

Returning to UCP

OakLeaf Family Guide



Welcome Back!

Our goal at UCP of Greater Cleveland is to continue to provide all individuals with a safe place to come for services. To reduce the impact of the COVID-19 outbreak within our programs, we offer these Family Guidelines.

What to Expect When Returning to UCP

Although returning to UCP will look different, our goal is to help make the transition back as smooth as possible and ensure the health and safety of the individuals we serve as well as the health and safety of our employees. Our nursing staff is monitoring all developments and is available.

- OakLeaf Adult Day Services hours will resume facility-based services on Tuesday, July 7, 2020.
- Social distancing and all health and safety procedures are required to be followed during UCP of Greater Cleveland programming.
- We will continually stay on top of Federal, State and Local guidance on managing the outbreak, creating a safe place, and making sure we follow all legislation.

General Recommendations and Requirements:

The best ways for everyone to protect themselves and others from COVID-19:



WEAR A FACE MASK:

Protect yourself and others in public with a face covering, particularly where it is difficult to maintain a 6-foot distance from others. The face mask should fit properly and cover your nose, mouth, and chin. All individuals are encouraged to bring your own mask with you to UCP, however, reusable communal cloth masks (for both children and adults) as well as disposable masks will be available if you do not have a mask of your own. All employees will be wearing face coverings.



PRACTICE SOCIAL AND PHYSICAL DISTANCING:

All activity rooms, therapy areas, and public spaces have been set up to allow for social distancing. **OakLeaf** activity rooms will be limited to a maximum of 7-8 individuals and 2-3 staff to allow for proper social distancing. Each activity room will have its own entrance and restroom facilities and a dedicated team of staff members. All areas will be properly cleaned and sanitized throughout the day. An OakLeaf staff member will meet you outside your designated entrance to bring you into the building for the day and then take you back to your transportation at the end of the day.

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WASH YOUR HANDS AND DO NOT TOUCH YOUR FACE:

Stop the spread of disease-causing germs by washing your hands often and not touching your face. The CDC recommends washing vigorously with soap and water for at least 20 seconds whenever possible to reduce the amounts and types of all germs and chemicals on them. If soap and water are not available, an alcohol-based hand sanitizer should be used. Hand washing stations and alcohol-based hand sanitizer will be available throughout the Agency.



CLEANING AND DISINFECTING:

The Agency will be continually cleaned and disinfected each day. All employees as well as the maintenance staff will use a virus-killing disinfectant to clean frequently touched surfaces such as phones, keyboards, doorknobs, elevator buttons, copy machines, handles and faucets continually throughout the day.



STAY HOME WHEN SICK:

If you or someone in your family is sick, stay home! If you have been diagnosed with or have symptoms or have been in contact with someone with COVID-19, please contact Crystal Winters at (216) 791-8363, ext. 1263 to notify UCP that you will not be coming and to obtain further direction.



HEALTH SCREENINGS AND TEMPERATURE CHECKS:

When you come to UCP you must complete a health screening and temperature check before you are allowed to enter the building. Individuals without symptoms and with a temperature reading below 100°F can enter the building. Once complete, you will be given a colored band and taken into your room by UCP staff to a safe and socially distant location. A screening and temperature check will also take place at the end of the day.



FOR INDIVIDUALS IN COMMUNITY EMPLOYMENT:

For those receiving in-person services through OakLeaf Partners and OakLeaf Partners Transition Services, you will also complete a health screening and temperature check before you report to work or work with your staff member. You will be required to wear a mask and practice good social distancing and hand hygiene, too. Our staff also have some personal protective equipment available, if you need a mask or hand sanitizer. Stay

home if you are sick or have been in contact with someone who is sick with COVID-19 and call your supervisor or Kate Adkins-Dix at (216) 299-3310 for further direction.