



**OPPORTUNITY
ENTERPRISES**

COVID-19 Response Plan

By each doing our part, we can be together again!

DECISION GUIDELINES

The driving force behind all decisions at OE, is our vision, mission and values. We know to accomplish these ideals, we must keep the health and safety of all who enter our buildings our number one priority. Thank you for being our partners in a safe and healthy future!

OUR VISION

It is the vision of Opportunity Enterprises to create a fully integrated community where life for persons with developmental disabilities is valuable, purposeful and fulfilling.

OUR MISSION

Opportunity Enterprises works to maximize self-sufficiency and enrich the quality of life for individuals with disabilities.

OUR VALUES

We believe it possible to make a positive difference in the lives of the individuals we serve;

We accept people as they are and support and challenge each person to achieve their fullest growth and development;

We will listen and act when our clients speak for themselves;

We believe in servant leadership;

We know that well-trained and motivated staff make a difference in the lives of our clients;

We support innovation and embrace change.

OE'S COVID-19 RESPONSE PLAN

The information provided in Opportunity Enterprises' COVID-19 Response Plan is being provided to employees, clients, families, and other interested parties. Procedures described in this plan are subject to change at any time if OE's COVID Response Team finds it in the best interest of clients and/or employees. If service altering changes are made, we will contact guardians using the following methods: e-mail to the primary guardian of person served, mail, or phone communication. Please be sure to update your contact records accordingly to stay up-to-date. Employees will be notified via e-mail sent to all users in the OE employee directory. Each family has been sent this plan via e-mail and mail. If you did not receive this packet via e-mail, please be sure to update your e-mail address on the "Return to Program Preference Form" so you can be added to the distribution list.

This plan was created based off of information and guidance from INARF (our statewide trade association), DDRS (The Division of Disability and Rehabilitative Services), CDC, OE's nurses, OE Family online survey, and input from OE staff.

Many of our reopening dates correlate with stages in Indiana's "Back on Track" plan. This plan can be referenced at backontrack.in.gov. If we find that our local community or population served does not continue to align with Indiana's plan we will adjust accordingly.

Please be sure to read, sign and return the "Return to Program Preference Form" before June 1st so that we can plan for transportation, staffing, and program set up.

OE COVID-19 Response Team consists of:

Neil Samahon, Chief Executive Officer
Stephanie Anderson, Chief Human Resource Officer
Kacie Ensign, Chief Development and Communications Officer
Mark Fisher, Chief Financial Officer
Tiffany McCammon, Executive Assistant to the CEO
Julie McKean, Director of Operations and Compliance
Valerie Thill, Chief Program Officer

If you have questions regarding OE's re-opening plan, please e-mail covid@oppent.org. Messages sent to this address can be viewed by every member of the COVID Response Team.

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RESPONSE PLAN TIMELINE

Plan Phases	Shelter in Place	Restricted Services	Split Day Schedule	Expanded Services
Plan Begins	March 17th	May 18th	Indiana Stage 4	Indiana Stage 5
Projected Date (Subject to change)			June 15th	July 6th
Respite	Not serving clients	Limited basis 5 clients per site	Limited basis 10 clients per site	Scheduled to appropriate capacity
Respite Overnights	not available	not available	Available on a limited basis	Available on a limited basis
Respite Community Outings	not available	not available	Available on a limited basis	Available on a limited basis
Day Programs Daily Living Skills Enriching Possibilities QUEST Renewed Horizons Trend	not serving clients	not serving clients	Mon/Tues/Wed: OE Residential Clients Thurs/Fri: Non OE Residential Clients	Scheduled to appropriate capacity
Social Enterprises OutSource Solutions SecureShred Simply Amazing Market	not serving clients	not serving clients	All clients may return	All clients continued attendance
Social Enterprise Clean Team JobSource	On a case-by-case basis	On a case-by-case basis	On a case-by-case basis	On a case-by-case basis
Enrichment Community Integration Community Book Club Swimming	not serving clients	not serving clients	not serving clients	Only outdoor activities available until further notice
Enrichment Art	not serving clients	not serving clients	not serving clients	More information to follow
OE Bus Transportation	not serving clients	Limited to: 6 Ambulatory 1 Wheelchair	Additional Routes will be added Limited to: 6 Ambulatory 1 Wheelchair	Available on a limited basis, ridership to be determined
Supported Living Group Homes	Available 24 hours a day	Available 24 hours a day	24-hours a day except during hours of Day Services attendance	To be provided as needed based on Day Service schedule

