



PYRAMID, INC.

COVID-19 MITIGATION PLAN

COVID-19 PARTNERSHIP AGREEMENT

All participants will be asked to sign this agreement, so it is clear they understand their risks and responsibilities associated with reopening. Families, guardians and/or legal agents and providers of attendees will also receive educational materials.

VACCINATION

According to the current CDC guidance for ADT services, vaccinations are a safe and effective way to prevent the spread of the Covid-19 virus. Furthermore, older adults, in particular those with disabilities and those who are immunocompromised, who are not fully vaccinated are at highest risk for severe illness from COVID-19, which may include hospitalization, intensive care, and death. Vaccines are widely accessible in the United States. It is recommended that everyone aged 12 years and older get a COVID-19 vaccination.

<https://www.cdc.gov/coronavirus/2019-ncov/community/adult-day-care-service-centers.html>

According to the current CDC guidance, individuals should get a COVID-19 vaccine regardless of whether they have had COVID-19. Studies have shown that vaccination provides a strong boost in protection in people who have recovered from COVID-19.

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/prepare-for-vaccination.html>

While the Covid 19 virus continues to seriously threaten our local communities Pyramid Inc. will require all community participants to be fully vaccinated.

As of August 2, 2021, all Pyramid programs will require all Community Students to either be fully vaccinated or have started their vaccination series.

At which time a Pyramid program achieves a 100% vaccination rate amongst community participants, the Director can request authorization to lift the mask mandate for those participants.

TRANSPORTATION AND COMMUNITY OUTINGS

- Each Pyramid will develop a site-specific sanitization plan, including specific staff assignments, prior to operating its fleet. Van sanitization will be documented on the Vehicle Safety Checklist per trip.
- Each Pyramid van will be supplied with surgical masks, disinfectants, and thermometers.

- Students who are receiving transportation services to Pyramid will have their temperature taken and be asked if they have had Covid-19 symptoms or exposed to a person infected with Covid 19 within the past 14 days. Those who do not pass the screening will not be transported.
- Students riding the vehicle will be required to wear masks for the entirety of the trip unless the community student population at that program has reached a threshold of being 100% vaccinated and the Director has received authorization to lift mask mandate amongst students from the Executive Director.
- Procedural exceptions can be made when transporting an isolated group of individuals who exclusively live together and who are not co-mingling with others.

SCREENING AND CHECK-IN PROCEDURES

STUDENTS

- Upon arrival to the Pyramid program the student's arrival time will be logged into Therap.
- The student will then receive a health screening including a temperature check (using a touchless thermometer) by a designated and trained staff at the designated student entrance.
- The student will be required to either wash their hands or use hand sanitizer before they can proceed to their designated training area.
- Staff will disinfect wheelchairs and other assistive devices upon entry, paying particular attention to high-touch areas
- The student will be required to wear their personal mask or be provided with a surgical mask to wear unless there is a documented underlying health condition or the community student population at that program has reached a threshold of being 100% vaccinated and the Director has received authorization to lift mask mandate amongst students from the Executive Director.
- Procedural exceptions can be made with mask wearing compliance issues with isolated groups of individuals who exclusively live together and who are not co-mingling with others.

EMPLOYEES

- Upon arrival employees will complete a health screening including a temperature check (using a touchless thermometer) by a designated and trained staff at the program entrance.
- The employee will be required to use hand sanitizer before they can proceed from the screening area.
- The employee will be provided with a surgical mask and will be required to wear it.

VENDORS

- Upon arrival vendors will complete a health screening including a temperature check (using a touchless thermometer) by a designated and trained staff at the program entrance.
- The vendor will be required to sign-in on the Visitor / Vendor Sign-In
- The vendor will be required to use hand sanitizer or wash hands before they can proceed from the screening area.
- The vendor must wear a mask. If they do not have a mask or the mask is not deemed appropriate, they will be provided with a surgical mask and will be required to wear it.
- Vendor access will be limited to “as necessary” only. Vendors will be restricted to areas required to perform their work.

VISITORS

- Upon arrival visitors will complete a health screening including a temperature check (using a touchless thermometer) by a designated and trained staff at the program entrance.
- The visitor will be required to sign-in on the Visitor / Vendor Sign-In
- The visitor will be required to use hand sanitizer or wash hands before they can proceed from the screening area.
- The visitor must wear a mask. If they do not have a mask or the mask is not deemed appropriate, they will be provided with a surgical mask and will be required to wear it.
- Visitor access will be limited to the foyer when possible. Otherwise, visitors will be restricted to areas related to the purpose of their visit.

