



POLICIES & PROCEDURES DURING COVID-19

These policies and procedures are heavily derived from guidance documents produced by the Federal Centers for Disease Control and Prevention (CDC), however, in many instances they have been supplemented or modified to reflect the needs of the participants that are served by congregate day programs in the state of New Jersey.

Dear PrimeTime Center Family,

I hope this finds everyone in our family safe and well. Included in this manual are updated protocols and procedures that all PrimeTime Center locations are taking to help ensure the safest environment possible. Considering best practice measures, formal guidance from the Centers for Disease Control and the Department of Health, as well as the Department of Human Services and our partners at the Division of Developmental Disabilities, this manual contains the safety measures which PTC will take in response to COVID-19. PTC participants not able to adhere to the protocols listed in this document may not be able to attend.

As the choice of participating, or not participating, in congregate day services during these unusual times is not a one size fits all decision, the safety and comfort level of PrimeTime Center participants is our top priority. As you read through this information, understand that the health and safety of everyone involved with PrimeTime Center is paramount. We want to assure our stakeholders that we continue to take all concerns regarding COVID-19 extremely seriously. PrimeTime Center will be taking on tremendous responsibility for ensuring the well-being of participants in an environment in which risks continue to be higher and more complex than they were pre-pandemic. It is important to note that, even with prudent steps being taken to reduce the risk of COVID-19 infection, neither PrimeTime Center nor DDD can guarantee that COVID-19 transmission will not occur.

As we also have seen, information pertaining to COVID-19 is constantly changing. PrimeTime Center will continue to review additional guidance as it is made available to us and will contact everyone with updated information and/or recommendations for further measures, should they become necessary. In order to keep stakeholders up to date and informed on all plans regarding PrimeTime Center operations and emergency protocols, PTC will regularly share updates and changes via:

- Program website www.primetimecenter.org
- Email
- Social Media
- Zoom Parent Meetings

If you have any questions or concerns about information in this document or any other topic pertaining to COVID-19, please contact your program supervisor. We truly welcome any questions or suggestions you may have. Your patience and cooperation are appreciated as we hope that a full unmitigated return to the program is in our near future.

Stay Safe & Stay Well.

Dave Mock

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EXECUTIVE ORDERS 283 & 290

On January 19, 2022, Governor Murphy signed Executive Order 283 into effect which states that all covered workers in high-risk congregate settings will be required to be fully vaccinated against COVID-19 to help protect against the spread of COVID-19 to vulnerable populations. For purposes of the Executive Order, “covered workers” shall include PrimeTime Center employees, both full and part-time, contractors, and other individuals working in covered settings, including individuals providing operational or custodial services or administrative support. Executive Order 290 was later issued as an update to Executive Order 283.

All Primetime Center covered workers that are currently unvaccinated must obtain their first dose of the primary series of a COVID-19 vaccination by February 16, 2022 and submit proof that they are up to date with their vaccination series by March 30, 2022. All unvaccinated covered workers currently submitting to COVID-19 weekly testing should continue testing until they submit adequate proof that they are up to date with their vaccinations. Unvaccinated covered workers will no longer be permitted to submit to testing as an alternative to vaccination, except for circumstances where an exemption from vaccination is granted by the Primetime Center Director for a qualifying medical disability as defined by the Americans with Disabilities Act of 1990 or sincerely held religious belief pursuant to Title VII of the Civil Rights Act of 1964. Unvaccinated covered workers granted an exemption must continue testing once or twice weekly as required by Executive order 252.

All PrimeTime Center covered workers that have currently completed their primary series of a COVID-19 vaccination must submit adequate proof that they have received their booster dose and are up to date with their COVID-19 vaccinations by May 11, 2022, or within three weeks of becoming eligible for a booster dose, whichever is later.

PrimeTime Center covered workers may demonstrate proof of full vaccination status by presenting the following documents:

1. CDC COVID-19 vaccination card
2. Official record from the New Jersey Immunization Information System (NJIS)
3. A record from a health care provider’s portal on official letterhead signed by a licensed physician
4. Docket mobile phone application digital health record

Any questions or concerns about Executive Orders 283 or 290 should be directed to the Program Supervisor or PrimeTime Center Director, Dave Mock. Covered workers who are not up to date with their vaccinations, or for whom vaccination status is unknown or who have not provided sufficient proof of documentation will be considered non-compliant. Any covered worker not in compliance with these Executive Orders will be terminated from employment.

