



## QUICK FACTS ON ARCHWAY PROGRAMS RE-OPENING PLAN

**In compliance with federal and state guidelines, Archway Programs has developed a phased approach to protect the health and safety of its employees, clients, and students in an effort to minimize exposure to the COVID-19 virus and ensure a safe return for all persons to its programs and the workplace. Employees/clients will be brought back on a program by program basis. However, there will be some standardized protocols which include the following:**

- Strict social distancing of 6 feet between persons will be maintained whenever possible
- Gatherings/groupings will be limited to no more than 10 people
- Transportation vehicles at Archway will be limited to 50% capacity
- To achieve these restrictions, temporary “markings”, signage, physical barriers, and the reconfiguration of space and furniture may be warranted in some programs
- Universal screenings of staff, clients, students, visitors will occur daily prior to entering a facility or vehicle, and before starting services in the field. Screening will include a 3 question survey and a temperature check. Anyone who meets the criteria will not be permitted to enter the facility or vehicle, or provide services in the field.
- Face coverings will be required for all employees and visitors. PPE, including face coverings, will be provided by Archway as needed.
- Frequent handwashing and good respiratory hygiene practices will remain in effect. Hand sanitizer, alcohol/disinfecting wipes, and EPA-approved cleaning products will be made available at all locations.
- A deep cleaning by Archway’s professional vendor will occur prior to re-entry, and maintained after opening. Program-specific cleaning schedules will be assigned to staff for exceptions such as toys, personal care products, vehicles, electronics, and other miscellaneous items.
- All employees will be required to complete 3 Clarity.net trainings prior to returning to the workplace. Some programs may require staff to come in prior to reopening to complete.
- Non-essential business travel is restricted at this time; those who voluntarily travel via airline will be required to self-quarantine for 14 days.
- Visitors will need to be approved and will be subject to the same screening protocols. Curbside deliveries and client/student drop-offs/pick-ups will be in effect. Remote visits, meetings, and trainings should occur instead whenever practical.
- Upon re-opening, there will be no team or contact sports, no large assemblies, no playground equipment use, limited field trips/community outings, and limited pool use.
- At this time, anyone categorized as a “vulnerable individual” as per CDC definition will be required to obtain medical clearance prior to returning
- If someone tests positive for COVID at any Archway program or facility, the Department of Health will be notified and instructions will be followed accordingly.

Please check out [www.archwayprograms.org/COVID19](http://www.archwayprograms.org/COVID19) for more information

Archway Programs reserves the right to update protocols at any time based on current CDC recommendations