KNOW THE SYMPTOMS

Prepare for Reopening



Know the **COVID-19** **SYMPTOMS**

The following symptoms may appear 2-14 days after exposure:

- Fever
- Cough
- Shortness of Breath

Seek medical advice if:

- You develop worsening symptoms
- You have been in close contact with a person known to have COVID-19
- You live in or have recently been in an on area with ongoing spread of COVID-19



FOR MORE INFORMATION, VISIT [CDC.GOV](https://www.cdc.gov)

PREPARE OE CLIENTS

Prepare for Reopening

OE's services will be different for the foreseeable future. We will be practicing social distancing, limiting the number of people in buildings, and limiting face-to-face meetings when possible. We know that change can be very difficult for many of those we serve. You know your loved-one best, think about conversations you may have, or things you can start doing at home to help ease the transition back to OE services.

Practice Wearing a Mask

Please help your loved one practice wearing a mask before returning to OE's services. Wearing a mask can be uncomfortable, it takes a while to get used to it. According to the CDC, a significant number of those spreading COVID-19 are unaware that they have it. Wearing a mask is more about protecting others. If we all wear masks, we can greatly decrease the spread rate if an asymptomatic person is in our facilities.

Talk about Social Distancing

Many of those we serve LOVE to hug! And so do we! But for the time being we will be practicing social distancing and numerous hugs throughout the day from various people is not a safe practice.

Please talk to your loved-one about why someone may choose not to hug them. It's not because their staff is upset or mad at them—we are trying our best to keep them safe!

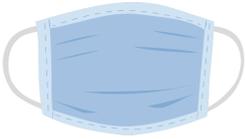
COVID-19 Educational Guide

A COVID-19 Educational Guide has been prepared for OE Clients. A copy of this guide is enclosed for review prior to returning to programming. Staff will review this guide with OE clients on an regular basis.

SAFETY PROCEDURES

Prepare for Reopening

WEARING MASKS



There are many different types of masks, the primary purpose of our mask policy is to help prevent the spread from an asymptomatic person to others. Handmade masks may be worn or, if needed, a disposal mask will be provided to clients. The folds on the mask should be facing down.

In order to protect yourself, masks should be laundered daily.

When clients and/or staff are stationary and distanced from those around them, they may remove their mask.

DAILY TEMPERATURE CHECKS



To help with early detection, OE will be implementing daily temperature checks of everyone entering our buildings. If a temperature is detected at 100 degrees or higher, the individual will be required to leave. An OE nurse will be in contact to discuss symptoms and create an action plan. You must have approval from an OE nurse before returning to OE programming.

NEW PROCEDURES

Facemasks will be required for staff and strongly encouraged for clients when social distancing cannot be maintained.

Everyone wishing to enter an OE building will have their temperature taken. Any person with a temperature of 100 degrees or higher will be immediately required to leave.

SAFETY PROCEDURES

Prepare for Reopening

MULTIPLE PROGRAMS

Until further notice, to help limit the number of people that those served by OE come in contact with, only one program can be attended. Enrichment activities are suspended.

NOTIFICATION OF POSITIVE COVID-19 CASE

In order to keep you informed of the current health of the OE Family, we will reach out to families in the event that someone connected with our programs (clients and staff) has a confirmed case of COVID-19.

An e-mail will be sent to the address on record. Please update your e-mail account if you wish to remain informed. You will be given one of four messages.

An individual connected to OE has a confirmed positive test for COVID-19 and

- is involved with OE Services, or
- has been in the same building as your loved-one, or
- is in the same program as your loved-one, or
- has come in close contact with your loved-one.

OE will not be sharing the name of the individual with a confirmed case.

PERSONAL CARE

Staff who provide close contact personal care will wear gowns, gloves, facemasks and face shields.

LUNCH BREAKS

Lunch breaks will be taken in small groups and will take place throughout the building. This will help reduce the number of people in a confined area at one time. Staff will be assigned to heat all lunches, which may delay lunch for those that require warming up.

NEW PROCEDURES

Facemasks will be required for staff and strongly encouraged for clients when social distancing cannot be maintained.

Everyone wishing to enter an OE building will have their temperature taken.
Any person with a temperature of 100 degrees or higher will be immediately required to leave.

