
COVID-19 Procedures

Purpose:

The purpose of this policy is to ensure Westerly Education Center has a control plan for both staff and visitors that complies with State and Federal guidance as it relates to safe operating procedures to reduce the risk of contraction and spreading of the COVID-19 virus.

Scope:

This policy applies to all RIOPC Westerly Education Center (WEC) employees and visitors.

Responsible Party:

Executive Director, Amy Grzybowski
Manager of Operations & Facilities, Tom Pearce

POLICY

I. Policy Statement

The intent of this policy is to provide guidance and clear expectations to employees and guests of Westerly Education Center of the mitigation efforts employed to protect their health and to prevent the spread of the highly infectious COVID-19 virus.

II. Scope

This policy applies to all employees who physically work in the facility and all visitors. Employees are encouraged to work from home and enter the building only to perform tasks that cannot be undertaken at home. Employees will receive a copy of this policy.

III. Physical Space and Occupancy Limits

All areas of the facility will be operated with strict physical distancing requirements to maintain 6-foot spacing between persons. Occupancy limits will be based on regulations promulgated by the Rhode Island Department of Health. These regulations are expected to change as the State of RI advances through the phases of the Reopening RI: Charting the Course plan.

1. Classrooms: Extra chairs will be removed to ensure capacity limits are maintained. Only one person will be seated at a two-person table. Tables will be positioned to ensure 6-foot spacing.

2. Computer labs and science labs: Chairs will be removed to ensure capacity limits are maintained. Workstations will be clearly marked to ensure 6-foot spacing between users.

3. Common gathering areas: Chairs will be removed to ensure capacity limits are maintained. Tables, chairs, and stools will be positioned to ensure 6-foot spacing between

users. A plastic barrier will be installed around the perimeter of the reception desk. Floor markers will be installed to provide guidance on traffic flow and physical distancing.

4. Hands-on area: Shared equipment will be marked so users will maintain 6-foot spacing. Floor markers will also be utilized to ensure proper spacing.

5. Bathrooms: Some sinks, stalls, and paper towel dispensers will be closed and clearly marked to ensure proper physical distancing.

6. Locker rooms: Lockers will be assigned to participants in compliance with 6-foot physical distancing.

7. Doors: Where practical, doors will be propped open to reduce the number of times the surfaces are touched.

IV. Personal Protective Equipment

The RIDOH requirement states that employees and visitors wear face masks unless an employee and/or visitor can easily, continuously, and measurably maintain at least six (6) feet of distance from other employees and visitors for the duration of his or her work and/or time in a building. WEC employees will be provided cloth face masks at no cost and will be notified of the RIDOH recommendation to launder face masks between uses or to dispose of them. In the event of a lost or damaged mask, WEC will provide a replacement mask to any WEC employee at no cost.

Visitors will be required to wear a face mask. Entrance to the building will be denied if a visitor does not possess and wear a face mask or refuses to comply with the requirement.

Alcohol-based liquid hand sanitizer will be in each room and in common areas of the building for public use.

Employees and visitors will be encouraged to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of shifts, prior to and after meals/snacking, after restroom use and after removing gloves (where applicable).

Continuous monitoring of personal protective equipment supplies will be practiced, and staff will reorder as needed.

V. Communication

Informational signs about physical distancing and protection measures (such as masking, staying home when sick, etc.) will be posted in prominent locations in the building. Information about COVID-19 protection policies will be posted on the center's website, and this policy will be shared with all entities each time the facility is booked until COVID-19 infection rates no longer pose a widespread public health threat.

VI. Screening

RIDOH requires establishing, at minimum, verbal symptom and COVID-19 risk screening procedures to screen employees and visitors entering a building or other workplace location. WEC will post the state's self-screening informational posters at the entrance and throughout the facility.

A copy of the self-screening information will be provided to employees by email. At the time of booking, all persons renting center facilities will be provided with a copy of the self-screening information for sharing with persons in advance of their visits to the center.

VII. Responding to a Positive Case or Outbreak

WEC has put measures in place to ensure our work environment is safe. Whenever an employee tests positive, he or she must notify Amy and/or Tom immediately. This will allow WEC to quickly, safely, and efficiently manage the required processes and procedures when an employee or other individual has tested positive and been in the workplace. This includes any additional required cleaning, which must follow Centers for Disease Control and Prevention (CDC) infection control standards. It should be noted that wearing a face mask, using physical distancing, and exercising proper hand hygiene are the most important measures you can take to protect yourself.

Those employees who believe they have COVID-19 or have tested positive for COVID-19 will be expected to stay home until they have 3 days with no fever, their symptoms have improved, and it has been at least 10 days since symptoms first appeared.

It is important to remember that anyone who has close contact with someone with COVID-19 should stay home for 14 days **after exposure** based on the time it takes to develop illness. It is possible that someone could be able to spread COVID-19 for up to 14 days even if they do not have symptoms.

In the event an employee presents with symptoms while at work, he or she will be asked to go home immediately. Once a symptomatic employee and any persons who may have been exposed to that employee have left the impacted area(s), the area(s) will be closed off for heightened cleaning and disinfection in accordance with CDC protocols and guidelines. This includes a deep cleaning of all touchpoints throughout the impacted area and wiping down all surfaces, including glass, opening outside doors where feasible, and using ventilating fans to increase air circulation in the area. CDC recommends waiting 24 hours or as long as practical before beginning cleaning and disinfection.

Executive Director Amy Grzybowski will call RIDOH immediately upon being informed of an employee's positive test result at 401-222-8022, or 211 after normal business hours, so they can assist in contact tracing and provide further instruction. The Executive Director or designated employee with work with RIDOH on conveying information

regarding virus testing, contact tracing, case investigation, isolation and quarantine, and any other follow-up related to containment.

VIII. Cleaning and Decontamination

WEC contracted with a professional cleaning company to wash and disinfect the building twice during an 8-hour shift. The first cleaning will be performed within the first 4 hours and repeated 4 hours later, when the shift ends.

Surfaces frequently touched by multiple people, such as door handles, desks, phones, light switches, elevator buttons and faucets, will be cleaned and disinfected twice during an 8-hour operating shift, at a minimum. This will be done by a professional cleaning company. More frequent cleaning and disinfection of high touch points may be performed by WEC personnel based on level of use. A separate procedures document details this activity.

Attached to this policy is guidance from the CDC that has been shared with the vendor with explicit instructions to follow the guidance.

Employees who have questions or concerns they may direct them to Executive Director Amy Grzybowski or Operations Manager Tom Pearce.