VOLUNTEERS

- Volunteers will be permitted but limited. Directors must receive authorization from the Executive Director to allow volunteers during hours of operation.
- Upon arrival volunteers will complete a health screening including a temperature check (using a touchless thermometer) by a designated and trained staff at the program entrance.
- Volunteers will be required to sign-in on the Visitor / Vendor Sign-In
- Volunteers will be required to use hand sanitizer or wash hands before they can proceed from the screening area.
- Volunteers must wear a mask. If they do not have a mask or the mask is not deemed appropriate, they will be provided with a surgical mask and will be required to wear it.
- Volunteers will be restricted to areas related to the purpose of their visit.

CLEANING, SANITATION, HANDWASHING PROCEDURES AND DOCUMENTATION

- All Pyramid programs will maintain a schedule for routine cleaning (*floors, appliances, trash cans, windows, storage areas and fixtures*), High-Touch cleaning twice a day (*knobs, buttons, switches, seats, activity items, sanitizer, towel and soap dispensers, and frequently touched items*) and cleaning in the event a someone becomes ill during the day.
- All Pyramid programs will maintain an isolation area cleaning log to record sanitation of the isolation room after each use.
- All Pyramid programs will make available pump hand sanitizer that contains at least 60% ethanol or ethyl alcohol in each classroom and will post handwashing protocols in restrooms and classroom areas.
- Handwashing or hand sanitizing will be required when entering the program, after using the restroom, before and after using shared materials, at the AM and PM break times and before and after lunch.
- All Pyramid programs will use disinfectants approved by the EPA to kill Covid-19 and each disinfectant will be used per its instructions.
- All Pyramid programs will maintain a Personal Care room cleaning log to document cleaning after each use.
- In the case of a confirmed case of Covid-19, all identified areas will receive additional cleaning including but not limited to electrostatic spray treatments.

STAFF AND STUDENT CONTINUING EDUCATION

- All Pyramid programs will provide weekly training on infection control responsibilities and strategies to mitigate the spread of COVID-19 designed to educate students and staff. Staff will also reinforce these activities throughout the day.
- The Director will be responsible for refreshing trainings periodically as the State and Local Department of Health (DOH) and Center for Disease Control (CDC) update recommendations and to ensure that staff and students do not become complacent.

SOCIAL DISTANCING, CO-MINGLING, SHARED MATERIALS

- Pyramid programs will arrange program areas to allow for social distancing when possible.
- Students will be assigned to program areas and restrooms to limit co-mingling as much as possible.
- Pyramid programs will limit the use of shared materials. On an occasion when students are sharing materials, they will be encouraged to sanitize their hands prior to the start of the activity and upon completion of the activity.

MASKS and PPE

- Students will be required to wear their personal mask or be provided with a mask to wear unless there is a documented underlying health condition or the community student population at that program has reached a threshold of being 100% vaccinated and the Director has received authorization to lift mask mandate amongst students from the Executive Director. Students on break during designated snack or lunch times can take

their mask off however they are required to remain in their assigned training station thus socially distanced from others.

- Students who cannot physically take off their own mask must give clear consent to wear the mask.
- Procedural exceptions can be made for mask wearing compliance issues with isolated groups of individuals who exclusively live together and who are not co-mingling with others.
- Students who are required to wear a mask and refuse to wear their masks will be isolated and will be asked to go home for the day. Repeated refusals will be evaluated by the Support Team for possible interventions or discharge.
- All staff must wear masks provided by Pyramid while on duty. If they are on break and not wearing a mask, they must keep social distance from others and are not allowed in program areas. Employees who are not strictly compliant with this rule will receive corrective action. Blatant or repeated infractions will result in termination.
- Staff and volunteers may be required to double mask if there is a positive case at the program, if there are exposure cases at the program, if the local positivity rate is increasing or a combination of these factors.
- Biohazard containers are available at each location for the disposal of biohazard waste however disposable PPE can be disposed of in a regular trash receptacle according to the DOH.
- The only potential reusable PPE will be goggles or face shields that are used to isolate a potentially infectious person. These items will be cleaned with disinfectant approved by the CDC to kill Covid-19 using the cleaning instructions and wet time noted on the instructions.
- The Pyramid Director will be responsible for ensuring appropriate supply levels, calculating program daily burn rates, and ensuring all PPE inventories are locked in a secure area with limited managerial access.
- Specifically, surgical masks will be provided to employees and all students who need a mask. Each Pyramid will always have twenty (20) days' worth of surgical masks in inventory. At least six (6) sets of full PPE will be on hand and secured. A full set of PPE includes an N-95 mask, hair net, goggles or face shield, gown, gloves, and booties.

