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EASTERSEALS NEW JERSEY WORK CENTER RE-OPENING STRATEGY

Revised June /2020

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Easterseals New Jersey Pandemic Response Plan

Employment Services

6.1 Mitigation

1. Staff shall ensure individuals served wash their hands often and utilize hand sanitizer if allowed.
2. Services shall be designed in such a way to avoid crowded areas.
3. Management shall determine if a service shall be provided in the community or center. Modifications of services may need to occur if they are provided in high risk areas (follow along services in a nursing home for example). This will be decided on a case by case day by day basis.
4. Each site will discuss plans for reduced staffing and understand their specific capacity for providing services. This shall include a telecommuting plan.

6.2 Symptom Assessment -

Current Individuals Served:

1. Staff shall monitor the health of individuals receiving services daily.
2. If the individual exhibits flu-like or COVID -19 symptoms (fever 100.4 and above, cough and shortness of breath) follow the protocol below.

6.3 Symptoms Present

Current Individuals Served:

1. If the individual is presenting symptoms, they shall be quarantined in a separate area at least 6 feet away from other people. A mask will be utilized for preventative measures. Staff shall take all necessary precautions with PPE.
2. Staff shall contact the care provider to be sent home.
 - a. Care provider should contact their personal physician for guidance.
 - b. Staff shall encourage the care provider to contact the local county department of health.
3. A doctor's note will be required, or they will not be allowed to return to the program for 14 days.
4. Site manager shall be in contact with care provider and request an update.
5. Staff shall disinfect the facility or contact a cleaning vendor.
6. The program shall continue to provide services until told of outcome by the care provider.
7. For community-based services: services shall be provided, and the consumer should continue to be monitored.
 - a. If the consumer presents with symptoms follow the protocol above.
 - b. If in the community consumer arrangement shall be made for care provider to pick up consumer if possible.

6.3.1 If the individual is a person under investigation or confirmed case of COVID -19 (this shall be determined only by the treating hospital):

1. Staff shall follow the guidelines of the treating hospital or local health department which may involve quarantine at home for the individuals served and staff.
2. Managers shall ensure the local health department is notified of the situation.
3. Complete an unusual incident and contact a member of executive management.
4. The compliance department will confer with the CEO to make the decision on next steps.

6.4 Staffing

1. Managers shall do their best to staff the facility at the current required plan.
2. Managers shall ensure the safety of the consumers with regard to determining the proper staff to consumer ratio.
3. If the safety of consumers cannot be guaranteed managers should determine, in conjunction with Compliance, whether program closure is necessary.

6.5 Facility Closures

Programs may close when:

- There is a confirmed case of COVID -19.
- There are not enough staff to maintain programming per contractual requirements. This may be due to staff caring for ill family members.
- We are directed to do so by the State of New Jersey.

1. The decision to close a program shall be made by executive management. The state or local health department may recommend large facilities (i.e. schools) close with suspected cases of exposure.
2. The length of time programs should be closed will vary depending on the severity and extent of illness but may be closed for up to two weeks. Easterseals will follow the recommendation of the state or local health department on length of closure.
3. If the facility needs to close the funding source shall be notified and an incident report completed.
4. Once the facility is closed it shall be disinfected thoroughly which may include utilizing a cleaning vendor.
5. Staff use of PTO or other time during a closure shall be determine by the Human Resource Department.

Personal Protective Equipment (PPE) & Sanitization Guidelines

- **Facemasks for all staff & participants:** Cloth face coverings (made from household items or low cost materials) need to be worn on site daily. If someone arrives without a covering accessible PPE will be made available for that day.
- **Gloves:** Will be provided to ensure sanitization when touching contractual work materials and various surfaces. Gloves are to be utilized daily and disposed of properly after any break (bathroom, lunch etc.) and re-issued upon returning to the work floor.
- **Partitions:** Will be placed in all areas to adhere to social distancing prevention guidelines by OSHA & CDC.
- **Sanitization Wipes:** To be utilized throughout the day and prior to dismissal to clean all surfaces in a preventative measure to reduce any cross contamination.
- **Hand Sanitizing & Washing Hands with Soap & Water:** To be completed upon entry, and during breaks prior to returning to the work floor. (When washing hands scrub for at least 20 seconds).
- **Sanitizing Stations:** To be utilized as needed throughout the day. These stations will be at the following locations throughout the work center- front office, warehouse door, participant cafeteria, staff break room, first aid room. There will be one in each area of the work floor and every bathroom. Sanitizing stations include liquid hand sanitizer, hand sanitizing wipes, multi surface wipes, Lysol, and gloves. Soap and water continue to be available in all restrooms and the first aid room.
- **Maintenance Process:** Deep cleaning of both centers has been and will continue to be completed daily. All furniture and contact points throughout the facility have been cleaned and disinfected such as tables, chairs, cubicles, lockers, restrooms, vending machines, microwaves, countertops, doors, doorknobs, etc. The warehouse floor is power washed, and equipment/machinery cleaned and sterilized.
- **Thermometers:** Temperature screening will be utilized upon arrival to ensure symptomology is not evident to reduce any possibility of exposure. (ESNJ is aware that asymptomatic individuals may not show evidence of symptoms but will implement best practices to prevent any possible transmission of the virus, temperature log will be captured for documentation).

Inventory Baseline

Facemasks	500	Gloves M-L-XL	58,500
Face Shields	300	Cotton Gloves	150
Sanitization Wipes (tubs)	420	Hand Sanitizer 16oz bottles	33
Germicidal Wipes (tubs)	456	Antibacterial Soap Bottles: 7.7 oz bottles	24
Lysol Bottles	10	Refillable Antibacterial Soap	10 gal
Thermometers	4	Partitions	100

- Easterseals NJ provides their own supplies through the purchasing department.
- ESNJ is one of the suppliers for ACCSES NJ for hand and surface sanitizing wipes.
- There will be an ample supply in stock and monitored daily. When and if needed, hand sanitizer will be purchased locally at retail stores. Additional orders are in process.

Social Distancing

- Social Distancing measures will be put in place prior to participants return to the Work Center.
- 6ft distancing with signage will be laid out throughout the work area for visual cues.
- Proximity that allows social distancing will guide our attendance capacity. *Remote service delivery will be implemented for those off site to capture hours of rehabilitative services.
- All office space interactions will no longer be provided at this time. Virtual IDT meetings and conference room scheduling will be implemented to allow for the appropriate spacing for social distancing.
- While 6ft is required for social distancing; PPE will be utilized to mitigate emergency scenarios such as hospitalizations and medical attention through first aid. (PPE utilized will be facemasks/ face shields, gloves and sanitization steps with soap and water or alcohol wipes when necessary).
- If hand over hand assistance is needed for any supported services 6ft social distancing measures will be maintained and a demonstration will be provided by staff. If additional assistance is needed PPE will be utilized as preventative precautions and support will then be provided to the participant during that specific step. Staff will then sanitize their hands and reapply new gloves to reduce the risk of cross contamination.

