



Disability Action Center

COVID-19 Phases of Reintroduction of Employees, Clients, and Programs

Based on guidelines provided by the CDC, the Governor of WV, DHHR and the Marion County Health Department, herein referred to as guidelines.

Phase 1: (Present through May 2020 at least)

- Continue offering programming and support via Facebook and DAC Connection Kits.
- Reintroduce staff to work setting at DAC in limited face to face environment once Governor announces re-opening in some fashion. No more than 3-5 employees working at one time on the premises. Maintain social distance of 6 ft. Wear mask and gloves when working near another employee. Employee may also work alone or independently in the center. Follow guidelines from overarching entities.
- All employees will sign the Telecommuter agreement for when working at home and not at the DAC.
- Building staff, and all employees, will make a concerted effort to clean, sanitize, and maintain safe work environment with that being the primary focus of building staff.
- DAC will provide staff with masks, wipes, hand sanitizer, and gloves or staff may provide their own.
- No fitness, banquet, cleaning or laundry customers during this time.

Phase 2: (Possibly June 2020)

- Begin to offer onsite, face to face programming with clients. Regular schedule of activities. Will limit class sizes if needed to align with guidelines. Seating would allow for social distancing.
- Vulnerable clients would continue to receive programming and support remotely should they remain at home as recommended.
- Staff will return to onsite regular Pre-COVID work schedule.
- Staff will continue to follow all guidelines for masks and gloves as needed and social distancing as recommended in a group setting.

- Clients will not be allowed to congregate or gather more than 30 minutes before or after scheduled class time.
- Clients will need to provide their own protective masks and/or gloves as recommended guidelines.
- Building staff, and all employees, will make a concerted effort to clean, sanitize, and maintain safe work environment with that being the primary focus of building staff.
- DAC will provide staff with masks, wipes, hand sanitizer, and gloves or staff may provide their own.
- Fitness, Banquet, Laundry, and Cleaning customers/services will resume with needed precautions and to adhere to guidelines.

Phase 3: (TBD)

- Return to larger group programming while following guidelines (Camp, Friday Night Out, Field Trips etc.).
- Reschedule and hold DAC fundraisers (Sub Sale, Basket Bingo).
- Building staff, and all employees, will make a concerted effort to clean, sanitize, and maintain safe work environment with that being the primary focus of building staff.
- Lessened social distancing protocols per applicable governmental authorities named above.
- Vulnerable clients would continue to receive programming and support remotely should they remain at home as recommended.

General expectations of staff:

- Follow guidelines laid out by the aforementioned entities (Governor, DHHR, CDC etc.) while not at the Disability Action Center.
- Notify Executive Director of any need to deter from guidelines ie. travel out of county/state/hotspot location, attend larger event than guidelines allow, come into contact with infected person, or exhibit symptoms of any illness.

General expectations of clients/families:

- Do not attend programming at the DAC if you are highly susceptible to illness, are exhibiting any signs of illness, or have come into contact with an infected person.
- Please continue to follow along with DAC classes remotely and request assistance as needed.
- Provide masks, gloves, and hand sanitizer for yourself or your child while attending programming at the DAC.