



Reopening Covid-19 Plan

July 2020

StarThrower Group, Inc.

20 Commerce Street, Suite 2013

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This plan has been written following the guidelines of the CDC, the State of New Jersey Health Department, and The Hunterdon Developmental Center. Information was compiled and edited by:

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Tina Livezey, STG Board President and Food and Safety Steward for Muhlenberg College, Allentown, PA.

Jenni Clark, M.Ed, Founder and CEO, StarThrower Group, Inc.

OBJECTIVE:

The goal for this plan is to provide continued ongoing community based support for members and staff in as safe an environment as possible. In addition, STG wants to help our members develop the skills and behaviors that will help protect them at work and in community activities during the Covid 19 Pandemic and beyond.

STG is committed to maintaining a community environment by creating a layout that allows plenty of personal space and by adhering to a reopening plan that includes cleaning and disinfecting our facility, personal protective equipment for staff, members, and visitors, and clearly defined policies and training for all staff and members on social distancing and sanitizing procedures.

TRAINING AND PREPAREDNESS

Staff and members will be properly trained on cleaning, disinfecting, personal protective equipment (PPE), entrance procedures, and social distancing policies as part of orientation.

1. Staff and members will have ongoing training on disease control, health and safety policies and procedures, and cleaning protocol.
2. The office has been equipped with appropriate touchless hand washing facilities and supplies for disinfecting and protection.
3. All members and guests are required to have a mask to enter. We will have extra masks on hand, but it is suggested everyone bring one or two of your own.
4. Members and staff have an understanding of symptoms, methods of transfer and prevention and have agreed to follow the directives of these guidelines as explained by the trainers.
5. Staff and members have been trained according to current CDC and safety guidelines on cleaning, disinfecting, PPE, entrance procedures, signs and symptoms of Covid, and social distancing policies prior to the doors opening for business.
6. Systems have been put in place that allow for entirely virtual connectivity to allow for inclusion from home or in-person.

PLAN FOR RE-OPENING AFTER QUARANTINE:

1. Wearing a mask is recommended as safety guidelines except where doing so would inhibit a person's health. We will enforce mask-wearing, but will monitor health, safety, and comfort levels and adapt accordingly to allow as many locations for time with masks-off as we can.

FAILURE TO HEED THESE GUIDELINES WILL RESULT IN REMOVAL FROM OFFICE FOR THE REMAINDER OF THE DAY.

2. Parents/Guardians will receive a copy of this guide electronically and it will be available through our website at any time.
3. The physical site at 20 Commerce Street has been cleaned and sanitized in the week leading up to the reopen date. All hard goods have been cleaned and professionally sanitized. Soft goods that could not be cleaned and sanitized have been thrown out and replaced.
4. Upon opening STG group will operate at a 50% in person capacity; this means 20 members/5 staff maximum. On-line services are continuing for staff and members. We will do our best to work with all families to create a hybrid schedule that balances quality services with social distancing.
5. Members will need to work out their own transportation as much as possible. We cannot regulate germs in staff vehicles and public transportation, therefore masks must be worn at all times when riding in vehicles outside their family, or when in a vehicle with non-family members.
6. Anyone entering STG offices will be required to wear a mask/face covering while on premises except where doing so would inhibit a person's health. Signage will be posted at all entrances. Masks will be provided for those in need.
7. Eating will take place in an area where there is space for sufficient social distancing and in small groups so that we can have masks off for the purpose of eating/drinking.
8. There will be plenty of areas where members/staff can sit at a minimum 6-ft distance and can choose to pull the mask down for a time.
 - a. Masks should be WITH all people at all times. We recommend a gaiter, or a mask that has neck bands, lanyard, ribbon, or chain to connect the ear strings and keep the mask accessible around the neck.
9. Staff and members will not participate in group meals or cooking instruction until the state of New Jersey is considered in the Green (fully opened).
 - a. Disposable plates, napkins, utensils, etc. will be available as needed in the STG offices.
 - b. All food must be individually packaged, not shared from a common container.
 - c. Drinks must be in a personalized container with a lid. If it is not labeled and is left behind, it will be thrown away to avoid contamination.
 - d. Food should remain in the Main Hall (Pardeep Hall) or Kitchen. No food is allowed in work areas, library, Zen Den, Art room, Health room, or offices.