Adherence to 6ft social distancing is expected upon Work Center premises unless otherwise specified.

Screening Procedure

Upon arrival to the Work Center all participants will be asked to exit their transportation vehicles once called upon. A staff member will be at the door screening each participant. A temperature screening log will be completed at this time.

- **Screening:** Temperature checks prior to entering the Work Center will be implemented to ensure symptomology is not spread to other participants. Sanitization wipes will be utilized to disinfect thermometer. (Testing to be suggested for all participants once available in their county). ***Supervisors & Staff Members will screen with laser thermometer.***

***** All staff will also be screened once arriving on site as a preventative measure as well. *****

- **Testing Requirements-** If participant has been sick/or sent home sick with symptoms that are related to COVID 19- or Flu like symptoms (i.e. Fever 100.4 and above, cough and shortness of breath) clearance to return to work must be provided to ESNJ prior to returning to the Work Center.
- **Contact Tracing-** If any participant or staff member becomes sick with COVID-19 reporting will be sent out to all parties that need to be notified through our UIR (Unusual Incident Report) procedure as well as a memo notification- HIPPA compliance will always be maintained during this process. (Local health department will be contacted as part of the notification process).

If official contact tracing is needed due to a positive result a case investigator will open the case and follow the appropriate measures to mitigate the spread of COVID-19.

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/contact-tracing-CDC-role-and-approach.pdf>

Staff Transition

- Prior to re-opening staff members will be afforded the opportunity to take a brief survey to allow Easterseals NJ to gage any concerns the team may have.
- Staff will be provided an opportunity to discuss all thoughts and concerns related to COVID-19 and the impact it has had on team members prior to re-opening.
- All concerns will be addressed and with support of Human Resources handled in the most supportive manner.
- Production Leads and Rehab Staff will be available on site based upon capacity level and ratio (1:20).
- All staff will be screened with a temperature check prior to providing supports on site.
- Rehab staff will rotate on site to support the daily service delivery. Staff members that are not onsite will be providing a remote vocational experience.

Participant & Staff Training

All staff members and participants will be trained in the appropriate Osha and CDC guidelines regarding the appropriate safety precaution necessary for when on site.

Work Place Preventive Measures: <https://www.youtube.com/watch?v=7YVrL2Recqs>

Handwashing: <https://www.cdc.gov/handwashing/videos.html>

Face covering <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>

Social Distancing-<https://www.youtube.com/watch?v=26KIPc4zDus>

COVID-19 Overview-<https://www.youtube.com/watch?v=DCdxsnRF1Fk>

Based Upon CDC guidelines suggested practices

WORK CENTER PHASES OF RE-ENTRY

Counsel & Support Methodology

- COVID-19 impact advocacy efforts and re-entry process will be discussed with participants/guardians and providers prior to re-admission.
- Networking/Resource dissemination in order to advocate for additional services will be offered to all participants in need of these services (mental health, housing, social services etc.).
- Remote training and review of safety requirements will be thoroughly reviewed and discussed with participants prior to Work Center re-entry.
- Return to Work Survey data will be utilized to help in identifying certain CDC guideline barriers.
- Participants with those barriers will be provided additional trainings and a post assessment to ensure preparation efforts have progressed.
- A video/photo outline of the new environment will be provided to all participants prior to their return to ensure they are familiar with the operational procedures.
- A review of new safety guidelines will be completed upon arrival to the Work Center.
- To ensure comprehension of expectations has been obtained interactive discussions and socially distant demonstrations will be completed with all attending participants.
- Staff will model expectations throughout the workday to reinforce required protocol.
- All staff onsite will provide the necessary training to ensure CDC guidelines are upheld. Reiteration will be necessary to ensure “new” habitual practices become second nature.
- Remote vocational telework training will be provided to all participants who are unable to attend due to capacity limitations.
- Depending on the capacity on site staff will be available based upon ratio standards. (ESNJ Contractual Ratio- 1:20)

Transition Steps to Re-entry to Work Centers

Participant Counsel and Support Review on the Impact of COVID-19.

- 1. Work Centers needed to be closed immediately to reduce any spread of COVID-19.**
How did that make you feel?
- 2. Routines had to change and remote services for vocational training had to be done virtually.**
How did that make you feel and how did you respond to the changes?
- 3. Some people and family members or friends may have become sick.**
How did that make you feel and how did you handle it?
- 4. We will now have to practice safer steps when at work to ensure everyone remains healthy.**
What are your thoughts about that?



Resources Available

NJ Resources 2019/2020

https://www.state.nj.us/humanservices/dds/documents/RD/2019/FINAL_2019_DHS_NJ_Resource%20Guide.pdf

COVID-19 Resource Directory

https://www.njcares.gov/ohh/downloads/DMI_COVID-19_Resource-Guide.pdf

COVID-19 Testing Centers

<https://covid19.nj.gov/faqs/nj-information/testing-information/where-are-testing-centers-in-new-jersey>

Safety Awareness & Adherence Survey

Return to Work Survey

This survey is being provided to identify whether additional training is needed prior to re-entry to the Work Center. Based upon 9 criterion responses team members will provide additional trainings on those specific areas which help ensure comprehension of safety protocol.

Outcome is to ensure all participants are prepared upon their return to work. Post assessment questions will be provided to all participants who need this additional training.

Key Metrics Focus On:

- Ability & willingness to frequently wash hands with soap water / hand sanitizer before and after touching different surfaces.
- Ability to properly cough or sneeze and sanitize thoroughly after doing so.
- Ability & willingness to wear face coverings as a form of onsite PPE.
- Ability and willingness to utilized gloves as a form of onsite PPE.

Based Upon CDC guidelines suggested practices: Ability to Maintain safe Behavioral Practices-



Remote Service Delivery

Easterseals NJ Rehabilitation Team will be providing remote services to all participants that are not able to attend the Work Center due to capacity limitations. Areas of focus during this virtual learning experience will be based upon vocational employment plans as well as hard and soft skills.

Each caseload of participants will be receiving an in-depth weekly review of vocational training through various forms of virtual remote contact such as:

- ***Transition Trainings & Advocacy:***
To prepare for re-opening all mitigation steps will be reviewed with participants such as current status due to pandemic impact, Work Center layout, PPE overview, social distancing guidelines, sanitization and screening steps as well as transportation status.
- ***One to One Meetings:***
These meetings will consist of various interactions such as Individual Employment Plan review and completion (IDT members involvement will be dependent upon informed consent and guardianship) semi- annual reviews, counsel and support based upon employment concerns due to current environment changes and or barriers.
- ***IDT Meetings:***
Will be scheduled for Annual Plan Compliance or Programmatic Overview.
- ***Group Sessions/Classes/Networking-Peer Socialization:***
Will be offered through Zoom or appropriate & accessible platforms to allow for peer socialization and review of vocational content and experience with all participants.
- ***Virtual Learning:*** Will provide each participant with independent activities and assessments to ensure content engagement and comprehension.
- ***Non-Technological Based Supports:***
For any participant unable to interact with team members due to limited technology/internet access there will be contact made using a telephone to engage in all vocational activities. The option to receive activities via mail or over the telephone will be up to the participants discretion.