MONITORING

- Pyramid Directors will incorporate the Pyramid Hazard Assessment as a part of their quarterly Safety Meeting.
- Although Pyramid facilities have been closed to the Med-Waiver population, they have been occupied by employees and in some cases have continued to serve ICF individuals therefore the program water and air systems have been maintained as usual. However, Directors will ensure quarterly air filter changes via commercial HVAC contract. For those facilities with maintenance personnel a Quarterly Filter Change Log will be completed.

COMMUNICATION

It is essential to have established methods of communication for certain circumstances such as procedural changes or communication regarding a confirmed COVID-19 case or potential exposure.

- Each Pyramid will track student illness and instances of exposure and will communicate with students, guardians, legal agent, residential providers, and support coordinators when and under what circumstances the student can return to Pyramid.
- If Pyramid is notified that a student or staff has tested positive for COVID-19 or if there has been a clear possibility that students could have been exposed to someone with a confirmed case of COVID-19, then notifications to students, guardians, legal agent, residential providers, and support coordinators will be made within 24 hours.
- Each Pyramid will notify students, guardians, legal agent, residential providers, and support coordinators when procedural changes are to take place with as much notice as possible.

PROGRAM SICKNESS ON-SITE PROTOCOL

- Pyramid Programs will follow the guidelines as provided by the State of Florida and the CDC related to signs and symptoms and protocol for entering programs.
- Decisions made regarding students, staff, volunteers, and other community members who become ill will be based on these guidelines.
- Pyramid staff will follow Pyramid Incident Reporting protocols to capture and record the response to those individuals who become sick during the day.
- Pyramid programs will have an isolation room available for suspected COVID-19 cases.
 - The location should be isolated from other ADT students.
 - Isolation rooms will have a radio, disposable programming supplies and either a mat or recliner type of area so the individual can rest and relax.
 - Enhanced PPEs will be available for staff to monitor the client.
 - Staff trained in proper donning and doffing of full PPE equipment will be selected to supervise the isolation area.
 - The room be cleaned and disinfected following use.
- In the event of suspected COVID-19, the following protocols will be implemented:
 - Isolate the person
 - Assess symptoms (temperature check as needed)
 - Call 911, if needed
 - Contact local APD (Agency for Persons with Disabilities) and notify of possible COVID-19 case and complete APD Incidents Report / and Follow-up Reports
- **Positive Diagnosis** - If an employee or participant is diagnosed with COVID-19 or there is a presumption of a positive test result, the Executive Director will be notified immediately and APD will be notified. The Director will use the Return-to-Work Criteria Form to determine quarantine requirements.
- **Exposure:** If a Pyramid employee or participant is exposed to a person diagnosed with COVID-19, the Executive Director is to be notified and all other employees or program participants that are potentially exposed will be notified and may be asked to self-

isolate based on current CDC guidelines and local Department of Health guidance. The Director will use the Return-to-Work Criteria Form to determine quarantine requirements.

- All employees and participants served, their guardians, legal agent, residential providers, and support coordinators, who are assigned to the same activity room shall be notified about a potential exposure to an individual who has contracted the COVID-19 virus. Depending upon the level of risk exposure to the individual with the COVID-19 virus, employees and participants served may be required to stay at home and isolate.
- The notification process will protect the confidentiality of the individual who has contracted the COVID-19 virus, according to the standards of the federal Health Insurance Portability and Accountability Act (HIPAA).
- If residents residing in a group home are exposed to/contract COVID 19, the provider will be responsible to notify Pyramid immediately.

Incorporating State and Local Emergency Orders

Emergency orders issued by the Governor of the State of Florida will be a key factor in determining transition into a new phase. Pyramid will follow State and County Emergency Orders and may implement stricter measures in our day services to protect our vulnerable population. Generally speaking, we will not move faster than state and local emergency orders permit, but we may go slower and exercise more caution due to our vulnerable population.

If COVID-19 cases have a notable increase in positive numbers, in the area(s) where the ADT program(s) are located-with more restrictive guidelines provided by federal, state and/or local agencies Pyramid, Inc. would revert and align daily practices with the more restrictive protocols as documented in the Pyramid Inc. Reopening Plan. In this case some individuals, due to the inability to comply with Covid Mitigation Strategies, may need to be placed on a leave of absence until less restrictive protocols resume.