HEALTH & SAFETY

All PrimeTime Center locations will be open from 9a.m to 3p.m. Procedures shall be implemented to prevent crowding at pick up and drop off times to prohibit an excess number of people in any entry vestibule/pick up area.

PrimeTime Center will maintain hand sanitizing stations with alcohol-based hand sanitizer in every classroom, at designated entrances/exits and other locations throughout each building. Although PrimeTime Center will have hand sanitizer widely available throughout each of the program buildings, participants are encouraged to bring their own hand sanitizer while attending program. All hand sanitizers should contain at least 60% alcohol content. PrimeTime Center staff/participants will be required to wash their hands for at least 20 seconds at regular intervals throughout the day including upon arrival, before eating, after spending time outside, after using the bathroom and after blowing their nose, coughing, or sneezing. If hand washing with soap and water is not possible, hand sanitizer should be used.

On September 9, 2022 the CDC updated its mask guidance. This includes direction on when masking is to occur. This new CDC guidance has recently been adopted by PTC and is listed below. PTC must notify all participants of any changes to their masking policy/social distancing policy at least five business days before any change in policy goes into effect. The Director of PrimeTime Center will regularly monitor the CDC COVID 19 Community Levels for the county in which the facility is located.

All PTC facilities located in counties with a low (green) COVID 19 Community Level will ensure that staff/participants wear a mask and socially distance based on their personal preference, informed by their personal level of risk. All PTC facilities located in counties with a moderate (yellow) COVID 19 Community Level will ensure that staff/participants who are immunocompromised or at a high risk for illness due to COVID 19 are encouraged to speak with their healthcare provider about taking additional precautions, such as wearing masks indoors and social distancing. At this level masking will continue to be voluntary. All PTC facilities located in counties with a high (orange) COVID 19 Community Level will ensure that all staff/participants, regardless of vaccination status, wear a well-fitting face mask indoors and socially distance from others if applicable. Staff/Participants who are immunocompromised or at a high risk for severe illness should wear a mask that provides them with the greatest protection as recommended by their healthcare professional.

Until further notice all meals and snacks will continue to be eaten in the classroom or area where groups are regularly situated to avoid congregating in large groups. **When possible, meals and snacks shall not be heat ups.** When staff are handling food, gloves must be worn and there should not be contact with food surfaces. The use of disposables such as plates, cups and utensils are deemed a best practice. Meal areas as well as kitchen appliances must be thoroughly cleaned after every use.

Field trips and other off-site activities are permissible. **If transportation is necessary for a field trip, all occupants of PTC vehicles must wear a face covering while in the vehicle.**

Sharing of food, supplies, and other high touch items will be strictly limited. Centers shall ensure adequate activity supplies to limit the need for sharing of items. Belongings shall be kept separate and sent home each day for washing. If items must be shared, they shall only be used by one group at a time and will be disinfected between uses. Disinfecting items used will become a regular part of most ADL lessons.

VISITATION GUIDELINES

Indoor visitation is permitted during operation hours. Visitors should follow all Primetime Center policies that are in effect at the time of the visit. Visitors entering any PTC facility are advised to monitor for signs and symptoms of COVID-19 for at least 14 days after their visit. If symptoms occur, they must immediately notify the facility of the date they visited, the individuals whom they had close contact with, and the locations within the facility they visited. The facility will immediately screen the individuals of a reported contact and implement necessary actions.

TRANSPORTATION

PrimeTime Center will provide limited transportation in the safest manner possible to reduce the transmission of COVID-19. PTC Drivers, regardless of vaccination status, will always wear face coverings and will screen all participants prior to boarding any PTC vehicle. At any time, if necessary, the number of participants in the vehicle may be limited to maintain social distancing. **All participants being transported in PTC vehicles, regardless of vaccination status, will need to wear a face covering.** If an individual is using private transportation to be transported to and from a facility, it is up to the individual/caregiver to make sure that proper measures are in place with the transportation company to keep everyone in the vehicle safe.

