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*Information, Referral, Education, Supported Employment and Rehabilitation Services
Serving Central and Eastern Massachusetts*

ASA Wellesley COVID-19 Control Plan

The purpose of this plan is to protect the health and well-being of our consumers, staff, and community by implementing recommendations set by the Center for Disease Control (CDC) and The Executive Offices of Health and Human Services. All information herein considers the most up-to-date CDC and EOHHS guidelines.

Program

Precautions: ASA Wellesley will take the following precautions to prevent the spread of COVID-19 while in program:

1. Cleaning and disinfecting frequently touched surfaces daily, including tables, doorknobs, light switches, countertop, handles, desks, phones, keyboards, toilets, faucets, and sinks. If surfaces are dirty, clean them (using detergent or soap and water) prior to disinfection.
2. Handwashing - All staff and consumers will be required to wash their hands often with soap and water for at least 20 seconds, especially after being in a public place, blowing one's nose, coughing, or sneezing. If soap and water are not readily available, hand sanitizer stations will be available within each program as well as individual bottles provided by the Safety Coordinators.
3. Staff should not come to work if they are experiencing symptoms and contact the Executive Program Director, Sheela Smith, as soon as possible.
4. Social distancing will be practiced with a minimum of 6 ft. between individuals whenever possible and provide PPE for all staff and consumers
5. Signs will be posted in all common areas as reminders. (ex. handwashing and social distancing)

Confirmed Cases: If a staff member, or consumer tests positive for COVID-19 and has been at the program since being symptomatic:

Reporting:

- Immediately notify the Executive Program Director who will notify individuals who may have been exposed, if applicable, as well as provide more information.
- Notify the Local Board of Health or DPH's Epidemiology Line at 617-983-6800 and follow any provided instruction.

Cleaning:

- Close all areas used by the diagnosed and symptomatic person. If the exposed area(s) can be isolated, the remainder of the program may remain open.

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- Increase air circulation.
- Schedule a deep clean of all areas used by the ill person.

Isolation: The diagnosed individual should immediately begin isolation under the guidance of their primary care doctor and/or the Board of Health.

- For staff, it is assumed this will happen in their primary place of residence.
- For consumers: Individuals that have tested positive will not be permitted into the programs and must follow the advice of the health care provider and will remain in their primary place of residence.

Exposure to a Confirmed Case: A staff member or consumer who may have had **close contact** with an individual who has tested positive for COVID-19.

- “Close contact” is defined as living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, has been within 6 feet of a person who has tested positive for COVID-19 for a minimum of 15 minutes, or has been in direct contact with secretions (e.g., sharing utensils, sneezing, coughing) from a person who has tested positive for COVID-19, **while that person was symptomatic**. Close contact that occurred before the person became symptomatic is not automatically considered to be an exposure. If you have questions about close contact and or the implementation of quarantine orders, contact the Executive Program Director.
- The staff member or consumer who has been exposed should closely monitor their symptoms including their temperature. If they remain asymptomatic, they may remain in the program, monitor their symptoms, and wear a mask per the latest CDC requirements (<http://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>).
- The program may not need to be closed or fully quarantined.
- The program may not need to be deep cleaned at this time.
- Staff should communicate their quarantine status to the Executive Program Director via phone. If an exposed individual subsequently develop symptoms and tests positive for COVID-19, follow the guidelines under the ***Confirmed Cases*** section of this document.

Suspected Cases:

- If a staff member has respiratory symptoms consistent with COVID-19, they should leave work and immediately contact a healthcare provider for further clinical assessment.
- If a consumer has respiratory symptoms consistent with COVID-19, they will be picked up by their residence or guardian.
- No reporting or cleaning is indicated of the program unless the staff or consumer has tested positive and has been symptomatic while in the program.

Transportation

Precautions: ASA Wellesley will take the following precautions to prevent the spread of COVID-19 while transporting:

1. All staff and consumers are required to wear PPE while on transport. Staff who do not comply with this may receive disciplinary actions in the form of a write-up, suspension, or termination. This will be up to the judgement of The Executive Program Director. Consumer are required to wear a face mask while on transportation due to proximity with peers. Any consumer who fails to comply, will not be accepted by the transport driver.

