



# Health & Safety Plan 2022

## **Health & Safety Plan: Serve, Inc.**

The purpose of Serve, Inc.'s Health & Safety Plan is to provide procedures to help protect clients, students, and staff from the spread of communicable diseases. The health and safety of our clients, students, staff, and families is the driving force behind our decision-making process.

Serve, Inc. administration, management, and safety committee will serve as the Pandemic Team.

Serve, Inc. will continue to attempt to meet the needs of the clients/students served in our programs. If/when it is not feasible or safe for clients to receive services in the facility, Serve, Inc. is prepared to offer service options which include full remote services, in person services in an alternative location, and a hybrid between the two.

**Serve, Inc. will continue to implement, where feasible and possible, prevention and mitigation efforts that are aligned with the health and safety guidance from the Centers for Disease Control (CDC), Pennsylvania Department of Health (DOH), Pennsylvania Office of Developmental Programs (ODP), and/or Pennsylvania Department of Education (PDE).**

Serve, Inc. will exclude from work/program/school any staff/client/student who are showing symptoms or who have tested positive. In addition, Serve will complete contact tracing, notification of close contacts, and provide this information to necessary parties.

**Serve, Inc. will maintain the health and safety of staff/client/student with the following policies and safety recommendations.**

Serve, Inc. requires staff who provide direct services to students or clients to wear a mask that covers the nose and mouth during the entirety of service provision.

Serve, Inc. will promote physical distancing to the maximum extent possible.

Serve, Inc. will promote proper handwashing often with soap and water for at least 20 seconds especially after being in a public place, or after blowing noses, coughing, or sneezing. If water is not readily available, use a hand sanitizer that contains at least 60% alcohol to cover all surfaces of the hands and rub them together until they feel dry.

Serve, Inc. will provide cleaning and sanitizing solutions and materials to all rooms and staff for cleaning as needed and provide routine cleaning of common areas by staff. Serve, Inc. staff will clean and disinfect frequently touched surfaces throughout the day. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.

Serve, Inc. will exclude from work/day program/school any staff/client/student who are showing symptoms of Covid-19 or who have tested positive. In addition, Serve, Inc. will complete contact tracing, notify parents/guardians/responsible parties who have been identified as close contacts of a Covid-19 case, and provide this information to necessary parties.

Asymptomatic staff/client/student will not be excluded from attending work/day program/school.

Symptomatic staff/client/student who test positive regardless of symptoms, will be excluded from attending work/day program/school.

Additionally, regardless of having symptoms or not, close contacts in household cases of Covid-19 must follow the quarantine recommendations as issued by the CDC.

Serve, Inc. will promote diagnostic and symptom screening by staff/guardians/responsible parties who are symptomatic or have suspicion of Covid-19 exposure prior to arriving at work/program.

Serve, Inc. will participate in collaborative efforts with local and state health officials who desire coordination related to responses to the pandemic, when contacted directly.

### **If You Are Exposed to Someone with Covid-19: Quarantine**

Per CDC guidance for community-related exposure to Covid-19, persons who have had close contact (within 6 feet for a total of 15 minutes or more) with an infectious person with Covid-19 are considered exposed.

According to CDC, those who have received a booster shot “do not need to quarantine following an exposure, but should wear a mask for 10 days after the exposure.”

“For people who are unvaccinated or are more than six months out from their second dose and not yet boosted, CDC now recommends quarantine for 5 days followed by strict mask use for an additional 5 days.”

For anyone who is exposed to someone with Covid-19, it is a good idea to get tested 5 days after exposure.

“If symptoms occur, individuals should immediately quarantine until a negative test confirms symptoms are not attributable to Covid-19.”

### **If You Test Positive for Covid-19: Isolate**

CDC recommends five (5) days isolation for people with Covid-19, if asymptomatic, followed by five (5) days wearing a mask when around others.

CDC says those whose “symptoms are resolving” can also leave isolation after five (5) days, as long as they also wear a mask for the next five (5) days.

To calculate the ten (10) full day isolation period, day zero (0) is your first day of symptoms; day one (1) is the first full day *after* your symptoms developed.

Following a confirmed positive Covid-19 test and fulfilling the required isolation period, a negative Covid-19 test must be produced to return to work/program in addition to 24-hours symptom-free without medication.

Staff can use over-the-counter tests to satisfy the testing requirement, but the test may not be both self-administered and self-read unless observed by Serve, Inc. management.



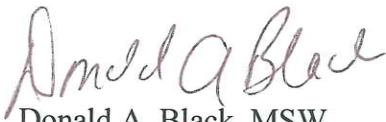
Serve, Inc.'s Health & Safety Plan is available to every staff, every individual receiving services and their emergency contacts to ensure they are aware of the steps that Serve is taking.

Serve, Inc. will contact the ODP Northeast Regional Office at 570-963-4749 and the Administrative Entity (AE) at 570-265-1760 of any changes in business practice that impact individuals.

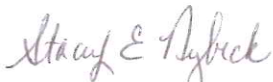
Additional information is available on the PA Department of Health's website, as well as the COVID-19 resources page on myodp.org and <https://aidinpa.org>.

Serve, Inc. administration, management, and safety committee have reviewed and approved the Health & Safety Plan.

Signatures and Dates Approved:



Donald A. Black, MSW  
Chief Executive Director



Stacey E. Nybeck, MBA  
Chief Operating Officer



Nathan J. Rice, BS  
Safety Committee Chairperson