CLEANING & DISINFECTING

PrimeTime Center has upgraded our cleaning processes to comply with CDC guidance and has developed a daily schedule for increased, routine cleaning and disinfecting. Routine cleaning is the everyday cleaning practice that businesses normally use to maintain a healthy environment. Cleaning does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Disinfecting kills germs on surfaces. By killing germs on a surface after cleaning, it can further lower the risk of spreading infection. A thorough cleaning of each facility will occur every evening. The risk of exposure to cleaning staff is inherently low. Cleaning staff should wear disposable gloves for all tasks in the cleaning process, including handling trash. Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

PrimeTime Center shall clean, sanitize and disinfect frequently touched surfaces and objects such as door handles, light switches, sink handles, etc. multiple times per day. Cleaning shall be in accordance with the CDC guidelines for cleaning and disinfecting public spaces. Disinfecting methods shall utilize EPA approved disinfectants for use against Covid-19. For the protection of themselves and others, PTC participants and staff are expected to clean their workspace with the cleaning materials supplied at each location. Any shared objects/equipment shared between two entities will be properly cleaned and disinfected after each use. Items that individuals have placed in their mouth shall be set aside until they are cleaned by hand by a staff member wearing gloves. These objects will be cleaned with water and detergent, rinsed, sanitized with disinfectant and will air dry.

How to Clean and Disinfect

Hard (Non-porous) Surfaces: If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.

Additionally, diluted household bleach solutions (at least 1000ppm sodium hypochlorite) can be used if appropriate for the surface. Follow manufacturer's instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Prepare a bleach solution by mixing: 5 tablespoons (1/3 cup) bleach per gallon of water or 4 teaspoons bleach per quart of water

Soft (Porous) Surfaces: For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning: If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely. Otherwise, use products that are EPA-approved for use against the virus that causes COVID-19 and that are suitable for porous surfaces.

Electronics: For electronics such as tablets, touch screens, keyboards, remote controls, and ATM machines, remove visible contamination if present. Follow the manufacturer's instructions for all cleaning and disinfection products. Consider use of wipe able covers for electronics. If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

Linens, Clothing, and Other Laundered Items: To minimize the possibility of dispersing virus through the air, do not shake dirty laundry. Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items. Clean and disinfect hampers or other carts for transporting laundry according to the guidance above for hard or soft surfaces.

Cleaning and Disinfecting of PTC Facilities

To assist in making sure we are cleaning areas efficiently and frequently, each PTC staff member must begin a specific daily routine of cleaning frequently touched surfaces in the classroom or work area that they are supervising. Using either EPA approved cleaning wipes or paper towels and the EPA approved professional cleaning product available, you can spray surfaces directly, or apply them to a paper towel to wipe down areas. All staff must do an initial cleaning of surfaces when they arrive, before participants enter the area. We are then asking that staff clean surfaces again after lunch as well as at the end of each day. This protocol will help supplement the cleaning being done by our building cleaning personnel.

Cleaning and Disinfecting of PTC vehicles

PrimeTime Center will ensure that cleaning and disinfecting procedures are followed consistently and correctly, including the provision of adequate ventilation when chemicals are in use. Doors and windows should remain open when cleaning the vehicle. When cleaning and disinfecting staff will wear disposable gloves compatible with the cleaners being used.

PrimeTime Center will clean and disinfect commonly touched surfaces, such as door handles, at the end of each run. For hard non-porous surfaces within the interior of the vehicle such as hard seats, armrests, door handles seat belt buckles, etc. detergent or soap and water will be used if the surfaces are visibly dirty, prior to disinfectant application. For disinfection of hard, non-porous surfaces, staff will use EPA appropriate disinfectants and will follow the manufacturer's instructions for concentration, application method and contact time. For soft or porous surfaces such as fabric seats, staff will clean with appropriate cleaners indicated for use on these surfaces. Staff will clean frequently touched electronic surfaces, such as touch screens, with alcohol-based wipes or sprays containing at least 70% alcohol to disinfect.

How to Clean and Disinfect after a suspected/confirmed case of Covid-19 in a PTC facility

Open outside doors and windows and/or use ventilating fans to increase air circulation in the area. Staff should clean and disinfect all areas used by the ill person following the procedures listed above, focusing especially on frequently touched surfaces. Staff and participants can return to the area immediately after disinfection is complete.