All interactions with each participant will be person centered and thoroughly documented within our Credible EHR system to ensure there is continuity of services being delivered to each participant. Content areas are listed below to provide an overview.

Remote Content Review

- *Annual IEDP's and Semi Annuals*
- *Stress Management and Support & Counsel*
- *Advocacy for Employment Maintenance for both Work Center and Community Employment.*
- *COVID-19 Transition Steps regarding Social Distancing/Hand Washing/PPE*
- *Hygiene Practices*
- *Safety Protocol*
- *Effective Communication*
- *Time Management Overview*
- *Money Management Overview*
- *Interpersonal Skill Development*
- *Decision Making Skills*
- *Health & Wellness*
- *Professionalism*
- *Teamwork*
- *Networking*
- *Transportation*

Career Exploration:

- *Interviewing Skills*
- *Resume/Cover Letter Overview*
- *Professional Attire*
- *Networking*
- *Team Collaboration*
- *Self-Advocacy*
- *Natural Supports & What That Means.*
- *Self-Disclosure*
- *Foundational Technology Skills*
- *Career Inventory & Assessment Opportunities*
- *Career Research*
- *Work Readiness- Foundational Skills*
- *Assistive Technology*

Contacts Listed Below:

Emailing team members will be the most efficient method to converse with someone; at this time there will be limited access to voicemail as onsite access will be rotating. Updates will be provided as changes are made.

<p>Angela Mack, MSW</p> <p>Director of Employment Development</p> <p><u>Amack@nj.easterseals.com</u></p> <p>Millville- 856-327-6454 ext. 214</p> <p>New Brunswick- 732-828-8080</p>	
Millville Work Center	Raritan Valley Work Center
<p>Rachel Smith, BA, CESP</p> <p>Career Exploration Coordinator</p> <p>-Hybrid Caseload-</p> <p><u>rsmith@nj.easterseals.com</u></p> <p>856-327-6454 ext. 223</p>	<p>Bridget Duncan BA</p> <p>Career Exploration Specialist</p> <p>-Hybrid Caseload-</p> <p><u>bduncan@nj.easterseals.com</u></p> <p>732-828-8080 ext. 619</p>
<p>Pamela Albano-Capano, BA</p> <p>Workforce Operations Coordinator</p> <p><u>PALbano-Capano@nj.easterseals.com</u></p> <p>856-327-6454 ext. 243</p>	<p>Jamail Blair, BA</p> <p>Workforce Operations Coordinator</p> <p><u>JBlair@nj.easterseals.com</u></p> <p>732-828-8080 ext. 627</p>
<p>Jennifer Suttle, BA</p> <p><u>jsuttle@nj.easterseals.com</u></p> <p>Service Specialist</p> <p>229</p>	<p>Melissa McFarland, BA</p> <p><u>mmcfarland@nj.easterseals.com</u></p> <p>Service Specialist</p> <p>628</p>
<p>Shanen Alvarez, BA</p> <p><u>salvarez@nj.easterseals.com</u></p> <p>Service Specialist</p> <p>232</p>	<p>Mary Ruggiero, BA</p> <p><u>mruggiero@nj.easterseals.com</u></p> <p>Service Specialist</p> <p>629</p>

Operational Mitigation Strategy

Transportation:

- All transportation vendors will be required to submit their action plan to support the re-opening strategies of ESNJ.
- To phase into the transportation procedure all participants will be surveyed regarding their current methods of transportation as well as their access to natural supports.
- All participants will be required to wear their face covering while being transported to and from the Work Center.
- Socially distant measures with reduced capacity will be required and screening (check-in or temperature check) will be requested prior to participants being transported to the Work Center.
- To decrease congestion during pick up and drop off transportation vehicles will be required to line up to drop each group of participants off one at a time so appropriate screening and social distancing can take place.
- If any participant arrives with any symptomology transportation will be required to bring the participant back home. (Appropriate documentation will be required upon return).

Attendance / Capacity:

- Attendance and level of capacity will be identified by the measured social distancing requirements and executive order limitations.
- Based upon the building layout both Work Centers will be able to support approximately 1/3^d of their capacity at this time.
- As executive orders increase and remove limitation restrictions the Work Centers will monitor their current status and begin to phase in based on the safest methods for each location.
- Attendance will be captured both on site and remotely as DVRS will be elaborating on the terms of how best to capture attendance during the remote service delivery.

- 511 documentation needs to be completed and signed prior to attendance to the Work Center.

Limited Capacity Work Schedule:

	Participant Attendance Level Phase 1 **1/3rd of LOC **	Participant Attendance Level Phase 2 **EO-Reduces Limitation Capacity**	Participant Attendance Level Phase 3 2/3rd's LOC **Dependent on Phase 2 results**
Day A	50	Incremental 10-15	100
Day B	50	Incremental 10-15	100
Day C	50	Incremental 10-15	100
*Remote rehabilitation services provided to all participants not in attendance on site. *			

Daily Operations Guideline:

Arrival procedure:

- Participants will arrive at either Work Center (Millville or RVW) between 7:45am- 9am.
- Transportation vehicles will line up in front or side of the building depending on location and all participants will remain in their vehicles until they are directed to pull up to the entrance way.
- Once at the entrance way each participant will be directed to step out of their vehicle one at a time.
- At this time, the transportation monitor will take the participants temperature with a touchless infrared thermometer and ensure proper PPE is worn.
- PPE will be readily available outside the facility if needed before entering.
- If the participants temperature is elevated (100.4 degrees Fahrenheit or higher), they will be directed to return to their vehicle and self-quarantine 14 days or be cleared by a medical professional with proper return to work documentation.

Workstation Procedure:

- Once the participant enters the building, they will be directed to their workstation area which is set up at the 6 ft social distancing requirements.

- At this time, the production lead will give instruction as to what project they will be training on for that day and model the procedure from the 6ft social distancing regulation requirement.
- Materials will be laid out ready for assembly/packaging.
- Participants will be seated at the end of a 6 ft table and will push finished work to the other end of the table to be collected by the material handlers/staff (who is wearing the proper PPE equipment) once completed.
- Certain equipment will be assigned to participants that need to be utilized for specific tasks for that day.
- Equipment will be disinfected throughout the day during scheduled spray sanitizing and at the end of the day wiped down with disinfectant.
- Time studies will be reconfigured to accommodate social distancing guidelines.

Daily Sanitizing Procedure:

- Bathroom monitors and cafeteria monitors will be trained by staff on proper disinfecting/sanitizing techniques.
- Staff will monitor throughout the day to ensure these techniques are being implemented and consistent.
- The breakrooms will be sprayed with sanitizer between each break and lunch.
- Each work area will be sprayed with sanitizer during breaks and lunches while the area is vacant and at the end of the day once the participants are dismissed.

