



Programs Procedures (COVID-19)

Updated 8/5/2021

Guidelines for health and safety

These guidelines align with the Centers for Disease Control (CDC) and guidance from the State of Massachusetts to the greatest extent possible. This is a working document and will be updated to reflect changes in directives and introduce new recommended practices as they become available.

Screening:

- For the health and safety of our clients and staff, all clients residing on campus must be vaccinated, unless a documented medical or religious exemption exists. Attendees will be required to show their vaccine card as part of the admission's process.
- Individuals participating in community or day programs are strongly encouraged to be vaccinated.
- Individuals who are not vaccinated will need to comply with mask and social distancing guidelines. Individuals who are not vaccinated will need to provide proof of a negative COVID-19 test before beginning program on campus. All clients, whether on campus or in the community must complete a COVID-19 questionnaire, screening form and other related documents in addition to admission documents. (For those who have had COVID within 3 months, a doctor note allowing them to return to normal activities is required)
- All staff coming to campus who are not fully vaccinated are required to complete the daily Employee COVID-19 Screening Questionnaire. Employees with COVID-19 symptoms or who are sick are required to stay home.
- Any vendors and visitors to campus are also required to complete COVID-19 screening forms daily while on campus for any period of time. Their travel on campus is also restricted and monitored.

Environment/Safety

- Events and activities on the CCB campus do require that all attendees be vaccinated. At this time, only select groups and events are being allowed. CCB will continue to comply with the state of Massachusetts capacity limits in all respects as well as safety standards (PPE, cleaning/disinfecting, hand hygiene, social distancing, ventilation controls and more).
- Furniture has been moved or removed to create socially distanced seating in common and instructional areas.
- Engineering controls and ventilation systems are maximized in all buildings; windows will be opened when weather permits, and fans used when sharing spaces to allow for increased airflow. Filter replacement and PM schedules are in place for all HVAC.
- A safety rounds team and/or manager will make daily rounds to ensure compliance with all mandatory safety standards.
- Staff with visual impairments have been trained to use available technology to visually monitor student adherence to health and safety guidelines.

- All clients will meet with Program Director or Case Manager to review safety protocols; if the client does not comply with these protocols, they may be dismissed from the program.
- If a positive COVID-19 incident has been discovered on campus, the building spaces impacted will be closed for 24-hours for a deep cleaning by professionals.
- Temporary housing arrangements have been made with a local hotel in the event of a campus COVID-19 exposure.
- Communication plans (internal and external) and COVID Tracing reporting and tracking will be implemented. This includes contacting appropriate state referring agencies, local public health, schools, business partners/internship sites, and more.

PPE

- Masks are required indoors by all staff and clients who are not fully vaccinated unless they are in their own room or office. Masks are not required outside.
- Staff/clients can bring their own masks or access the Carroll Center's PPE supply.
- PPE (masks, gloves, hand sanitizer and more) is readily available.
- Portable hand sanitizer and wall-mounted stations are located throughout the campus in all common areas, classroom and conference room spaces, entrance areas, dining areas, and social areas. Each dorm room is stocked with an individual hand sanitizer.
- Gloves, face shields, safety glasses or other PPE will be available and used when necessary.
- Staff and clients are provided with cleaner and disinfectant and hand sanitizer for their personal space use and all teaching areas are also stocked.
- All staff and clients will be trained on mandatory safety standards and practices, including but not limited to: social distancing, use of PPE, hand hygiene and cough/sneeze etiquette, cleaning/disinfecting and more.

Cleaning

- Facilities department conducts frequent cleaning and disinfecting on site of all areas (at least daily and more frequently as necessary). We utilize staff resources during the day and a dedicated M-F housekeeper on evenings Monday through Friday.
- High touch areas get frequent cleaning throughout each day, including the dorms and teaching areas as priority.
- All dorm rooms and individual offices contain a personal supply of cleaning materials; surfaces are wiped down after every class or meeting.
- Visual and verbal reminders for frequent handwashing and use of sanitizers is provided daily.
- Clients will be instructed on appropriate cleaning/disinfecting methods and appropriate use of PPE which will help them both in and out of the program.
- COVID-19 "industrial level cleaning" of the campus is performed if an active employee or client is identified as being COVID-19 positive by testing. Management may opt to have a deep cleaning performed for presumed cases, at their discretion.