Regardless of vaccination status, staff must wear proper PPE when providing physical assistance for an individual's personal care needs. The PPE shall be changed after caring for an individual's personal care need like toileting. PTC staff can protect themselves by wearing a disposable gown or smock and by wearing long hair up off the collar. All clothes must be changed if there are secretions on it and staff shall wash their hands after changing. Staff shall change the individual's clothes if secretions are on the individual's clothes. All contaminated clothes should be safely contained and stored in a plastic bag or safely contained and transported to the laundry area to be washed in the washing machine. Areas and equipment used during assistance with personal care needs shall be cleaned and sanitized after each use.

EXPOSURE REPORTING

The health of PTC participants, staff and families is always a top priority. PrimeTime Center is closely monitoring all updates regarding the Coronavirus (COVID-19) from the CDC (Centers for Disease Control) and the New Jersey Department of Health and Human Services. **We currently ask all PTC staff and participants, regardless of vaccination status, to stay home if they are not feeling well.** To ensure the safety and wellbeing of all staff and participants, PrimeTime Center has put the following guidelines in place to handle any reports of a positive Covid-19 test result in a manner that protects all stakeholders confidentially, minimizing risk to others and maximizing business continuity. At all times, measures will be taken to prevent transmission of the virus. Such measures may include social distancing, physical barriers, PPE, hand washing and a comprehensive system of cleaning and disinfecting. Privacy will be protected to the greatest extent possible.

If a PTC participant or staff member develops symptoms of COVID-19 while at a PrimeTime Center facility (e.g., fever of 100.4 or higher, cough, shortness of breath), regardless of vaccination status, they will immediately be separated from everyone until they are able to leave the facility. A designated space will be used for the individual to wait in isolation. PTC staff waiting with that individual should remain as far away as safely possible from the individual (preferably, 6 feet). If symptoms persist or worsen, PTC staff should call a health care provider for further guidance. The caregiver picking the individual up shall be advised to contact a healthcare professional and have them evaluated for COVID-19. **If the individual presented with a fever greater than 100.3 and other symptoms, PrimeTime Center will require a negative test for COVID-19. Any symptomatic individual shall inform their program supervisor immediately if the person is diagnosed with COVID-19.**

Any areas and equipment used by a symptomatic individual will be cleaned and disinfected in accordance with CDC guidance referenced above. PTC facilities uncertain about the extent of potential exposure shall clean and sanitize all rooms and equipment.

Any program supervisor made aware of a Covid-19 positive case in their facility will contact their local health department for guidance as well as notify staff and participants/caregivers of a positive case, if they have been in close contact (within 6 feet for 15 cumulative minutes or more) with that person. Health officials will provide directions on whether a center should cease operations following the identification of positive cases in the facility.

Middlesex County Office of Health Services
35 Kennedy Boulevard
East Brunswick NJ 08816
(732) 745-3100

Monmouth County Health Department
50 east Main Street
Freehold NJ 07728
(732) 431-7456

Ocean County Health Department
175 Sunset Avenue
Toms River NJ 08754-2191
(800) 342-9738
(732)341-9700 ext 7616 (Donna – Brick Area)

The following requirements are currently in effect for reporting Covid-19 related events involving DDD programs and individuals. PrimeTime Center shall report any of the following as a medical event (communicable disease):

- An individual receiving DHS services is confirmed positive for COVID-19.
- Medical – Communicable Disease – especially in the event of a positive COVID 19 diagnosis, must be reported within the same business day of the occurrence.
- Operational incidents related to COVID 19 involving program closure, emergency relocation, shelter in place or a continuity of operations plan (COOP) must be reported within the same business day of the occurrence.

For any reportable event listed above, PrimeTime Center is required to ensure all identified participants/guardians are appropriately notified, in keeping with DHS policies for ensuring notification and confidentiality.