**All doors throughout the facility will be propped open to minimize surface contact.

Warehouse Procedure:

- All materials/deliveries will be received through the warehouse where it will be sprayed with sanitizer and/or will sit for 24 hours before being disassembled and distributed for production.
- The warehouse clerk will deliver materials to each area when needed via forklift.

Medical Emergencies:

- In the case of a medical emergency of identified 100.4 temperature arises (depending on the emergency) the participant will be directed to the first aid room and assessed to determine the outcome of whether 911 should be called or the provider for a pickup or a minor treatment is required. (**First Aid room will be utilized to isolate to reduce exposure of COVID-19 symptoms**).
- The participant will remain in the first aid room until the outcome is determined and in place.
- Proper PPE equipment will be worn, and distancing will be in effect if applicable.
- If a participant or staff member tests positive for COVID-19 the appropriate parties would be notified through contact tracing procedure. Once ESNJ Work Centers are notified All disinfection measures will be taken to ensure a safe environment. The Work Center will remain open unless otherwise suggested. If closure is warranted, you will be able to find this information out on our Easterseals NJ website. <https://www.easterseals.com/nj/>.

End of Day Dismissal:

- Transportation monitor will be stationed at the entrance way and vehicles will line up in the same fashion as the morning arrival.
- The monitor will then start with the first vehicle and get the names of the participants whom they are picking up.
- The monitor will then announce the participants initials over the intercom to the production lead who will then direct the participant that their ride has arrived and to return to their vehicle.

Visitors/Field Team Members:

- All visitors or IDT meetings will be limited and a request will be made to have a conference call or a virtual meeting as a preventative measure. If that is not possible all IDT members will be required to follow CDC guidelines as reflected in the re-opening strategy. (temperature screening, social distancing, face covering).
- Upon arrival to the Work Center it will be required that a phone call is made in advance to notify the team that you are present so all screening procedural methods can take place prior to entering the Work Center. (**Millville Work Center- 856-327-6454 Raritan Valley Work Center-732-828-8080**).
- Career Exploration participants (Hybrid participants) will be provided informed choice regarding exploration in the community. If there is an interest to go out in the community

strategical safety measures will be implemented based upon the executive orders of opened employment sectors.

- When utilizing a vehicle to explore the community social distancing will be expected with participant sitting in the backseat passenger side of the vehicle. Face covering and sanitization procedures will also be required.

Inter-Office Mail and Packages:

- All packages and deliveries will be guided to the back door near the loading dock so all packages can be thoroughly sanitized prior to bringing the products in the building.
- Sanitizing sprayer will be utilized on all packages received by the warehouse.
- A hand sanitizing station will be available at the warehouse door.

Breaks and Lunch Safety Procedures:

All participants and personnel will be expected to follow the social distancing guidelines in all locations of Easterseals NJ Work Centers.

- Staff will monitor during breaks/lunches to ensure proper social distancing guidelines are maintained.
- Daily expectation is that lunch is brought onsite to the Work Center preferably in a paper bag for easy disposal and limited surfaces for germs to spread.
- For participants who do not bring their lunch, vending machines are available. Vending machines will be monitored by staff. Staff will ensure vending machines are wiped down with sanitizing wipes between use.
- If lunch is forgotten or there is an instance where lunch cannot be bought there will be limited access to some canned/instant meals for emergency purposes to help assist a participant if in need. (*Due to allergies and dietary restriction this is not a preferred method*).

****It is the participant/guardians/providers responsibility to bring/provide lunch.****

- Dismissal for Breaks/Lunches will be staggered in 15 second increments to allow proper social distancing measures for arrival into the breakrooms/outside seating (seasonal option).

- The 15 minutes between lunches/breaks will allow for the 15 second increments and sanitizing schedule set in place.
- The breakroom has proper 6ft distancing in place and at Millville Work Center can accommodate 11 participants. The conference room is also set up to accommodate 6 participants at the proper 6 ft distancing requirements as well as the computer lab accommodating 2 more participants. Outside seating will also accommodate an additional 9 participants. At Raritan Valley the breakroom has proper 6ft distancing in place and can accommodate 15 participants. Outside seating will also accommodate an additional 3 participants.
- During lunch/breaks a monitor will be on hand to disinfect vending machines and the one microwave provided.
- Bagged lunches will be encouraged to limit usage of these items but will be available if needed. Paper products and plasticware will be provided if needed as well.
- Once break/lunch is over the participants will return to their workstation in the same orderly fashion they were dismissed in 15 second increments to ensure proper social distancing.

Millville	Lunch	Break
Team 1	11:15 & 11:45	1:30 & 1:45
Team 2	12:00 & 12:30	10:15 & 10:30
Team 3	12:45 & 1:15	10:45 & 11:00

RVW	Lunch	Break
Team 1	12:45 & 1:15	9:30 & 9:45
Team 2	12:00 & 12:30	10:00 & 10:15
Team 3	11:15 & 11:45	10:30 & 10:45

Bathroom/Restroom Protocol:

- Each Area will have a men’s bathroom pass and a women’s bathroom pass and will be disinfected in between each use (a total of 3 men/3 women’s bathroom passes for all three areas). This will limit the number of people waiting to use the restroom.
- Outside the restrooms 6 ft distancing signs are placed to show where participants are to stand while waiting to use the restroom.
- Only two stalls at a time will be available for use. One at each end of the bathroom to ensure social distancing.

****In the case of an emergency for restroom usage staff bathrooms will also be available.****

- Bathrooms will be monitored and cleaned between each use.
- Bathroom monitors will be trained on proper sanitizing procedures.
- The restroom facilities will be monitored for social distancing by the bathroom monitors and the floors will be clearly marked to maintain the social distancing requirements.
- Handwashing with soap and water will be encouraged and a sanitizing station will be readily available.

Locker Protocol:

- Lockers / cubicles will be available for use.
- Lockers / cubicles will be sanitized daily. Monitors will wipe down lockers / cubicles between uses.
- All lockers have been thoroughly disinfected and will be utilized only to hold jackets or lunch bags.
- All lockers have been spaced out to reduce any area from being congested when preparing for breaks or lunch.

Participant/Employee Temperature Monitoring Log Requirements

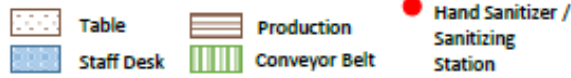
- All Participants/ Employees are required to have their temperature taken prior to beginning their shift.
- The screener (Supervisor or ESNJ Staff Member) will document temperatures upon arrival.
- Any participants/ employee with a temperature of 100.4 degrees or higher will be sent home, and they will be required to follow the pandemic procedure as stated below.

If the participant is presenting symptoms, they will be quarantined in a separate area (First Aid Room) if occupied at least 6 feet away from other people. Staff shall take all necessary precautions with PPE.

