

**FIRST CHANCE CENTER  
SAFEGUARD PLAN  
EFFECTIVE 5/11/2020**

**PURPOSE:**

First Chance Center put in place a pandemic mitigation plan on 3/16/20. Precautions and restrictions were put in place in response to the COVID-19. As a response to the Governor's "Back on Track" Plan, First Chance Center Safeguard Plan has been developed to implement measures and institute safeguards to ensure a safe environment for First Chance Center employees, customers, clients, and partners. The plan will be provided to each employee and posted publicly.

The plan is developed based on guidance by the Governor's Orders, CDC, FSSA, ISDH, IOSHA, and local governor bodies. The plan is fluid and will be adjusted as necessary to ensure safety. Steps may increase or decrease or change as necessary. This plan will provide guidance for First Chance Center's Re-Opening Plan to ensure a safe environment.

First Chance Center will alert employees via social media, email, and First Chance Center's website.

**SAFEGUARD PLAN STEPS:**

All employees are expected to report to work unless they are ill or have a condition that places them in a population that is considered vulnerable and has reported that to their direct supervisor.

a. **GENERAL PREVENTATIVE SAFEGUARD STRATEGIES:**

• **First Chance Center has implemented a health screening process:**

• **IN GENERAL:**

1. Employees who are sick are to stay home until they are free of fever (without the use of medication) for at least 72 hours (three full days) and symptoms have improved for at least 72 hours and at least seven days have passed since symptoms first began.

• **SCREENINGS:**

1. Temporal Temperature Reading prior and after work, with a reading < 99 degrees.
2. Employees will not be exhibiting any of the following symptoms:
  - a. Cough
  - b. Shortness of breath or difficulty breathing
  - c. Fever
  - d. Chills
  - e. Muscle Pain
  - f. Sore Throat
  - g. New loss of taste or smell
3. If an employee is exhibiting a temperature or exhibiting any symptoms listed above, the following steps will need to be taken:

1. Do not enter the building or worksite.
  2. Clean/Disinfect anything you have touched.
  3. Return to your vehicle or designated area.
  4. Call your supervisor immediately.
4. Upon completing the screening, employees are to handwash.

- **First Chance Center has implemented an enhanced cleaning and disinfecting protocols:**

- First Chance Center has an enhanced procedure for routine cleaning of frequently high-touched surfaces such as tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
- First Chance Center has an enhanced procedure for cleaning vehicles between riders.
- First Chance Center has enhanced procedures for disinfecting the facilities and vehicles.
- First Chance Center has a procedure for disinfecting a room/vehicle that had been used by an individual that was identified as being sick.

- **First Chance Center expects all employees, clients, visitors, partners, to wash hands according to the CDC. Handwashing is the single most effective way to prevent the spread of infection and disease.**

- Wash hands often with soap and water for 20 seconds.
  - a. When?
    - Always immediately after removing gloves and after contact with a person who is sick
    - After using the bathroom
    - Before, during, and after preparing food
    - Before and after eating food
    - Before and after caring for someone who is sick
    - Before and after toileting someone
    - After blowing, your nose, coughing, or sneezing
    - After touching an animal, animal feed, or animal waste
    - After handling pet food or pet treats
    - After touching garbage
  - b. How?
    - Wet hands with clean running water
    - Lather hands by rubbing them together with soap. Be sure to lather the backs or hands, between fingers, and under nails
    - Scrub hands for at least 20 seconds

- Rinse hands well under running water
  - Dry hands using a clean towel or air dry them
- Hand Sanitizer: If soap and water are not available, First Chance Center will use an alcohol-based hand sanitizer that contains at least 60% alcohol, and wash with soap and water as soon as you can.
  - Hand sanitizer stations are set-up throughout the facilities
  - Small bottles of hand sanitizers are made available for mobile crews.
- Gloves:
  - Are not to be used as a substitute for hand washing.
  - Are to be use when handling bodily fluids, dirty laundry, mail, packages delivered, and cleaning.
  - Employees will follow the proper procedures for removing gloves.
  - Employees are to wash hands before and after the use of gloves.
- **First Chance Center will practice social distancing established by the CDC:**
  - Social Distancing:
    - First Chance Center staff are to avoid face-to-face interaction, even when employees are working in the same building. Employees are encouraged to communicate via telephone, email, instant messaging, or online conferencing outlets such as GoToMeeting and Zoom.
    - First Chance Center staff will avoid large meetings and gatherings. While limiting face-to-face contact is ideal, when in-person meetings are necessary, it will be short as possible and the meeting will be held in a large room where attendees are at least 6 feet from each other. The meeting room will be properly ventilated and sanitized before and after the meeting.
    - First Chance Center staff will avoid handshaking, hugging, or touching when greeting. Wash hands after any physical contact with others.
    - First Chance Center will maintain six-foot social distancing with coworkers, customers, vendors, and members of the general public.
    - Avoid unnecessary physical encounters. Encourage clients, customers, and vendors to request information and materials via phone and email to minimize person-to person contact. If purchased items and materials must be picked up in person make sure they are ready for fast pick-up or delivery.

- First Chance Center employees will be placed on staggered schedules and will telecommute from home whenever possible.
- Visual cues (floors taped off, signage, etc.) marking off 6 foot spacing.
- First Chance Center will not exceed the Governor's order of the number of individuals that can gather in a location.
- First Chance Center will eliminate unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
- Employees will not congregate in work rooms, copier rooms or other areas where people socialize.
- Employees will eat at their desk or away from others.
- Face masks:
  - When face masks are used?
    - When social distancing is not practical, face masks will be worn.
    - When conducting business/service in the public, facemasks will be worn.
    - When entering shared space within the facility.
  - Cloth face masks will be provided to all First Chance Center employees
- **Visitors: Visitation has been restricted to prevent the spread of novel coronavirus (COVID-19)**
  - Service workers will be allowed to enter the facilities to complete routine service work or repair and maintenance to the building (i.e. Arab, Starr, etc.) or equipment (i.e. copier).
  - Visitors will be subject to the same health screen process and required to wear a face mask.
- **Customers/Clients/Riders**
  - Will be subject to the same health screen process and required to wear a face mask.
- **Employees will receive training**
  - Mandated trainings
  - Policy/Procedures outlined in the First Chance Center Re-Opening Plan

b. **FIRST CHANCE CENTER WILL CONTINUE TO COMPLY WITH IOSHA STANDARDS:** All employers, weather manufactures, distributors, professional offices, retailers or others, must comply with safety and health standards established and enforced by IOSHA. Employers are subject to specific standards to prevent the exposure or spread

of a disease. Additionally, the General Duty clause requires employers to provide their employees with a workplace free from recognized hazards likely to cause death or serious physical harm.

**QUESTIONS OR CONCERNS REGARDING THE PLAN:**

If you have any questions, you may call or write:

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