

# COVID-19 SAFETY

## OakLeaf Partners Guide



### Welcome to OakLeaf Partners!

Our goal at UCP of Greater Cleveland is 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 Guidelines.

### What to Expect for In-Person Employment Services

Whether you are returning to in-person services or accessing OakLeaf Partners services for the first time, our goal is to 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.

- All are expected to follow the health and safety protocols of your host employment site as well as best practices in your personal life to keep you and those you work with safe.
- 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 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:**

Public and workspaces have been set up to allow for social distancing. All areas will be properly cleaned and sanitized throughout the day. For those in Group Employment, Summer Youth Work Experience or Project SEARCH, an OakLeaf Partners staff member will meet you at your designated entrance to complete health screen and direct you to your work area.

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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 at all sites.



### **CLEANING AND DISINFECTING:**

Worksites will be continually cleaned and disinfected each day. All employees 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 call your supervisor to notify them that you will not be coming and to obtain further direction.



### **HEALTH SCREENINGS AND TEMPERATURE CHECKS:**

When you come to any worksite 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.



### **FOR INDIVIDUALS IN JOB DEVELOPMENT:**

For those receiving in-person job development services through OakLeaf Partners, you will also complete a health screening and temperature check before you 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.