RESPIRE

OE Services

DAYTIME HOURS

Beginning May 18th, OE's Respite services are available on a limited basis. Available hours for services are between 8:00am and 10:00pm. Appointments will be scheduled on a first come, first served basis. The number of clients served at each facility will be limited as outlined in the COVID-19 Response Timeline. Clients may be served at the Porter County Respite home, Lake County Respite home, and Day Program facilities as they are available.

COMMUNITY OUTINGS

Using Respite services to enjoy community outings on a pre-approved basis can begin after Porter and Lake County are on Phase 4 of Indiana's [Back on Track plan](#).

OVERNIGHT STAYS

Overnight stays can be scheduled after Lake and Porter County are on Phase 4 of Indiana's [Back on Track plan](#).

SCHEDULE APPOINTMENT

To schedule Respite appointments, please contact OE Respite Scheduler, Salena Mendoza at salena.mendoza@oppent.org or 219-307-3760. If the Respite facilities become necessary for an urgent matter during this pandemic, client visits may be cancelled.

NEW PROCEDURES

Facemasks will be required for staff, and strongly encouraged for clients when social distancing cannot be maintained.

Clients and staff will have their temperature taken upon entering the building. Any person with a temperature at 100 degrees or higher will be immediately required to leave.

Clients will be required to bring all snacks and meals to eat during their visit.

TRANSPORTATION

OE Services

SAFETY MEASURES

Busses are cleaned between each route. Each bus is limited to 6 ambulatory and 1 wheelchair rider at a time. Riders will sit one person per seat nearest a window, and seats will be assigned. Plastic barriers are located behind each seat to reduce potential droplet spread.

Hand sanitizer is provided on each bus. Due to frequent touching of shared surfaces, riders will be required to use sanitizer upon entering the bus.

All riders will have their temperature taken upon entry. Anyone with a temperature of 100 degrees or above will be required to exit the bus immediately. After rider exits the bus, OE will contact the individual listed on the Return to Program Preference Form. The driver is unable to wait for a guardian to return home before leaving. **If a client is unable to be alone, please make sure that someone is home until they have safely left on the bus.**

An OE nurse will contact you to discuss a plan and determine when you are able to return to OE services. You will be added back to the route after OE nurse approval.

BUS ROUTES

Due to the limited number of people on each bus at a time, all routes will be adjusted. Please drive your loved-one if you are able. If you would like to be added back onto the transportation schedule, you must submit the Return to Program Preference Form by June 1, 2020.

You will be notified of your new pick-up and drop-off time at least 24 hours before your first scheduled ride.

Bus routes are updated monthly, if your form is received after June 1st, you will be added to a route in the following month.

NEW PROCEDURES

Facemasks will be required for staff, and strongly recommended for clients.

Clients and staff will have their temperature taken upon entering the bus.

Any person with a temperature of 100 degrees or higher will not be allowed to ride on the bus and will be asked to return inside their home.

Every rider will be required to use hand sanitizer upon entering the bus.

DAILY LIVING SKILLS

Day Programs

SAFETY MEASURES

Additional staff have been assigned to clean high touchpoint areas in the building throughout Day Program hours.

When moving from one activity station to another, surfaces are disinfected.

Curriculum activities which involve a lot of hands-on objects that are difficult to clean will be avoided for the foreseeable future.

New lines in ratios of 4-6 clients per one staff will be established, and seats are set up at least 6 ft apart.

LUNCH

To reduce potential spread through high touchpoint areas, the use of microwaves are discouraged. Please bring a cold lunch as you are able.

Vending machines are not stocked, please bring all food and beverages with you. If a client earns rewards such as snacks and beverages, please provide them.

MORNING DROP OFF

Client must be accompanied by whomever drove them to the program when entering the building. **Person accompanying client must wear a mask inside the facility.** Please enter through Door #3. Once inside, client will have their temperature taken.

If their temperature is 100 degrees or higher they will be required to leave immediately with the person who accompanied them inside. An OE nursing staff will contact you with further instruction.

If their temperature is below 100 degrees, please check-in at the DLS desk.

END OF DAY PICK UP

You will be required to wear a mask while entering the building to pick up your loved-one. Please enter and exit through Door #3.

NEW PROCEDURES

Facemasks will be required for staff, and strongly encouraged for clients when social distancing cannot be maintained.

Any person with a temperature of 100 degrees or higher will be immediately required to leave.

Cold lunches are strongly encouraged.