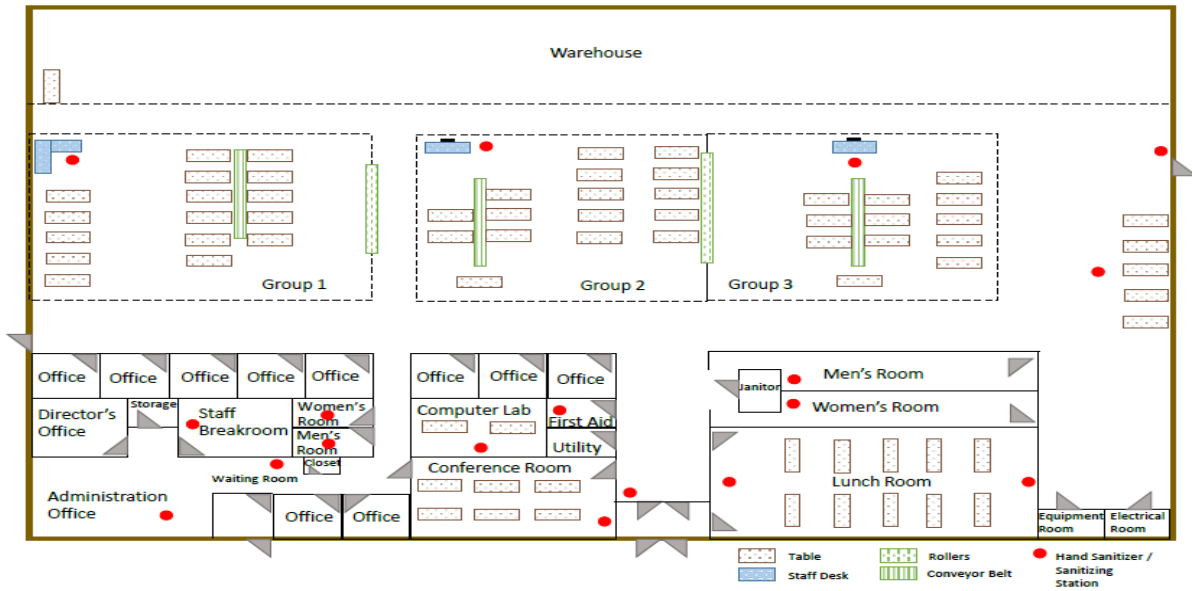
All ESNJ employees identified with a 100.4 temperature will be asked to return home and follow the pandemic procedures below as well.

- If participants temperature is identified upon arrival the transportation company/ provider will be expected to return the participant to their residence. Staff will contact the care provider to notify them of the temperature. If onsite when temperature is determined a staff member will contact the provider to have the participant picked up as soon as possible.
- For ***both ESNJ employees and participants*** a contact with their personal physician will need to be made for guidance.
- A **doctor's note will be required**, or the person identified will not be allowed to return to the program for 14 days.

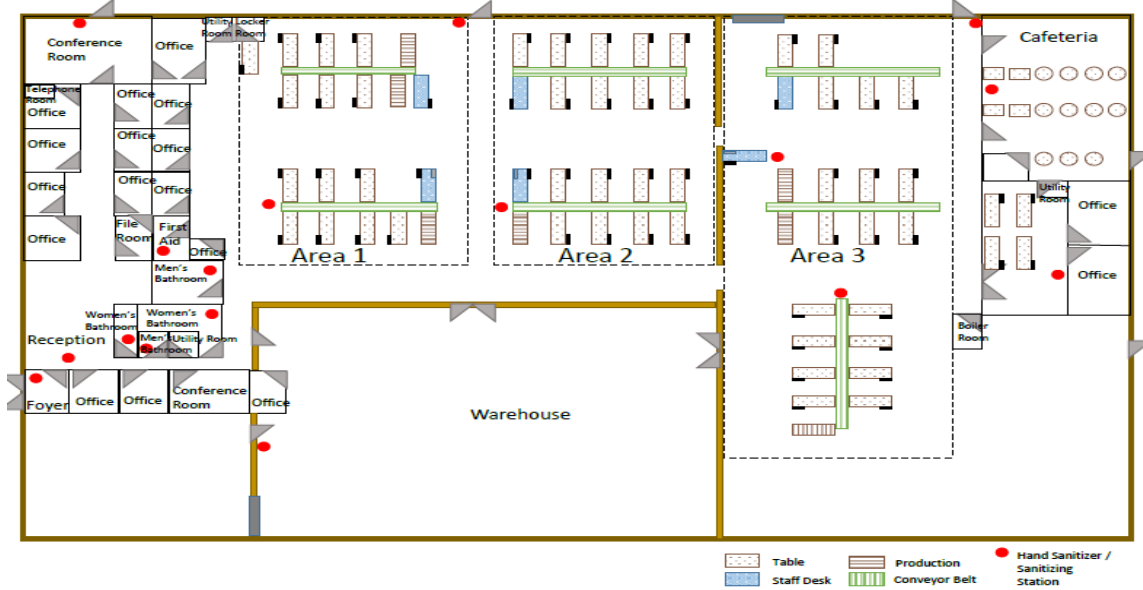
Work Floor Configurations



Millville Floor Plan



RWV Floor Plan



Staff Survey Prior to Re-Opening

Please highlight all responses and re-submit

General Questions	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
I feel confident Easterseals NJ leadership can bring me back to work safely.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I believe appropriate safety protocols will be in place when I return to work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I understand the safety protocols being implemented to prevent COVID-19 infections at work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I understand the importance of screening employees for symptoms of COVID-19.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have no fear of being infected with the coronavirus while at work because of my own health conditions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have no fear that I will carry the virus home to family members and infect them.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I have no fear of contracting the virus from co-workers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have no fear of contracting the virus from customers/participants.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I believe my job would be negatively impacted if I tested positive for COVID-19.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I feel safe traveling to and from work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I feel I will have adequate access to childcare.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I feel safe traveling for work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Which safety measures do you want to see in the workplace?	Yes		No		Unsure
Required masks	<input type="radio"/>		<input type="radio"/>		<input type="radio"/>
Optional masks	<input type="radio"/>		<input type="radio"/>		<input type="radio"/>

Face shields	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employer-provided masks or face shields	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Individual hand sanitizer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hand sanitizer stations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Additional hand washing areas/stands	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shoe covers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disposable gloves	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Daily disinfection of work areas/common areas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Physical-distancing protocols	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



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Staggered shifts/breaks/days in office	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Daily employee health screening	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employer testing for COVID-19	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Increased telecommuting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Detailed protocols for handling workplace exposures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Limited business travel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Visitor health screening	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Not allowing visitors/clients in the workplace	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Plexiglass barriers between co-workers/customers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Participant Return to Work Survey