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2. Drivers who transport individuals in the front passenger seat will be provided face-shields in addition to a face mask.
3. Temperatures will be taken from all consumers prior to entering ASA transport. Any consumer having a temperature of 100.4 degrees Fahrenheit (32 degrees Celsius) or higher will not be allowed entry into the vehicle and subsequently, ASA programs.

Confirmed Cases: If a staff member, or consumer tests positive for COVID-19 and has been in the transport vehicle since being symptomatic:

Reporting:

- Immediately notify the Executive Program Director who will notify individuals who may have been exposed, if applicable, as well as provide more information.
- Notify the Local Board of Health or DPH's Epidemiology Line at 617-983-6800 and follow any provided instruction.
- Staff and consumers who have tested positive **will not** be permitted into the programs, must follow the advice of their health care provider, and receive a letter of return prior to re-entry.

Cleaning:

- Schedule a deep cleaning of the vehicle used by the ill person.

Exposure to a Confirmed Case: A staff member or consumer who may have been exposed, **via transportation**, to an individual who has tested positive for COVID-19.

- Symptoms and temperatures will be closely monitored for staff members and consumers who have been exposed. As long as they remain asymptomatic, they may remain in the program, monitor their symptoms and wear a mask per the latest CDC requirements (<http://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>).
- If a staff member develops respiratory symptoms consistent with COVID-19, they should leave work and immediately contact a healthcare provider for further clinical assessment.
- The vehicle may not need to be temporarily switched-out.
- The vehicle may not need to be deep cleaned at this time.
- Staff should communicate their quarantine status to the Executive Program Director via phone. If an exposed individual subsequently develop symptoms and tests positive for COVID-19, follow the guidelines under the **Confirmed Cases (transportation)** section of this document.

Community/Volunteer Sites

Precautions: ASA Wellesley programs will take the following precautions to prevent the spread of COVID-19 while in community or on a volunteer site:

1. All staff and consumers are required to wear PPE while in the community/volunteer site. Staff who do not comply with this may receive disciplinary actions in the form of a write-up, suspension, or termination. This will be up to the judgement of The Executive Program Director. Consumer are required to wear a face mask while in community if social distancing (a minimum of 6ft.) cannot be maintained. Any consumer who fails to comply, will be picked-up from the community site by an assigned staff member and transported back to the program.
2. Handwashing - All staff and consumers will be required to wash their hands often with soap and water for at least 20 seconds, especially after being in a public place, blowing one's nose, coughing, or sneezing. If soap and water are not readily available, hand sanitizer stations will be available within each program as well as individual bottles provided by the Safety Coordinators.

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3. Social distancing will be practiced with a minimum of 6 ft. between individuals, whenever possible.

Confirmed Cases: If a staff member, or consumer tests positive for COVID-19 and has been in community or a volunteer site:

Reporting:

- Staff: Immediately notify the Executive Program Director who will notify individuals who may have been exposed, if applicable, as well as provide more information.
- Notify the Local Board of Health or DPH's Epidemiology Line at 617-983-6800 and follow any provided instruction.
- Staff and consumers who have tested positive **will not** be permitted into the programs, must follow the advice of their health care provider, and receive a letter of return prior to re-entry.

Exposure to a Confirmed Case: A staff member or consumer who may have had close contact with an individual who has tested positive for COVID-19 while in community or on a volunteer site:

- Symptoms and temperatures will be closely monitored for staff members and consumers who have been exposed. As long as they remain asymptomatic, they may remain in the program, monitor their symptoms and wear a mask per the latest CDC requirements (<http://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>).
- If a staff member develops respiratory symptoms consistent with COVID-19, they should leave work and immediately contact a healthcare provider for further clinical assessment.
- Additional staff may be assigned to relieve the symptomatic staff member, consumer, or assigned group.
- Staff should communicate their quarantine status to the Executive Program Director via phone. If an exposed individual subsequently develop symptoms and tests positive for COVID-19, follow the guidelines under the **Confirmed Cases (Community/Volunteer sites)** section of this document.