ENRICHING POSSIBILITIES

Day Programs

SAFETY MEASURES

Additional staff have been assigned to clean high touchpoint areas in the building throughout Day Program hours.

When moving from one activity station to another, surfaces are disinfected.

Curriculum activities which involve a lot of hands-on objects that are difficult to clean will be avoided for the foreseeable future.

New lines in ratios of 4-6 clients per one staff will be established, and seats are set up at least 6 ft apart.

LUNCH

To reduce potential spread through high touchpoint areas, the use of microwaves are discouraged. Please bring a cold lunch as you are able.

Vending machines are not stocked, please bring all food and beverages with you. If a client earns rewards such as snacks and beverages, please provide them.

MORNING DROP OFF

Client must be accompanied by whomever drove them to the program when entering the building. **Person accompanying client must wear a mask inside the facility.** Please enter double sliding doors. Once inside, client will have their temperature taken.

If their temperature is 100 degrees or higher they will be required to leave immediately with the person who accompanied them inside. An OE nursing staff will contact you with further instruction.

If their temperature is below 100 degrees, please check in at the front desk.

Please exit through Door #1.

END OF DAY PICK UP

You will be required to wear a mask while entering the building to pick up your loved-one. Please enter through the double sliding doors and exit through Door #1.

Only one staff and one client allowed in elevator at a time.

NEW PROCEDURES

Facemasks will be required for staff, and strongly encouraged for clients when social distancing cannot be maintained.

Any person with a temperature of 100 degrees or higher will be immediately required to leave.

Cold lunches are strongly encouraged.

QUEST

Day Programs

SAFETY MEASURES

Additional staff have been assigned to clean high touchpoint areas in the building throughout Day Program hours.

When moving from one activity station to another, surfaces are disinfected.

Curriculum activities which involve a lot of hands-on objects that are difficult to clean will be avoided for the foreseeable future. This includes activities in science, library, games and instruments.

New lines in ratios of no more than 8 clients per one staff will be established, and seats are set up at least 6 ft apart.

LUNCH - new time may be assigned

To reduce potential of spread through high touchpoint areas, staff will be assigned to heat all lunches, this may delay lunch for those that need warming. Please bring a cold lunch as you are able.

Vending machines are not stocked, please bring all snacks, beverages, and rewards.

MORNING DROP OFF

Client must be accompanied by whomever drove them to the program when entering the building. **Person accompanying client must wear a mask inside the facility.** Please enter through double doors. Once inside, client will have their temperature taken.

If their temperature is 100 degrees or higher they will be required to leave immediately with the person who accompanied them inside. An OE nursing staff will contact you with further instruction.

If their temperature is below 100 degrees, please check in at the front table. One at a time, clients will put belongings in coat room.

END OF DAY PICK UP

You will be required to wear a mask while entering the building to pick up your loved-one.

To avoid high congestion areas, drop-off and pick-up times will be scheduled.

NEW PROCEDURES

Library materials will not be available for check-out until further notice.

Facemasks will be required for staff, and strongly encouraged for clients when social distancing cannot be maintained.

Any person with a temperature of 100 degrees or higher will be immediately required to leave.

Cold lunches are strongly encouraged.

RENEWED HORIZONS

Day Programs

SAFETY MEASURES

Additional staff have been assigned to clean high touchpoint areas in the building throughout Day Program hours.

When moving from one activity station to another, surfaces are disinfected.

Curriculum activities which involve a lot of hands-on objects that are difficult to clean will be avoided for the foreseeable future.

New lines in ratios of 4-6 clients per one staff will be established, and seats are set up at least 6 ft apart.

LUNCH

To reduce potential spread through high touchpoint areas, the use of microwaves are discouraged. Please bring a cold lunch as you are able.

Vending machines are not stocked, please bring all food and beverages with you. If a client earns rewards such as snacks and beverages, please provide them.

MORNING DROP OFF

Client must be accompanied by whomever drove them to the program when entering the building. **Person accompanying client must wear a mask inside the facility.** Please enter double sliding doors. Once inside, client will have their temperature taken.

If their temperature is 100 degrees or higher they will be required to leave immediately with the person who accompanied them inside. An OE nursing staff will contact you with further instruction.

If their temperature is below 100 degrees, please check in at the front desk.

Please exit through Door #1.

END OF DAY PICK UP

You will be required to wear a mask while entering the building to pick up your loved-one. Please enter through the double sliding doors and exit through Door #1.

