

ATTENTION ALL AOBB STAFF 2020-2021 COVID-19 Policy



Your health and well-being are important to ARRAY OF BRIGHTER BEGINNINGS. To ensure your safety during this **COVID-19** pandemic, all AOBB staff, visitors, and clients will be required to wear a mask while in the office building, during outings, and while conducting official AOBB transportation business with clients and staff. Affective immediately, AOBB will conduct business as a **NO-CONTACT** business until told otherwise by AOBB management. AOBB COVID-19 policy's design is based on the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and the North Carolina Department of Human Services (NC-HDDS) COVID-19 No Contact recommendations.

All AOBB clients, visitors, and staff must follow this COVID-19 No Contact protocol as provided by AOBB per JCAHO and NC-DHHS:



Office and Client Business COVID-19 Prevention Protocol

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NC-DHHS 3 Ws process

- 1) Wear a cloth face mask coving (cover full nose and mouth, NO HALF face mask)

- 2) Stand 6 feet apart to avoid contact (practice social distancing as clinically appropriate)
- 3) Wash your hands with soap and water or hand sanitizer, if washing hands is accessible (Everyone should wash hands after every bathroom use, and staff should wash hands after being in physical contact with anyone)



AOBB Office COVID-19 Protocol Break Down



Temperature check at the front desk and before meeting with your clients (this is before any AOBB client home, office, or off-site business visits)



To help with contact tracing in the event a visitor or staff is exposed to the COVID-19 virus, all visitors and non-AOBB office staff must sign in at the front desk (Name, Time Date, and Reason for visit).



Staff should keep all doorknobs and surfaces clean with disinfectant cleaner though out the day, especially after guess leave



Staff must complete the COVID-19 Health Screen Survey App before entering the building, working with a client, attending meetings, and sending it to the AOBB office. Whichever comes first for starting your workday (keep groups to the minimal size needed to ensure social distancing).



Maintain a six-foot distance when meeting in a closed space (e.g., office, home visit, etc.).



When meeting in your office, try to only have two people at a time, with the door open; any meeting larger than two people should meet in a larger office or the conference room (All non-private meetings, keep room door open for air circulation.)



If you encounter someone who may have COVID-19, you must report it to management and not show up to work until after being tested.



Avoid any person-to-person contact such as hugs, handshakes, pumps, shakes, etc.



No more than four people in the lobby area at a time. All others can wait outside or in the car unless advised differently by office staff (keep groups to the minimal size needed to ensure social distancing).



Transportation



Keep your car window down or cracked for air ventilation when driving with clients and other staff not living with you.



Clean and disinfection of non-emergency transport vehicles after each use.



Wear a cloth face mask while transporting clients at all times, and your clients are required to do the same



Avoid transporting any non-approved AOBB personal while working with clients or staff at all times.



Outings and Events



During outings and events away from homes and the AOBB office, stay away from large, crowded places and avoid mass gatherings outlined in the NC Governor's Executive and local order.



Avoid outings and events where others are not adhering to the NC-DHHS and AOBB's to mask and social distancing policy.

This policy will stay in effect an updated mandate is put into place by the CDC and/or the NC State Governor. Staff is required to always adhere to the most current COVID-19 mandates.