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DAILY HEALTH OPERATIONS GUIDELINES:

1. Anyone entering the office must participate in the health assessment, which includes staff on hand to take and record temperatures and complete a brief Covid-19 related health survey, as seen in Appendix.
 - b. Individuals will be denied entry if any aspect of this is rejected or indicates that there are health concerns.
 - c. If there are health concerns, the individual will be isolated until they can safely vacate the office.
2. Anyone that is feeling ill, has a mild cough, or is running a fever will be advised to stay home.
3. It is recommended that ALL staff and members check their temperature before leaving home and if measurements indicate a concern they work remotely until results improve.
4. Everyone in the STG offices will practice social distancing, following the CDC guidelines of six feet separation. Signage will be posted where appropriate throughout the site.
5. STG will follow a “touchless” policy: No hugging, kissing, hand holding, or sharing of personal items while in the STG offices.
6. There will be hand sanitizer containing 60% alcohol placed throughout the site. This does not replace hand washing but is there as an extra precaution, and all are encouraged to use it on their way by.
7. STG offices & equipment will be cleaned and disinfected on an hourly/daily basis by staff and members; including, but not limited to tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, I-pads, tablets, toilets, faucets, and sinks.
8. Staff, Members, and visitors will be expected to practice good hygiene while in the STG offices. This includes but is not limited to:
 - a. Covering coughs & sneezes with a tissue, throwing the tissue away in an approved trash can, then washing your hands following CDC guidelines. (20 seconds, soap & warm running water, drying with a single-use towel)
 - b. Washing hands multiple times daily following CDC guidelines. (20 seconds, soap, & warm running water, drying with a single-use towel)
 - c. Cleaning work areas and removing trash before moving on to the next activity (for example, do a puzzle, spray with disinfectant if possible, return to storage container, wipe down table and chair arms where you were sitting)

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SITUATIONAL CONCERNS AND PLANNING :

1. If a member, staff, or family member of either party develops any symptoms, those individuals will be advised to:
 - a. Self-quarantine for 14 days
 - b. Get tested for Covid 19
 - c. Sanitize their personal spaces and equipment
2. If a member, staff, or volunteer test positive for Covid 19:
 - a. The office will halt all in-person activities
 - b. Those who were in the office or would have had contact should
 - i. self-quarantine for 14 days
 - ii. Get tested for Covid 19
 - iii. Sanitize their personal space and equipment
 - c. The office will be closed while we seek guidance from the county health office and NJ DDD to determine next steps based on the circumstances involved.
 - d. The office will be sanitized prior to re-opening.

For additional information:

StarThrower Group	908 - 655 - 5234
Jenni Clark, M.Ed, CEO	908 - 581 - 4765
Tina Livezey, Board President	724 - 984 - 3920

Additional copies of this document and forms can be found online at

www.starthrowergroup.com

PLEASE REVEIW THIS INFORMATION WITH YOUR FAMILY MEMBER PRIOR TO THEIR RETURN TO THE OFFICE. WE, ALSO, WILL CONTINUE PROVIDING INSTRUCTION AND SUPPORT FOR THESE POLICIES, AND WE APPRECIATE YOUR SUPPORT.

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MEMBERS:

**TAKE YOUR TEMPERATURE BEFORE LEAVING YOUR HOUSE
OVER 99.9 =STAY HOME!!**

WHAT TO BRING TO THE OFFICE:

- **MASK (YOU MUST HAVE A MASK!)**
- **CUP/WATER-BOTTLE WITH LID**
- **MONEY FOR LUNCH OR PREPARED LUNCH, SNACKS ****
 - **(WE DO HAVE A REFRIGERATOR AND MICROWAVE TO HELP WITH BUDGETING AND HEALTHY EATING - LET'S DISCUSS MEALTIME GOALS)**
- **LYSOL SPRAY AND/OR WIPES (OPTIONAL, BUT APPRECIATED!)**
- **YOUR OWN DESK SUPPLIES AND DECORATIONS (OPTIONAL)**
- **WALLET, ID, PHONE, IPAD/TABLET/COMPUTER**
- **** FOOD ITEMS MUST REMAIN IN THE KITCHEN OR PARDEEP HALL.**

WHAT NOT TO BRING TO THE OFFICE:

- **OPEN MUGS/CUPS**
- **FOOD TO SHARE**
- **LARGE AMOUNTS OF CASH**

OTHER NOTES:

- **WHATEVER YOU BRING IN WILL STAY IN YOUR CUBE/AREA AND SHOULD NOT BE SHARED WITH OTHERS. THIS IS THE BEST WAY TO AVOID GERMS.**
- **DO NOT TAKE ITEMS FROM THE CUBE/AREA OF ANYONE (MEMBER OR STAFF).**
- **DAILY SIGN-IN/SIGN-OUT SURVEY AND TEMPERATURE IS MANDATORY. STOP AT THE DESK UPON ARRIVAL.**
- **PLEASE LABEL ALL PERSONAL ITEMS - WE DO HAVE A LOST AND FOUND, BUT WE CAN LIMIT GERMS BETTER IF ITEMS ARE LABELED.**

THANK YOU!

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