Jobsites

Precautions: ASA Wellesley programs will take the following precautions to prevent the spread of COVID-19 while in community or on a volunteer site:

1. All staff and consumers are required to wear PPE while at jobsites. Staff who do not comply with this may receive disciplinary actions in the form of a write-up, suspension, or termination. This will be up to the judgement of The Executive Program Director. Any consumer who fails to comply, will not be able to report to work for the day. Non-compliance by the consumer could also result in loss of employment from their job.
2. Handwashing - All staff and consumers will be required to wash their hands often with soap and water for at least 20 seconds, especially after being in a public place, blowing one's nose, coughing, or sneezing. If soap and water are not readily available, hand sanitizer stations will be available within each program as well as individual bottles provided by the Safety Coordinators.
3. Temperatures will be taken from all consumers prior to entering ASA transport. Any consumer having a temperature of 100.4 degrees Fahrenheit (32 degrees Celsius) or higher will not be allowed entry into the vehicle and subsequently, ASA programs. An additional temperature reading will be taken at the conclusion of the consumers workday prior to re-entering ASA buildings.

Confirmed Cases: If a staff member, or consumer tests positive for COVID-19 and has been in at a jobsite:

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Reporting:

- Staff: Immediately notify the Executive Program Director who will notify individuals who may have been exposed, if applicable, as well as provide more information.
- Notify the Local Board of Health or DPH's Epidemiology Line at 617-983-6800 and follow any provided instruction.
- Additional reporting may be required by the jobsite. ASA will follow all recommendations implemented in the jobsite's COVID-19 plan.
- Staff and consumers who have tested positive **will not** be permitted into the programs, must follow the advice of their health care provider, and receive a letter of return prior to re-entry.

Exposure to a Confirmed Case: A staff member or consumer who may have had close contact with an individual who has tested positive for COVID-19 while at a jobsite:

- Symptoms and temperatures will be closely monitored for staff members and consumers who have been exposed. As long as they remain asymptomatic, they may remain in the program, monitor their symptoms and wear a mask per the latest CDC requirements (<http://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>).
- If a staff member develops respiratory symptoms consistent with COVID-19, they should leave work and immediately contact a healthcare provider for further clinical assessment.
- If a consumer has respiratory symptoms consistent with COVID-19, they will be quarantined from the general population and be directed to wait in the designated isolation area until a member of their residence (or a guardian) can come and pick them up.
- The vehicle may not need to be temporarily switched-out.
- The vehicle may not need to be deep cleaned at this time.
- Staff should communicate their quarantine status to the Executive Program Director via phone. If an exposed individual subsequently develop symptoms and tests positive for COVID-19, follow the guidelines under the ***Confirmed Cases (jobsites)*** section of this document.

ENTRANCE & EXIT

ASA will be adopting a “single flow” transition system to help minimize the spread of COVID-19. There will be one entrance and one exit used by all consumers and staff. **For Wellesley:** The entrance will be designated to the main door (outside of the Admin. office) and the exit will be the staff parking lot door located outside of area 1. Signs and markings on the floor via tape will provide extra guidance during this adaptation period. **In the case of a fire/emergency:** All procedures implemented in the **ASA Evacuation Plan** will be followed.

ISOLATION AREAS

ASA Wellesley has assigned the exercise room (adjacent to the bathrooms) as its isolation room. This room will be used to temporarily quarantine consumers experiencing symptoms consistent with COVID-19 from the general

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population. There, they will remain until a staff member from their residence or guardian can pick them up. **In addition**, ASA Wellesley will also have an outdoor screen tent set-up in the parking lot as a secondary isolation area.

As more information about the virus becomes available, recommendations from the CDC, and therefore the Commonwealth of Massachusetts, may shift. ASA will continue to update its practices in compliance with these guidelines.