



As we navigate through the re-opening process of Associated Production Services, please note we are taking all the necessary steps in following PA Department of Health, CDC and ODP guidelines.

In addition to the Guidance for Measures for Businesses to Maintain In-Person Operations and our in-house Safety Procedures performed by our Pandemic Safety Officers (both posted on our website [www.apspackage.com](http://www.apspackage.com)), we also have implemented a notification plan to alert the Pa Department of Health, ODP, staff, consumers and their caregivers of any potential risk of exposure to COVID-19.

If a staff member or consumer is diagnosed with, or have had close contact with, someone diagnosed with COVID-19: (The term “close contact” is defined as being within 6 feet of another person for 15 minutes, or being directly exposed to respiratory secretions (e.g., cough or sneeze))

- APS is required to report all suspected and confirmed cases within our organization to Health Risk Screening (HRS) Inc. as required by ODP Announcement 20-071. (State and ODP notification)
- APS will notify the county Administrative Entity
- APS will notify the Supports Coordinators of consumers who receive services in the facility
- APS will notify all Staff in the facility
- APS will notify all consumers, family and caregivers who receive services in the facility

To mitigate the spread of COVID-19 in our facilities, below is the procedure required by the PA Department of Health and ODP:

Situation	Closure Guidance
Staff who rendered services or an individual who receives services: (1) tested positive for COVID-19, (2) is asymptomatic and (3) does not know the <u>date of exposure to COVID-19</u> .	The setting must close if the staff or individual was present in the setting at any point <u>starting 48 hours before the test date</u> .
Staff who rendered services or an individual who receives services: (1) tested positive for COVID-19, (2) is asymptomatic and (3) knows the <u>date of exposure to COVID-19</u> .	The setting must close if the staff or individual was present in the setting at any point <u>starting 48 hours after the diagnosed person was exposed to COVID-19</u> .
Staff who rendered services or an individual who received services: (1) <u>exhibits symptoms of COVID-19 and</u> (2) <u>subsequently tested positive for COVID-19</u> .	The setting must close if the staff or individual was present in the setting at any point <u>starting 48 hours prior to the time the person started exhibiting symptoms of COVID-19</u> .

In accordance with the Department of Human Services and Department of Aging Closure Guidance:

- The provider must close and suspend all CPS services in the setting for 14 calendar days starting from the date that the provider was notified of the COVID-19 diagnosis.

Upon discovery of an exposure that is probable or a confirmed case of COVID,

- Close off all exposed areas
- Open outside doors and windows and use ventilation fans to increase air circulation in the area
- Wait a minimum of 24 hours before beginning cleaning and disinfecting
- Cleaning staff will clean and disinfect ALL areas of the building per CDC guidelines

If anyone becomes sick during the work day, the person is to be sent home immediately. Information on other staff/consumers who had close contact with the ill individual during the time the individual had symptoms and 48 hours prior to symptoms will be compiled.

Promptly notify all staff and consumers who were close contacts of any known exposure to COVID-19 at the business premises, consistent with applicable confidentiality laws.

As per our Re-opening poll; IMMEDIATE pick up is **required** in the event of a detected temperature of 100 degrees or higher or a suspected or confirmed case of COVID. If you are dependent on a private transportation company and/or caregivers for your transportation needs, you must provide two emergency contacts who are available for pick-up immediately.

We know everyone is anxious to return to work, as of today all locations are currently open at a limited capacity and working on part time schedules, due to the State capacity limits of 50% and transportation challenges. Before your first day back to work, these steps must be completed:

- Complete APS re-opening Poll (posted on our website [www.apspackage.com](http://www.apspackage.com))
- In-person retraining tour at your work site (by appointment only)
- Team transition meeting
- Confirmation of your annual Career Information Session (completed by OVR)

There are many factors taken into consideration when deciding an individual's return date. Those factors include but are not limited to: the ability to understand and follow COVID-safety practices, the overall health and known risk factors of each person and their caregivers, the "color" category (red, yellow, green) of both the County of residence and the County of the work site, transportation arrangements, availability of caregivers to pick up during the day (in case of emergency) and distance between residence and work site.

Please continue to check our website for further updates or call your facility APS Program Specialist at:

<u>Facility location</u>	<u>Phone number</u>	<u>Facility location</u>	<u>Phone number</u>
100 Louise Dr., Ivyland	(215) 672-9505	950 Pembroke, Bethlehem	(610) 867-6659
325 Andrews Road, Trevoise	(215) 364-0211	7377 William Ave, Allentown	(610) 841-2013
12285 McNulty Rd, Phila	(215) 281-9015		

#### **Just a reminder**

If you are feeling sick, please stay home.

Temperature screening is mandated before an employee enters the business, you will be sent home if you have an elevated temperature of 100.4 degrees Fahrenheit.

Masks are mandatory when working in the building.

Practice social distancing at all times – 6 feet away from each other.

*August 10, 2020*