NEW PROCEDURES

Facemasks will be required for staff, and strongly encouraged for clients when social distancing cannot be maintained.

Any person with a temperature of 100 degrees or higher will be immediately required to leave.

Cold lunches are strongly encouraged.

TREND

Day Programs

SAFETY MEASURES

Additional staff have been assigned to clean high touchpoint areas in the building throughout Day Program hours.

When moving from one activity station to another, surfaces are disinfected.

Curriculum activities which involve a lot of hands-on objects that are difficult to clean will be avoided for the foreseeable future. This includes activities in lounge, cooking, art, and games.

New lines in ratios no more than 8 clients per one staff will be established, and seats are set up at least 6 ft apart.

LUNCH - new time may be assigned

To reduce potential of spread through high touchpoint areas, staff will be assigned to heat all lunches, this may delay lunch for those that need warming. Please bring a cold lunch as you are able.

Vending machines are not stocked, please bring all snacks, beverages, and rewards.

MORNING DROP OFF

Client must be accompanied by whomever drove them to the program when entering the building. Person accompanying client must wear a mask inside the facility. Please enter Door #1. Once inside, client will have their temperature taken.

If their temperature is 100 degrees or higher they will be required to leave immediately with the person who accompanied them inside. An OE nursing staff will contact you with further instruction.

If their temperature is below 100 degrees, please check in at the front desk.

END OF DAY PICK UP

You will be required to wear a mask while entering the building to pick up your loved-one. Please enter through Door #1.

NEW PROCEDURES

Simply Amazing Market purchases are only available through preorders over-the-phone, 219-464-2670. You may schedule pick up times.

Facemasks will be required for staff, and strongly encouraged for clients when social distancing cannot be maintained.

Any person with a temperature of 100 degrees or higher will be immediately required to leave.

Cold lunches are strongly encouraged.

CLEAN TEAM & JOBSOURCE

Social Enterprises

COMMUNITY PARTNERS

As always, Clean Team and JobSource employees will follow the safety protocols in place at each community employer. These procedures will vary widely depending on the type of establishment.

MEETINGS

Virtual meetings will be strongly encouraged whenever possible.

OUTSOURCE SOLUTIONS

Social Enterprises

REPORTING FOR SHIFTS

Client must be accompanied by whomever drove them to the program when entering the building. Person accompanying client must wear a mask inside the facility. Please enter through Door #1. Once inside, client will have their temperature taken.

If their temperature is 100 degrees or higher they will be required to leave immediately with the person who accompanied them inside. An OE nursing staff will contact you with further instruction.

Workstations are set up with social distancing protocols in place. Clients will be asked to stay at their assigned workstation during the majority of the day.

LUNCH

To reduce potential of spread through high touchpoint areas, the use of microwaves are discouraged. Please bring a cold lunch as you are able. A staff will be assigned to heating lunches which may delay hot lunches. Lunchbreaks will be taken at individual workstations. Vending machines will not be stocked until further notice.

MULTIPLE PROGRAMS

To limit the number of people those served by OE come in contact with, only one program can be attended. Until further notice, clients will not participate in Day Programs, Community Integration or Art.

NEW PROCEDURES

Clients should wear a facemask of their choosing when arriving to work. Upon arrival a facemask and gloves will be provided. For specific jobs, PPE will be required to be worn. The provided masks and gloves will be left on-site and replaced as needed.

Simply Amazing Market purchase are only available through preorders over-the-phone, 219-464-2670. You may schedule pick up times.

Workstations will be disinfected daily.

SIMPLY AMAZING MARKET

Social Enterprises

REPORTING FOR SHIFTS

Clients who do not use OE transportation, enter through Door #1. Upon entry, temperature will be taken. If a client has a temperature of 100 degrees or higher, they will be sent home. If you drop off a client, please wait until they have been allowed access to the building before leaving. Clients will follow an outlined path to get to the Simply Amazing Market to avoid large groups of individuals.

Workstations are set up with social distancing protocol in place. Clients will be asked to stay at their assigned workstation during the majority of the day.

LUNCH

To reduce potential of spread through high touchpoint areas, the use of microwaves are discouraged. Please bring a cold lunch as you are able. A staff will be assigned to heating lunches which may delay lunch. Lunchbreaks are taken in a predetermined area. Vending machines will not be stocked until further notice.