Department and Division staff (Critical Incident Management Unit—CIMU, DDD Office of Risk Management—ORM, DDD Facility Quality Assurance Staff—QA, and DMHAS QA) are available by email or phone to assist with questions and concerns for matters related to incident reporting, per the following contact information:

*DDD Office of Risk Management (ORM)/IR (Incident Report) Unit Supervisor
Ivy Lipton: 609-633-7782 ORM Fax: 609-341-2343 | Email: DDD-CRL.UIRS@dhs.state.nj.us
Counties Served: Hunterdon, Mercer, Middlesex, Monmouth, Morris, Ocean, Sussex, Warren*

Critical Incident Management Unit (CIMU) Supervisor Contacts: Keith Joslin, Supervisor: 609-292-4482 (DDD Community)

*Incident Verification Unit: Annette Cavallaro, Chief: 609-984-5479
DDD CIMU Admin Review: dhs.cimadmin@dhs.nj.gov Fax number: 609-777-2082
DMHAS CIMU Admin Review: dhs.mhscimadmin@dhs.nj.gov Fax number: 609-341-226*

Re-Admittance

If a PTC staff member or participant is excluded for any COVID-19 symptoms and it has been determined that they have not had any close contact exposure, they may return to their facility according to the following guidelines:

- 24 hours fever free with no use of fever reducing medications **AND**
- Symptoms continue to improve **AND**
- Negative Covid-19 test result **AND** a doctor's clearance stating the symptoms are otherwise explained

Regardless of their vaccination status, if a PTC participant tests positive, or is symptomatic for COVID-19 and either was not tested or is awaiting test results, they must isolate as follows:

- For participants who are unable to consistently wear a well-fitting mask: 10 days have passed (day 0 is the first day of symptoms or the day of the positive viral test for asymptomatic persons);
- For participants who are able to consistently wear a well-fitting mask: 5 days have passed (day 0 is the first day of symptoms or the day of the positive viral test for asymptomatic persons) followed by an additional 5-days of consistently wearing a well-fitting mask; and
- 24 hours have passed since resolution of fever without the use of fever-reducing medication, as applicable; and
- Symptoms have improved, as applicable. This can be as long as 20 days for participants with severe or critical illness.

ALL PTC STAFF/PARTICIPANTS RETURNING TO PROGRAM ARE REQUIRED TO HAVE A DOCTOR'S NOTE CLEARING THEM TO RETURN TO PROGRAM. THE DOCTOR'S NOTE MUST INCLUDE THE DATE THE INDIVIDUAL WAS SEEN AS WELL AS A STATEMENT ABOUT IMPROVEMENT OF SYMPTOMS

Regardless of vaccination status, asymptomatic participants who have had a close contact with someone positive for COVID-19 should not be restricted from PrimeTime Center following their exposure. Participants who are able must wear a well-fitting mask around others for 10 days from the date of their last close contact with someone with COVID-19. Day 0 starts the day they had close contact with someone positive for COVID-19, and day 1 is the first full day following the last close contact. They should get tested at least 5 days after they last had close contact with someone with COVID-19 and follow isolation recommendations if they test positive.

TRAINING & EDUCATION

All PrimeTime Center staff will be trained on all policies and procedures related to COVID-19. Training related to COVID-19 will detail facility considerations, operational considerations, social distancing considerations, infection control protocols, proper disinfection procedures, proper use of PPE, etc. All PTC employees with reasonably anticipated occupational exposure to COVID-19 will be trained about the sources of exposure to the virus, the hazards associated with that exposure, and appropriate workplace protocols in place to prevent or reduce the likelihood of exposure. Training will include information about how to isolate individuals with suspected or confirmed COVID-19 or other infectious diseases, and how to report possible cases. PTC staff required to use PPE will receive training which includes when to use PPE; what PPE is necessary; how to properly don (put on), use, and doff (take off) PPE; how to properly dispose of or disinfect, inspect for damage, and maintain PPE; and the limitations of PPE.

PrimeTime Center will also educate program participants on all policies and procedures related to COVID-19. Education related to COVID 19 will cover changes to our facilities, daily operations, social distancing, hygiene and infection control, infection protocols and proper use of PPE.

PTC staff will teach and reinforce washing hands and covering coughs and sneezes among participants. They shall teach and reinforce the use of face coverings among participants and staff, where and when appropriate. Participants will be frequently reminded not to touch their face covering and to wash their hands frequently. PTC participants shall practice frequent hand washing with soap and water for at least 20 seconds and shall be required to wash their hands upon arriving at the center when entering a classroom, before meals or snacks, after outside time, after going to the bathroom, and prior to leaving for home.