HEALTH AND SAFETY

HYGIENE	YES	NO
Washes hands upon entering from outdoors?		
Washes hands after restroom use?		
Washes hands prior to handling food/drink?		
Covers properly when coughing/sneezing?		
Washes hands after coughing or sneezing into hands?		
If No to any above; benefitting from training efforts to correct?		
VIRUS RISK FACTORS (according to CDC guidelines)	YES	NO
Age 65 or older?		
Chronic Lung Disease or Moderate to Severe Asthma?		
Serious Heart Condition(s)?		
Immunocompromised (e.g., cancer treatment, organ transplant, HIV, etc)?		
Severe Obesity?		
Diabetes?		
Chronic Kidney Disease, undergoing dialysis?		
Liver Disease?		
Someone in your immediate household meet any of the above risks?		
PROTECTIVE MEASURES	YES	NO
Able to wear gloves?		
Need assistance with putting gloves on or taking gloves off?		
Willing to use gloves?		
Able to wear a face covering?		
Need assistance with putting cover on or taking cover off?		
Willing to use a face covering?		
TECHNOLOGY/INTERNET ACCESS		
DEVICES	YES	NO
I have free access to a computer in my home.		
I have limited/restricted access to a computer in my home.		
I can access the internet from the computer in my home.		
I have my own cell phone.		
I am able to access the internet from my cell phone.		



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I use someone else's phone to make/receive calls.		
I use someone else's phone to access the internet.		
EMAIL		
The email address I use <i>that is checked regularly</i> :		
This email address belongs to:		

DESIRE TO RETURN		
1	2	3
I cannot wait to get back!	I can take it or leave it.	I am happy being out.
Notes:		

Remote Service Delivery Workflow Sample

Content Area: Health & Wellness	Assistive Technology/ Tools Needed: Computer/Cell phone : Internet Needed No Internet -phone call Engagement
Week:	Time: 10:00
Goal/Obj Assignment: Engaging in physical activity when working at home 2 times a week.	
Development Process: 1. Ask participants to engage in exercise: (If limited or no access to internet review exercise over the phone) <ul style="list-style-type: none"> • Stretch for 2 minutes • 10 jump and jacks • 10 arm curls • 10 knee rises • 10 squats • Jog/March in placed to upbeat song <u>I Like to Move It</u> on YouTube: http://youtu.be/LSew0t7j-DE	
Group Session: Participant Choice	Individual Session: Participant Choice
Post Assessment: <ol style="list-style-type: none"> 1. Review exercise steps and why getting up and moving is a healthy activity. 2. Suggest participants complete a movement journal to track their progress. 	

Content Area: Safety Measures	Assistive Technology/ Tools Needed: Computer/Cell phone/ Email
Week :	Time: 10:00
Goal/Obj Assignment: Learning how germs spread and what precautions are needed daily to maintain work safety.	
Development Process: Provide Each Participant with the opportunity to view the link below: https://www.youtube.com/watch?v=eVJbenwzR1s Review what was viewed in the video. <ol style="list-style-type: none"> 1. Discuss the steps that were not safe. 2. Discuss how far germs can spread and if everyone was aware of how fast germs can spread. 3. Identify whether the participant feels like safety measures are needed in the workplace. 4. Review PPE utilized. 	
Group Session: Participant Choice	Individual Session: Participant Choice
Post Assessment: <ol style="list-style-type: none"> 1. How did it make you feel to see how germs spread? 2. Do you think we should use PPE at the Work Center? 3. What equipment did she use and why do you think she used the PPE? 	

Content Area: Technology in the Workplace	Assistive Technology/ Tools Needed: Computer/Cell phone : Internet Needed
Week:	Time: 10:00
Goal/Obj Assignment: Getting technologically prepared for remote service delivery once a week.	
Development Process: Learning how to utilize zoom so everyone can engage in meetings effectively. Review links below to you get a step by step overview of zoom and how to use it. Learn how to use zoom on iPhone or Android https://m.youtube.com/watch?v=IO206_NezaY 7 tips for using zoom: https://m.youtube.com/watch?v=KIdodM2dvxA Features: https://m.youtube.com/watch?v=sOJkffIN8O4 Schedule a meeting for all participants either individually or in a group session to review everyone's ability to access this platform	
Group Session: Participant Choice	Individual Session: Participant Choice
Post Assessment: <ol style="list-style-type: none"> 1. Did each participant make it to the meeting? 2. Did the participant or group arrive on time? 3. Was everyone able to interact to the best of their ability? 4. What can zoom be used for to help you in your everyday life? 	

Career Exploration Curriculum Examples
Based on Accessible Technology

Limited Access

Week 1
Identifying Interests
<p>This week we will complete the “Career Clusters Interest Survey”. I will ask you a series of questions over the phone and mark your answers. If you have the ability to access this online, and would like to view it before the call, it can be found at: https://instrc.indiana.edu/pdf/transition_matrix/CareerClustersInterestSurvey.pdf</p>
<p>Please be available for your phone call this week at your assigned time so that we can complete this survey together. It will take approximately 20 minutes. We will discuss the results of this survey together to identify which careers clusters would be the best match for you.</p>

Access to Technology/Internet

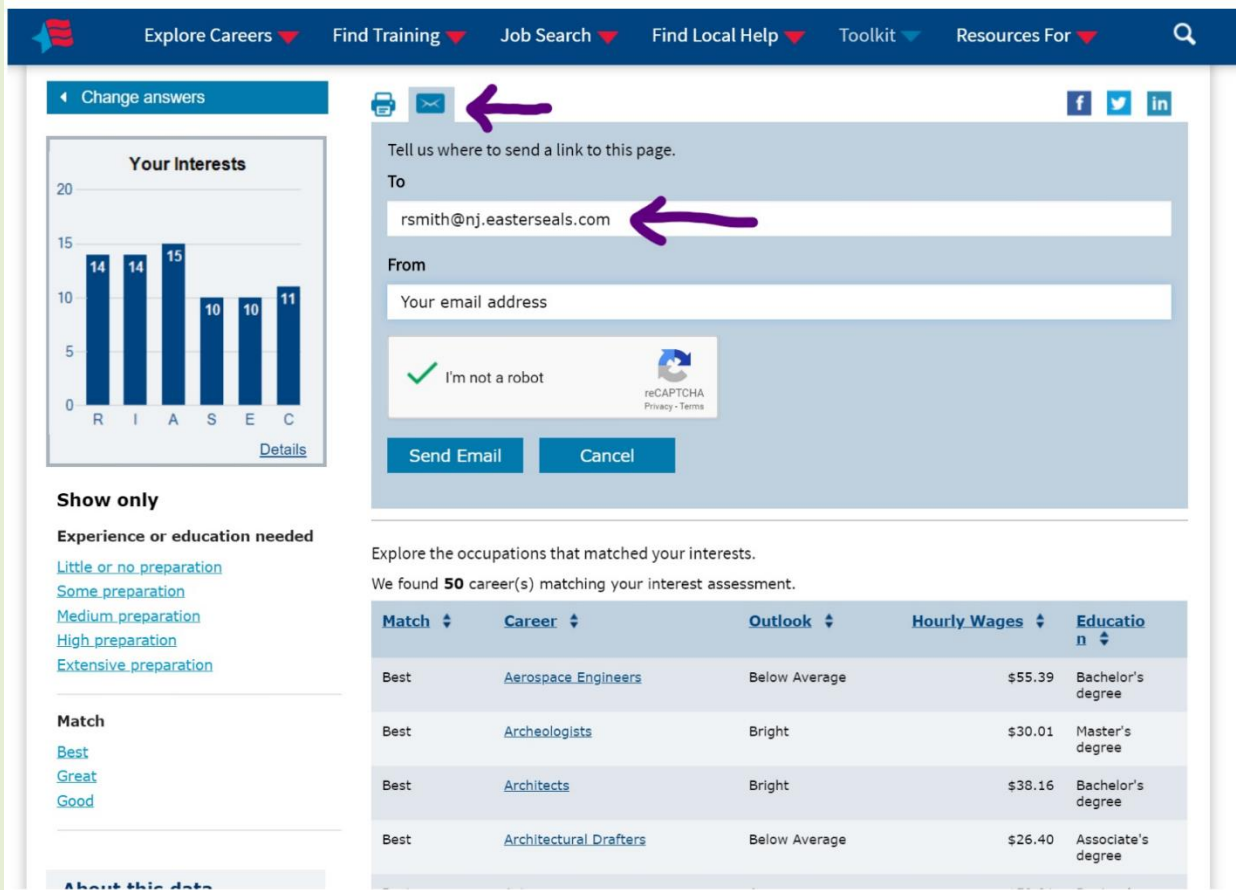
Week 1
Identifying Interests
<p>Step 1: Complete the career interest survey, found at: https://www.careeronestop.org/toolkit/careers/interest-assessment.aspx</p>