CASH REGISTER

To reduce the number of high touch point areas, only one person will be assigned to work the cash register per day.

CUSTOMERS

Customers from the public will not be allowed to shop in the Simply Amazing Market at the OE location until further notice. OE staff and client call-in orders will be accepted, processing payment over the phone, bagging and placing items on a table near the door for pickup. Personal reusable coffee cups will not be accepted for refill.

NEW PROCEDURES

Clients should wear a facemask of their choosing when arriving to work. Upon arrival a facemask and gloves will be required and provided. The provided masks and gloves will be left on-site and replaced as needed.

Customers will not be allowed access to the Simply Amazing Market located inside OE until further notice.

SECURESHRED

Social Enterprises

REPORTING FOR SHIFTS

Clients who do not use OE transportation enter through Door #1. Upon entry, temperature will be taken. If a client has a temperature of 100 degrees or higher, they will be sent home. If you drop off a client, please wait until they have been allowed access to the building before leaving. Client will follow an outlined path to get to SecureShred.

LUNCH

All OE clients are required to bring a cold lunch. To decrease high touchpoint areas microwaves are not provided. Lunch breaks are taken in a predetermined area. To avoid unnecessary contact with the community, when out on routes, only necessary stops are permitted. These do not include stops to purchase snacks/beverages. Vending machines at OE are not stocked until further notice.

COMMUNITY PICK-UPS

OE SecureShred employees will follow protocols as provided by each individual Shred customer. When more than one person is in the Shred truck, masks are to be worn at all times.

When returning to OE, totes are unloaded and wiped down—lids and handles are cleaned using *One Step* Cleaning Solution. Gloves are washed after each community route.

Truck is cleaned each day.

CUSTOMER DROP-OFFS

One designated person will be responsible for helping customers each day. Retail customers will call upon arrival. Customer Service person will wear latex gloves and unload their car. After unloading their paper, customer service person will dispose of gloves, use hand sanitizer, and return to SecureShred room. After unloading, the customer will enter the building to pay.

SHRED LINE

Protective barriers are placed between workers on the conveyor line.

NEW PROCEDURES

Clients should wear a facemask of their choosing when arriving to work. Upon arrival a facemask and gloves will be required and provided. The provided masks and gloves will be left on-site and replaced as needed.

Simply Amazing Market purchases are only available through preorders over-the-phone, 219-464-2670. You may schedule pick up times.

ENRICHMENT SERVICES

Enrichment

OE's Enrichment Services will continue to be reviewed for appropriate start dates and approved activities. They will not begin sooner than Stage 5 of Indiana's plan. Each service will be reviewed based on: internal and external safety protocols in place, staff availability, space, and transportation options.

These Enrichment Services include:

Community Integration
Community Book Club
Artistic Expressions

NEW PROCEDURES

Limited availability presumed after Porter County Indiana is in Stage 5.

RESIDENTIAL

Residential

GROUP HOMES

Staff are gradually shifting to shorter shifts including 24, 12, and 8 hour shifts. OE will continue with procedures of:

- High touch points (counters, light switches, etc) disinfected twice a day
- Durable medical equipment disinfected
- Non-emergency trips to doctor's offices will be postponed
- Groceries are delivered

SUPPORTED LIVING

Staff are gradually shifting to shorter shifts including 24, 12, and 8 hour shifts. OE will continue with procedures of:

- High touch points (counters, light switches, etc) disinfected twice a day
- Durable medical equipment disinfected
- Non-emergency trips to doctor's offices will be postponed
- Groceries are delivered

FAMILY VISITS

Thank you so much for respecting the health, safety and comfort of your loved-ones roommates during this time.

Family visits with loved-ones may resume at Indiana's Stage 5, expected to begin July 4th.

Questions or Concerns

Your safety is our priority. If you find an area for improvement, we welcome all questions and comments on how we can better meet this expectation.

Updated information can be found at oppent.org/covid-19.

COMMITMENT TO SAFE PRACTICES

Everyone must commit to doing their part to keep our programs safe and healthy for all who engage in them. Please do your part by:

- Practicing social distance protocols whenever possible.
- Wash you hands with soap and water throughout the day and sanitize frequently.
- Tell someone immediately if you are experiencing symptoms.
- Have your temperature taken before entering the building.
- Wear the recommended PPE.



*We're in the Business of
Amazing People*

COVID-19 Response Plan
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