

## **BCRC COVID-19 PANDEMIC BUSINESS RECOVERY PLAN**

1. **All staff will be provided a cloth mask/face covering or can wear their own provided its construction follows CDC guidelines. Masks/coverings must cover the mouth and nose.**
  - a. Masks must be worn inside BCRC facilities and vehicles and on BCRC grounds at all times unless in an office space with closed door or to the extent that a staffer is eating/drinking on break. All janitorial crews, while cleaning BCRC facilities and enclave sites, must also wear masks.
  - b. Staff are asked to report to work with a clean, disinfected mask/face covering.
2. **Staff will utilize the Daily Symptom Checker provided by BCRC to monitor their own health prior to reporting for work or if working remotely. Staff will notify supervisor if conducting self-check and have any one or two of the symptoms as indicated.**
3. **All staff and clients are to be screened prior to entering any building. Screening includes having temperature taken via non-contact thermometer at the forehead above the brow line and staff/clients will answer the COVID-19 Health/Safety and exposure questions.**
  - a. If staff have a temperature equal to or higher than 100°F, they will not be permitted to work and must leave the facility. Staff will promptly notify the HR Director. Staff are to await further instruction from the HR Director prior to returning to work.
  - b. Social distancing measures will be implemented during high arrival times, if this cannot be accomplished, we will stagger arrival times.
  - c. If staff go off site during the day but return during their shift (breaks, bank runs, etc.), they do not have to fill out the health form and have temperature taken again.
4. **Staff must maintain social distancing of at least six feet while at work including break times, when possible.**
  - a. If necessary to accomplish, staff will work staggered shifts.
  - b. Supervisors must allow sufficient time between shifts for cleaning & disinfecting of all common areas, bathrooms, and workspaces available during shift by janitorial crews. Shifts will be deemed as set periods of time during which different groups of workers perform their duties utilizing the same work areas.
5. **Staff must frequently wash hands with soap and water for a period of at least 20 seconds.**
  - a. Hand sanitizer will be provided to use in between times of hand washing.
6. **Staff breaks** will be taken in the larger client areas or in a staffer's own desk or office space to allow for social distancing. Break times will be staggered to accomplish, if needed.
7. **Do not enter into personal office space;** do only as necessitated and try to conduct all business via phone or virtually. Limit Travel throughout buildings to only what is essential. This helps limit exposure between departments.
8. **Meetings** – Conduct meetings and trainings virtually, if an in person meeting is necessary, limit to no more than can allow for 6' social distancing in the space.
  - a. Conference room furniture may be reconfigured and chairs removed to properly space.
  - b. External meetings – if necessary to attend in person, a face covering must be worn and social distancing observed.
9. **Clients** will follow the same protocols as staff upon return to any BCRC facility or remote work.

10. **Maintaining janitorial standards** – routine cleaning and disinfecting of all areas, including high touch areas, to continue and will include standards as per CDC guidelines during COVID-19 for cleaning of all BCRC facilities and enclave sites.
  - a. All persons on crews will wear appropriate personal protective equipment (PPE).
  - b. Crews will clean all areas and high touch areas. Areas will be sprayed and left wet to dry according to manufacturer’s instructions to disinfect.
  - c. Cleaning & disinfecting will occur between any staggered shifts utilizing the same space.
  - d. Staff will have access to disinfecting supplies to clean their own commonly touched areas, i.e. phones, computer keyboards.
  - e. Disinfecting will be done on all surfaces and vehicles with disinfecting sprayer on a regular basis.
11. **Visitors** - There will be no non-essential visitors permitted in any of the buildings.
  - a. Any essential visitors or vendors must also wear masks at all times in buildings and be subject to the same health/safety screening and temperature readings as staff.
12. **Business will be conducted by appointment only** to limit number of people in the buildings at all times.
13. **No bus drivers/transportation staff will be permitted inside BCRC facility.**
  - a. Only persons to assist when necessitated by client.
14. **Air exchange** in all BCRC facilities will be increased to allow for a higher percentage of outside air to circulate into the facilities.
15. **Deliveries** – conducted in a contact free manner to the extent possible.
  - a. FedEx/UPS/Mail – drop in box in elevator or entrance lobby, delivery persons enter lobby only.
  - b. All mail and deliveries received will be handled with gloves and proper hand washing after processing and removal of gloves.
  - c. Production Center deliveries – when possible, trucks will back into loading docks with doors open, BCRC staff will unload truck while driver remains in truck. If driver must enter facility, they are screened prior to entering. The driver will remain in garage bay area and must wear a mask at all times while in facility.
  - d. Any deliveries and/or pick-ups will be made via “door step” delivery when possible; staff should only enter another business’ facility as necessary.
16. All managers and department heads are tasked with enforcing safe distancing measures and all safety protocols during COVID-19 pandemic

#### **Reducing Transmission among Staff/Exposure Control**

1. Staff who are sick observing the symptoms on the Daily Symptom Checker list provided, should notify their supervisor and stay home. Supervisor will notify the HR Director.
2. Staff that become ill while at work will be relieved of their work and asked to leave immediately. Supervisor will notify the HR Director.
3. If an employee has been diagnosed with a confirmed case of COVID-19 and has been in a BCRC facility, the following steps will be taken:

- a. Affected areas will be closed, aerated, cleaned and disinfected. Open outside doors, use ventilation fans, increase HVAC circulation, and then after waiting a desired 24 hours, cleaning staff will wear full PPE and will clean and disinfect all rooms, common spaces, and equipment used by the infected person. This includes any common areas such as break rooms/bathrooms and/or shared electronic equipment that the person could have potentially used.
  - b. The HR Director or Safety Director will contact the affected employee and will ask the employee to identify all BCRC related individuals (co-workers, contractors, customers, clients, vendors) who have worked in close proximity (within 6' for a period of 15 minutes) with the employee for the period beginning two days (48 hours) prior to the onset of symptoms to the present. Date of COVID test to be used when symptom onset unknown.
  - c. When the employee is cleared to return to work, they will be required to contact the HR Director to submit confirmation from a doctor or medical authority that they do not pose a risk of infection for coworkers.
  - d. Management will inform other employees of their possible exposure to COVID-19 in the workplace, *but keep the identity of the infected individual confidential.*
  - e. Follow attached chart from the PA Dept. of Health for guidance on home isolation or quarantine and ability to return to work after COVID-19 exposure.
  - f. Confirmed cases of COVID-19 will be reported to ODP, OMHSAS, and OSHA as required.
4. Ensure enough staff is remaining to cover responsibilities/job duties.

All staff, regardless of position, are asked to report any health and safety concerns or infection related issues to their supervisor and/or the Safety Director without delay.

The Safety Director will audit this plan frequently to determine the procedures are adequately addressing staff and client safety and health issues. The plan may be changed as is deemed necessary.

Managers will review this plan with staff prior to staff completing any work hours. These procedures are to be followed until further notice is given from the Executive Director, Paulette Miller.

This procedure is available to all staff to reference electronically through the [.info for BCRC staff](#) folder located on BCRC computer desktops. This folder is easily located on the desktops as indicated with a checkmark in a green dot.