Step 2 (Assignment):

Click the blue envelope on the upper area of the page to email your results to me. When you click the envelope it will open a box that says “Tell us where to send a link to this page”.

Please copy and paste my email into this line:
rsmith@nj.easterseals.com

TO EMAIL YOUR RESULTS:



The screenshot shows the Easterseals website interface. At the top, there is a navigation bar with links: Explore Careers, Find Training, Job Search, Find Local Help, Toolkit, and Resources For. Below this, there is a section titled "Change answers" with a bar chart showing "Your Interests" for categories R, I, A, S, E, and C. The values are 14, 14, 15, 10, 10, and 11 respectively. To the right of the chart is a "Details" link. Below the chart, there is a "Show only" section with links for "Experience or education needed" (Little or no preparation, Some preparation, Medium preparation, High preparation, Extensive preparation) and "Match" (Best, Great, Good). On the right side of the page, there is an email form titled "Tell us where to send a link to this page." with a "To" field containing "rsmith@nj.easterseals.com", a "From" field with the placeholder "Your email address", and a reCAPTCHA "I'm not a robot" checkbox. Below the form are "Send Email" and "Cancel" buttons. Below the form, there is a section titled "Explore the occupations that matched your interests." with the text "We found 50 career(s) matching your interest assessment." and a table of career matches.

Match	Career	Outlook	Hourly Wages	Education
Best	Aerospace Engineers	Below Average	\$55.39	Bachelor's degree
Best	Archeologists	Bright	\$30.01	Master's degree
Best	Architects	Bright	\$38.16	Bachelor's degree
Best	Architectural Drafters	Below Average	\$26.40	Associate's degree



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Commercial Disinfecting Maintenance-Upon Re-opening:

Attached is ServePro quote that was obtained to prepare for re-opening sanitization maintenance now that re-opening has been established as an option scheduled maintenance will be completed as stated below with CDC recommendations in place.



Like it never even happened.®

May 18, 2020

Michelle Williams
 Procurement Coordinator
 Easter Seals
 120 Bogden Boulevard
 Millville, NJ 08332

Re: Commercial Disinfecting Services

Dear Ms. Williams

Thank you for contacting SERVPRO® of Cape May & Cumberland Counties. We propose to treat the approx. 6,000 SF building with a high-density EPA registered disinfecting agent. The misting process will fill the facility with a dense mist, which will condensate onto the ceiling, walls, and floors. For best results it is recommended that all HVAC systems be left with fans in the ON position so the high-density mist passes through ductwork.

We will also wipe all horizontal surfaces and high-touch surfaces recommended by the U.S. Centers for Disease Control (CDC) such as counters, tabletops, doorknobs, light switches, bathroom fixtures, toilets, phones, keyboards, tablets, and tables at a minimum.

Our price for during business hour services:	\$	720.00	(\$0.12/SF)
Personal Protective Equipment:	\$	100.00	
6.625% NJ Sales Tax:	\$	0.00	
Total:	\$	820.00	

Our price for after business hour services:	\$	840.00	(\$0.14/SF)
Personal Protective Equipment:	\$	100.00	
6.625% NJ Sales Tax:	\$	0.00	
Total:	\$	940.00	

Normal business hours are Monday-Friday, 9am-5pm.

We require payment in full at the time services are rendered. For your convenience, we accept Visa, MasterCard, Discover, check, or cash as form of payment.

Our uniformed SERVPRO® crew chiefs and field technicians are background-checked and routinely drug tested for your safety and security.

If you have questions or concerns or would like to schedule services, please contact our office at 609-624-0202. Thank you again for allowing us to provide you with this quote. This quote is good for 30 days.

Sincerely,

Colleen Ayala
 Business Development Consultant
 Mobile: (609) 231-9871
cayala@servpro9011.com

SERVPRO® of Cape May & Cumberland Counties
 2684 Route 9 Ocean View, NJ 08230
 Business: 609-624-0202 or Toll Free: 844-350-3131 Fax: 609-624-9291
Independently Owned and Operated
 EIN# 27-2193916 NJ HIC# 13VH05808500 PA HIC# PA130066
sp9011@servpro9011.com



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Millville Work Center
Heat & AC Annual Maintenance Receipt 2020

Home Improvement Contractor
 N.J. License # 13VH0493E900

Contract # DMR7152020
PROPOSAL-CONTRACT



Price Effective Until
 8/15/19

73 Water Street - R 0, Box 777 - Bridgeton, New Jersey 08302
 (856) 455-1111 • Fax (856) 455-4085 • www.woodruffenergy.com

Date 7/15/2020	Account# 746298	S.S.#
Submitted To Easter Seals of New Jersey	Home Telephone	
Address 120 Bogden Blvd.	Work Telephone 856-327-6454 X 213	
Work to be performed at: same	Cell Phone CHRIS 732-406-7257	

HEATING EQUIPMENT **COST**

FUEL Natural Gas Fuel Oil Electric Liquid Propane
 Warm Air Boiler Other

EFFICIENCY _____ % AFUE

WARRANTY (Heat Exchange or Block)
 Lifetime Limited Life 25 Years 20 Years Other
 10 Year Parts 5 Year Parts 1 Year Parts Other
 10 Year Labor 5 Year Labor 1 Year Labor MODEL _____
 BRAND _____

