Ensured frequent hand washing by employees and provided adequate supplies to do so

Staff instructions provided during staff training.

Provided regular sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms throughout work site

Cleaning will be performed by custodial staff on a daily basis.

Employees will be encouraged to practice routine cleaning and disinfection of frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and door handles at the start and end of each day. Employees are discouraged from using other employees' phones, desks, offices, or other work tools and equipment when possible. If they must use shared equipment, employees are expected to clean and disinfect them before and after use. Disinfectant wipes are provided for high touch areas as well as each restroom.

Before starting work and before an employee leaves any room in which they have been working, they must wipe down all work areas with AVC-provided disinfectant. This includes shared space or equipment (e.g. copiers, printers, computers, keyboards, mouse, phone, equipment, desks, and tables, etc.) Bathroom surfaces, fixtures, door knobs, light switch, water bubbler handles, etc. should be wiped down prior to and after use.

Implemented additional procedures. Please describe them here:

Employees are encouraged to bring their own refrigerated lunch box to limit use of common refrigerators, to use disposable plates, cups, cutlery and to take meals at their workstation.

STAFFING & OPERATIONS

Provided training for employees regarding the social distancing and hygiene protocols

AVC COVID Return to Work Staff Training (Slides provided)

AVC COVID Training for Staff Working in Close Contact with Students (Slides provided)

Ensured employees who are displaying COVID-19-like symptoms do not report to work

[Self screening](#) for symptoms will be required for all staff prior to entry into all AVC buildings. Employees can fill out the form digitally or in print. Upon arrival at work, they will sign in and confirm that they have completed the symptom screen.

If employees are exhibiting any COVID-like symptoms, employees are to report this immediately to their supervisor (via phone, text or email) by 6am.

Established a plan for employees getting ill from COVID-19 at work, and a return-to-work plan

If a staff member becomes ill at school, it is important to isolate them as quickly as possible to reduce the chance of transmission of illness to others. If the staff member feels well enough to drive home they should do so. If they are not well enough to drive, they should identify a person that may be called to pick them up. Once home they should call their healthcare provider for further directions.

Custodial staff should wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible. During this waiting period, open outside doors and windows to increase air circulation in these areas. Custodial staff should follow the [CDC cleaning and disinfection recommendations](#) cleaning the exposed area.

In addition to cleaning and disinfecting, employers should determine which employees may have been exposed to the virus and need to take additional precautions. AVC will follow the [Public Health Recommendations for Community-Related Exposure](#).

Sick employees should follow [CDC-recommended steps](#). Employees should not return to work until they have consulted with a healthcare provider and state or local health department and have met the following criteria to [discontinue home isolation](#): 1) 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, 2) At least 10 days have passed since symptoms first appeared

If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).

Implemented additional procedures. Please describe them here

An employee who believes that their COVID positive diagnosis is due to a work-related exposure should contact the HR Coordinator and/or Executive Director. As guidelines change, AVC will update requirements.

CLEANING & DISINFECTING

Established and maintained cleaning protocols specific to the business

Cleaning service will be cleaning and disinfecting entire site on a daily basis

Ensured that when an active employee is diagnosed with COVID-19, cleaning and disinfecting is performed

If a staff member becomes ill at school, it is important to isolate them as quickly as possible to reduce the chance of transmission of illness to others.

Custodial staff should wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.

During this waiting period, open outside doors and windows to increase air circulation in these areas.

Custodial staff should follow the [CDC cleaning and disinfection recommendations](#) for cleaning the exposed area.

In addition to cleaning and disinfecting, employers should determine which employees may have been exposed to the virus and need to take additional precautions:

AVC should follow the [Public Health Recommendations for Community-Related Exposure](#).

Prepared to disinfect all common surfaces at intervals appropriate to said workplace

All surfaces should be regularly cleaned, including surfaces, door handles, laptops, etc.

Wipes are provided for high touch areas as well as each restroom. Site will be cleaned on a daily basis, by cleaning service.

Implemented additional procedures. Please describe them here:

AVC will continue to monitor and respond to federal, state and local health authorities to protect our employees and students and will adjust or add precautions as required.