Instruction

- Unvaccinated staff and clients are required to wear face masks for all indoor classes.
- All instructional and public areas are cleaned at the end of every lesson by trained staff members.
- Gloves or other PPE such as gowns may be utilized for close contact instruction.

- Class sizes will be kept small, minimizing capacity levels in each area/department.
- Group meetings may occur remotely.
- Any travel in vehicles will seat client at greatest distance from driver, windows down if weather permits and wearing of face masks for those unvaccinated.
- Clients will be taught methods for judging distance and using these skills in public settings and while on campus.

Dining

- Meals will be served in expanded dining areas where greater distancing has been physically set up.
- Meals will be prepared by our dining services staff for weekday and weekend mealtimes.
- Staggered mealtimes may be implemented depending on capacity levels.
- No buffet, salad bar, or shared food items are allowed until further notice.
- Professional dining service is used for meals (ServeSafe certified).
- Only staff are allowed to prepare and serve snacks and refreshments in the dorm kitchen.
- Clients may have their own snacks in sealed packages in their rooms.

Dormitory

- Most clients will have a private dorm room. Doubles will be used for those who are vaccinated.
- No visitors, including family members or commuting students, are allowed in the dorms at any time (outdoor visits will be permitted).
- Facilities/Housekeeping staff will clean the dorm rooms weekly while clients are in class. Clients are required to keep their rooms clean.
- The exercise room is limited to one occupant at a time and is cleaned after use by each client (with assistance as needed). The campus has over 3-acres for outdoor exercise and the community has many safe walking areas.
- The Dorm computer lab will be limited to one client at a time; a second computer lab has been added to the dorm. we encourage all clients to bring their own laptops or be provided them for use during the program.
- Clients will be educated on safe decision making when on and off campus.
- Bedding that will be used by future students is washed appropriately after use and a complete dorm turnover cleaning/disinfecting is performed.

Client health precautions

- There will be an early morning check-in with nurse M-F to assess any illness or COVID-19 symptoms. Temperatures will be taken as necessary.
- If any client feels unwell, they will remain in their room and will be monitored throughout the day. Meals will be brought to their room. Other client room assignments may be relocated along with bathroom assignments. Those attending to the suspected infected person, will wear a protective mask, gown, eye protection and gloves.
- If symptoms worsen or could be COVID-19 related, client will be sent to a nearby medical facility or sent home for further medical care.
- If a positive case of COVID-19 occurs, that residence and/or any potentially exposed area will be closed for 24-hours. Existing clients will be moved to another dorm or local hotel. Spaces or buildings will be professionally cleaned and left empty for a minimum of 24 hours.

- Client will need to recover off campus or at home until two negative COVID-19 tests are provided, resolution of symptoms, and/or potentially quarantine for 14 days before returning to campus.
- Referring agency and family will be contacted if client needs to depart campus.

The Carroll Center for the Blind (CCB)

COVID-19 Exposure Plan (staff or client)

The following steps for responding when an employee or client tests positive for the coronavirus are based on the U.S. Centers for Disease Control and Prevention's Interim Guidance for Businesses and Employees.

