

Safety practices during COVID 19

This addendum describes a variety of policies and required practices at HMS School during the COVID 19 emergency. HMS has the right to require a continuation of these practices even after “shut-downs” or “closures” are lifted and to end them when the school determines it is safe to do so. Every employee is expected to follow these rules. HMS reserves the right to make changes to any of these policies at any time.

We want to reassure staff that HMS has put in place several safety practices and changes around the building, including increased housekeeping schedules. But each employee is responsible as well for wiping down touch areas in their own work space as much as possible in between cleanings.

First and foremost, if you have been diagnosed with COVID-19 you must not report to work. You must contact your supervisor and Human Resources immediately. You may qualify for pay and job protections under the Families First Coronavirus Response Act (FFCRA) and must contact Human Resources immediately.

Entrances – During the COVID-19 emergency, employees are restricted to two entrances which include the main entrance on Baltimore Avenue, and through the Student Entrance at the rear of the building. Employees may NOT enter through any other entrance and should not open other doors for staff or visitors to enter. Employees may exit through any door.

We want to minimize traffic through the building as much as possible. So employees are required to enter through the door that is closest to their work location, regardless of where they park.

Harris Hall (lower and upper level) employees, 2d and 3d floor employees, Food Service and Facilities employees will enter at Baltimore Avenue.

Employees who work in Gowen Wing, upper and lower levels, must enter through the student entrance.

During their shifts all employees are expected to remain in the building and all personal appointments should be scheduled during non-work time. Should an employee need a “mask break” they are fine to step outside alone and get some fresh air.

Screening upon Arrival. Employees and non-employees who work at or provide a service at HMS will have their temperature taken using a non-contact touchless forehead thermometer and answer Covid-19 symptom questions-before entering the building.

- Screening will be done in a private setting. Screening information and temperatures will not be stored by HMS School. If an employee fails the screening process, only specific clinical staff, HR, and the supervisor will have access to the information and only on an as-needed basis.
- Employees must maintain a six foot distance when they are waiting for testing. Time waiting for testing will be considered “work time” and hourly employees will be paid accordingly.

If an employee has traveled internationally or visited any of the states that are listed as high risk on the PA Department of Health website since your last workday or visit to HMS, you will not be able to enter the building. The employee will need to quarantine for 14 days before returning to HMS and must provide a doctor’s note stating they are COVID-19 free.

Follow this link to see the current list of restricted travel states.

<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx>

If an employee is sent home because they have one or more of the symptoms on the screening list, they will be required to use sick or other paid time off while out, and will need to provide a doctor's note to return to work.

If an employee arrives with a fever of 100.4 or more, they will be sent home and required to use sick or other paid time off while out. If fever free within 48 hours, the employee may return to work and go through the screening process.

If an employee is out for COVID exposure reasons, meaning you are living in the same household as a sick person with COVID-19; caring for a sick person with COVID-19; or being within 6 feet of a sick person with COVID-19 for about 10 minutes, you must stay home and quarantine for at least 14 days and will be required to provide a doctor's note stating you are COVID 19 free before you can return to work.

If caring for someone with COVID-19, the employee may be eligible for pay and job protection under the Families First Coronavirus Response Act (FFCRA) and must contact Human Resources immediately.

Personal Protective Equipment (PPE).

Masks - HMS School will provide masks to staff while at work. All employees, regardless of their role, must wear a face covering that fits across the nose and covers the nose, mouth and chin, while at work when walking around the building. Those who have an office they do not share with others may remove their mask while alone in their office but must wear it if they have visitors or when they leave their office.

Non-direct care staff face covering can include cloth or other non-medical facial covering. Clinical Service and direct care staff will be required to wear a surgical mask-and/or a face shield or eye protection (goggles). If an employee believes he/she has a medical condition that prevents them from wearing a facial covering contact Human Resources.

- Gowns or smocks and similar PPE may be required for Clinical Service and direct care staff
- Gloves will be required when staff is in direct contact with students; meeting HMS infection control standards or adhering to CDC guidelines and recommendations for glove use in healthcare and work settings.
- HMS will provide PPE to staff.

Safe Practices

- Handwashing – Employees are required to wash their hands upon arrival and frequently throughout the day. Alcohol based hand sanitizers will be provided by HMS.
Employees are expected to use hand sanitizer as part of the procedure donning and PPE.
- Social (Physical) Distancing – employees are expected to maintain safe distance of at least 6 feet from others. Additionally, there are some areas that state maximum occupancy limits, and staff are expected to follow those limits. All meetings should be virtual unless it is necessary to meet in person. If you must meet in person, office or room seating must follow the CDC 6 feet safe distancing recommendation.
- Computers and telephones should not be shared. Additional computers will be provided by HMS..
- Employees will no longer use the timeclock for punching in. Employees are expected to punch in and out on the AOD application, on your phone. If you do not have a smart phone, please contact your supervisor or Human Resources
- Employees are expected to remain in their own work areas as much as possible and not wander around the building.
- Employees with lockers should NOT have them next to each other but, should move to another locker at least 6 feet away from the next person.
- HMS will NOT be providing staff meals.
- Coffee and beverage stations will be closed down.

- Employees will need to bring their own meals and beverages.
- Employees are responsible for the safe storage of meals and beverages in their workspace. Refrigerators will be provided around the building.
- Employees who bring in meals are expected to dispose of trash in trashcans provided. There is no need to bring food related trash to the dining room. Trashcans will be emptied each day. Re-usable containers can be brought in but, must be brought home to clean.
- Staff are not permitted to have food delivered, and may not go to restaurants for pick-up
- Shared food and beverages – employees may not share food or beverages with others
- Water fountains will be shut off.
- No handshaking
- No gatherings of more than 3 people indoors and only in locations where social distancing of 6 feet or more is possible.
- Avoid touching your eyes, nose and mouth
- Cough or sneeze in your sleeve or a tissue.

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