

# Cleaning and Safety Procedures for OMJ Centers

June 1, 2020

- **How is your center procuring PPE and cleaning supplies?**

SCIOTO: Ordering from local and internet-based providers.

ADAMS/BROWN COUNTY: We are using our current vendors and the Agency has found a new janitorial supply vendor for disinfectant.

PIKE COUNTY: Ordering from local and internet-based providers.

- **How are you coordinating center coverage with partners?**

SCIOTO: WIOA is the only Partners serving customers in the Center. All other Partners are providing service from home or virtual office.

ADAMS/BROWN COUNTY: We're (and have been for a while) the only partner covering the Centers in Adams and Brown Counties.

PIKE: WIOA is the only Partners serving customers in the Center. All other Partners are providing service from home or virtual office.

- **What is your entrance procedures to your building and center?**

SCIOTO COUNTY: All staff and customers are required to wear a face mask and have their temperature taken upon entering the building.

ADAMS/BROWN COUNTY: Signs are up asking health and travel questions – customers are asked not to come in if they have been around someone with symptoms and/or traveling to areas with high levels of COVID-19.

PIKE: Currently, CAC is not seeing customers. Our staff comes to the OMJ Walk up window, which is located right next to the OMJ doors. They will have their temperatures taken, and given a mask (if they do not already have one).

- **What is your mask wearing protocols for staff and customers?**

SCIOTO COUNTY: All Staff and visitors must wear mask when within 6 feet of another person. Staff may remove the face mask while in a personal office alone.

ADAMS/BROWN COUNTY: Staff are required to wear when in common areas of the office, interacting with other staff and customers.

PIKE: Staff must wear a mask in the OMJ Center at all times.

- **What is your temperature-taking protocols for staff and customers?**

SCIOTO COUNTY: All staff and customers must have temperature taken upon entering the building and should their temperature level reach 100.4 they cannot receive service. They may leave and return later for retesting. If staff show any symptoms they are encouraged to see their primary physician.

ADAMS/BROWN COUNTY: We're taking staff temperatures each morning.

PIKE: All staff must have their temperatures taken and must sanitize hands before being permitted into the building

- **What is your exposure protocols for staff and customers?**

SCIOTO: Staff or customers who have been in contact with someone who is subsequently diagnosed with an active case are notified of the potential exposure, monitored more closely for

symptoms, instructed to stay home if not feeling well, and asked to seek a further health assessment from their primary physician. Areas visited by the potentially exposed individuals are closed off and disinfected.

ADAMS/BROWN COUNTY: From Agency Policy-**Sick Employees:** staff who have symptoms of respiratory illness must stay home and not come to work until they are free of fever, and any other symptoms for at least 24 hours, without the use of a fever-reducing or other symptom-altering medicines (e.g., cough suppressants). A fever is defined as a temperature of 100.4 degrees Fahrenheit taken by an oral thermometer. Those with concerns or questions about whether to come to work are asked to contact the HR Department. The posting on the doors as customers not to enter if they have symptoms or have been exposed

PIKE: For staff, any exposure or temperature over 100.4 degrees would have to be reported to HR and then agency procedure is followed. An employee would be sent home to self-quarantined for 14 days--at least.

- Which services are available only by appointment?

SCIOTO COUNTY: Partners requiring the use of the Training Room is by appointment only.

ADAMS/BROWN COUNTY: We're open for walk-ins.

PIKE COUNTY: Services in the WIOA and Transitions Programs are currently and will remain by appointment only if the client needs to be seen. Case Managers have access to larger office areas to meet with clients to ensure the 6 ft social distancing guideline is being followed.

- Your centers cleaning and sanitation procedure:

- Schedule of cleaning?

SCIOTO: Every 2 hours Maintenance staff wipe down all doorknobs, light switches, file cabinet handles, chair rails, tabletops, doorknobs, door facings, file cabinet draw handle, stair rails, elevator doors, elevator buttons, and bathrooms.

ADAMS/BROWN COUNTY: High touch areas are cleaned several times (according to customer volume during the day

PIKE: Staff normally wipes everything down every evening at the close of business. We have hand sanitizer in bottles, as well as in dispensers on the wall in the OMJ Center.

- What gets wiped down after each customer, etc?

SCIOTO COUNTY: All desktops, chairs, keyboards, phones, tabletops, computer monitors, or any surfaces touched by customers are cleaned following customers' use.

ADAMS/BROWN COUNTY: Each station is wiped down after each customer. When a pen is used it's sent with the customer – they have our name and number on them, so its outreach. We have hand sanitizer dispensers through the Centers (on the wall and tabletops) and masks for customers to wear when they are in the Centers.

PIKE: The staff must wipe down all areas accessed by the customer directly after he or she leaves the center. This includes but it's not limited to computer keyboards, mouses, tables, chairs, pens, etc.

- What limitations are in the center or resource room?

SCIOTO: None at this time.

ADAMS/BROWN COUNTY: None at this time.

PIKE: Presently, no face to face access.

- Have you rearranged center furniture or implementation of temporary barricades to assist with distancing? If yes, explain what changes were made?

SCIOTO: Yes, the staff has been relocated from every other office to establish vacant space and distance between staff members.

ADAMS/BROWN COUNTY: Not at this time – the volume of customers has not required it.

PIKE: Yes, We have removed chairs, so there are only 3 spots available and they are properly spaced to allow for social distancing. The side of the table opposite our computer stations will be the only side of the table utilized.