Immediate Response

- Employees or clients who have COVID-19 symptoms (i.e., fever, cough, shortness of breath, exhaustion) should notify Carroll Center management and stay home. Employees and clients will be encouraged to contact their healthcare provider immediately.
- Employees and clients who appear to have symptoms while on campus or at an off-campus work/instruction site will immediately be separated from other employees, clients and others and sent home as possible. There will be a designated isolation room on the CCB campus in both the Tech dorm and St. Paul dorm as needed for any staff/client to wait for appropriate transportation home or to a healthcare facility. CCB will close off areas used by the staff or client. CCB will assist with identifying safe transportation home for the affected individual as needed.
- CCB will coordinate with local health officials. Once learning of a COVID-19 case in someone who has been on the campus (staff, client or visitor) or off-campus with a CCB instructor or at a non-CCB worksite (such as client internship site), CCB will immediately reach out to Newton local public health officials and state public health officials. These public health officials will help CCB management determine an appropriate course of action.
- CCB will ask the affected employee or client to provide a list of employees, clients or other business-related third parties with whom the affected individual came in to “close contact” over the previous 14 days. The CDC defines “close contact” as being within approximately 6 feet of someone with COVID-19 for a prolonged period of time or having direct contact with infectious secretions from someone with a COVID-19 case (e.g., being coughed on).
- CCB will ensure the affected person has a CCB point of contact with whom they should communicate any updates and developments.
- CCB maintenance staff will open outside doors and windows to increase air circulation in the area(s) of potential exposure and ensure all engineering controls (HVAC) are maximized.
- Sick employees and clients should follow CDC-recommended steps. Employees and clients should not return to work, campus or for any instruction and until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.

- Employees and clients who are well but who have a sick family member at home with COVID-19 should notify Carroll Center management, stay home and follow CDC recommended precautions.

Protect Other Employees, Clients and Others

- If an employee or client is confirmed to have COVID-19, the Carroll Center will inform fellow employees and clients of their possible exposure but maintain confidentiality of the confirmed individual as required by the Americans with Disabilities Act.
- CCB will inform appropriate state agencies of an exposure as appropriate and necessary.
- Employees and clients should self-monitor for symptoms.
- CCB will identify where the infected employee worked or client was served, as well as those individuals—including other employees, clients, visitors, and vendors—the infected employee or client came into contact with during the 14 days prior to testing positive or first displaying symptoms.
- Employees and clients should not return to work, CCB campus or other work or instruction sites until the criteria to discontinue home isolation are met.
- OSHA recordkeeping requirements mandate covered employers record certain work-related injuries and illnesses on their OSHA 300 log. OSHA released new guidance May 19 that employers are responsible for recording a COVID-19 case if it is confirmed as a COVID-19 illness; is work-related; and involves one or more of the general recording criteria, such as medical treatment beyond first aid or days away from work.

Workplace and Training Environment

- Based on the potential breadth of exposure to coronavirus and associated location (on or off-campus), CCB may consider closing immediately for a period of 24-hours, coordinating with employees to work remotely if possible. If a campus full or partial closure involves our residential program and dorms, current clients will be asked to go home for 24-hours or will be placed in temporary housing at a local hotel until terminal cleaning and a 24-hour period passes. After this period of time and professional disinfection and cleaning is complete, CCB will reopen all affected areas and resume normal operations continuing to follow all workplace safety standards.
- CCB will perform enhanced cleaning and disinfection after persons suspected or confirmed to have COVID-19 have been in our campus facility or vehicles following CDC cleaning and disinfection recommendations. A cleaning contract with City-Wide is in place for urgent terminal professional cleaning needs beyond normal contract scope.
- CCB has provided training to all staff on cleaning tasks. Training included when to use personal protective equipment, what PPE is necessary, how to properly wear, use, and take off PPE, and how to properly dispose of PPE.
- For disinfection most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available and utilized for purchases. CCB follows the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

- CCB has ensured workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with appropriate OSHA standards. Contracted cleaning company staff have also received this training.
- CCB will collaborate with local (Newton, MA) and state health departments to ensure appropriate protocols and guidelines, such as updated/additional guidance for cleaning and disinfection, are followed, including for identification of new potential cases of COVID-19.

Note: If federal, state and local public health agencies require further mandates as the pandemic continues to evolve, CCB is prepared to comply fully in a timely and effective manner.