HEATING PROPOSED COST _____

CENTRAL AIR CONDITIONING

CAPACITY 1 1/2 Ton 2 Ton 2 1/2 Ton 3 Ton 3 1/2 Ton 4 Ton 5 Ton

EFFICIENCY 13 SEER 14 SEER Other

WARRANTY
 Lifetime 10 Year Compressor 5 Year Compressor 1 Year Compressor
 10 Year Parts 5 Year Parts 1 Year Parts
 10 Year Labor 5 Year Labor 1 Year Labor
 BRAND _____ MODEL _____

COOLING PROPOSED COST _____

OPTIONS

THERMOSTATS
 Digital 7-Day Programmable Digital 5/2 Programmable Non-Programmable

DUCT CLEANING (Number of Registers) We provide Natural gas as well as Propane, sign up today.
 275 330 Yard Basement Other

OIL TANKS Brand _____ Model _____ Warranty _____

Maintenance Contract for the preventive maintenance of heating units only (8) hanging heaters. 2 x per year we will change all air filters, test all safety controls, inspect and clean as needed. Lubricate any motors that can be lubricated. Blow out drains 2 x per year. Contract is a 1 year term.

TERMS Cash Net 10 Days Other Balance with signed contract. (with approval)

Start and finish dates are contingent upon timely receipt of payments and return of contract signed by buyer. Matters outside the control of seller may affect start and finish dates. Seller will notify buyer of any applicable charges.
 Approx. Start Date _____ Approx. Finish Date _____

Total Investment and Terms This proposal is covered by the terms and conditions on the back of this form. * Permits, if required, will be billed in addition to proposal amount.	Maintenance contract \$1775.00
1775.00	payable with signed agreement. \$
All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner.	Excluded are damages caused by Storms, power \$
Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Worker's Compensation and Public Liability Insurance on above work to be taken out by Woodruff Energy.	surges, switches being turned off by \$
Acceptance of Proposal The above prices and specifications and the terms and conditions as set forth on the reverse side, are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as specified above.	accident. \$
Signature _____ Date _____	Sub total miscellaneous items: \$1775.00
Signature _____ Date _____	Total Proposed Amount* \$1775.00
-Signature by applicant gives permission for a credit report to be obtained for the purpose of extending credit or in the collection of a balance due.	Tax \$
	Total \$1775.00
	Down Payment \$
	Balance Due Per Terms \$1775.00
	Rebates (if applicable) \$

Original (Sign & Return) Customer Copy Office Copy



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Home Improvement Contractor
 N.J. License # 13VH04936900

Contract # DMR/172020
PROPOSAL-CONTRACT



>Price Effective Until
 3/15/2020

73 Water Street - R 0. Box 777 - Bridgeton, New Jersey 08302
 (856) 455-1111 • Fax (856) 455-4085 • www.woodruffenergy.com

Date 7/15/2020	Account# 746298	S.S. #
Submitted To Easter Seals of New Jersey	Home Telephone	
Address 120 Bogden Blvd.	Work Telephone 856-327-6454 X 213	
Work to be performed at: same	Cell Phone CHRIS 732-406-7257	

HEATING EQUIPMENT **COST**

FUEL Natural Gas Fuel Oil Electric Liquid Propane
 Warm Air Boiler Other _____

EFFICIENCY _____ % AFUE

WARRANTY (Heat Exchange or Block)
 Lifetime Limited Life 25 Years 20 Years Other _____
 10 Year Parts 5 Year Parts 1 Year Parts Other _____
 10 Year Labor 5 Year Labor 1 Year Labor

MODEL _____

BRAND _____

HEATING PROPOSED COST _____

CENTRAL AIR CONDITIONING

CAPACITY 1 1/2 Ton 2 Ton 2 1/2 Ton 3 Ton 3 1/2 Ton 4 Ton 5 Ton

EFFICIENCY 13 SEER 14 SEER Other _____

WARRANTY
 Lifetime 10 Year Compressor 5 Year Compressor 1 Year Compressor
 10 Year Parts 5 Year Parts 1 Year Parts
 10 Year Labor 5 Year Labor 1 Year Labor

MODEL _____

BRAND _____

COOLING PROPOSED COST _____

OPTIONS

HERMOSTATS
 Digital 7-Day Programmable Digital 5/2 Programmable Non-Programmable

DUCT CLEANING (Number of Registers) We provide Natural gas as well as Propane, sign up today.

WATER HEATERS 275 330 Yard Basement Other _____

WATER HEATER Brand _____ Model _____ Warranty _____

Maintenance Contract for the preventive maintenance of (2) roof top units, (3) packaged units with air handlers 2 x per year we will change all air filters, test all safety controls, inspect evaporator coils clean if needed. Lubricate any motors that can be. wash condenser coil 1 x per year. blow out drains 1 x per year. Contract is a 1 year term.

TERMS Cash Net 10 Days Other Balance with signed contract. _____ (with approval)

Start and finish dates are contingent upon timely receipt of payments and return of contract signed by buyer. Matters outside the control of seller may affect start and finish dates. Seller will only buyer of any applicable charges

Approx. Start Date _____ Approx. Finish Date _____

Total Investment and Terms
 This proposal is covered by the terms and conditions on the back of this form. Permits, if required, will be billed in addition to proposal amount. **1775.00**

Material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner.

Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, wind and other necessary insurance upon above work. Worker's Compensation and Public liability Insurance on above work to be taken out by Woodruff Energy.

Acceptance of Proposal
 The above prices and specifications and the terms and conditions as set forth on the reverse side, are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as specified above.

Signature _____ Date _____
 Signature _____ Date _____

Signature by applicant gives permission for a credit report to be obtained for the purpose of extending credit or in the collection of a balance due.

Maintenance contract	\$ 1775.00
payable with signed agreement.	\$
Excluded are damages caused by Storms, power	\$
surges, switches being turned off by	\$
accident.	\$
Sub total miscellaneous items:	\$ 1775.00
Total Proposed Amount*	\$ 1775.00
Tax	\$
Total	\$ 1775.00
Down Payment	\$
Balance Due Per Terms	\$ 1775.00
Rebates (if applicable)	\$

Original (Sign & Return) Customer Copy Office Copy

Hazard Assessment Protocol for Easterseals New Jersey Work Centers

Virtual Work Center Tour

<https://youtu.be/5r9Gck-abHQ>

ADA Facility Assessment

-Available upon request-

ENJ Safety Guidelines & Practices - All Worksites & Offices 7.6.2020

Expectations for ALL Worksite and Offices

Easterseals New Jersey will follow all State Executive Orders and Advisories as well as CDC guidelines. As such, the following new safety guidelines apply to all worksites and offices. This includes but is not limited to the following offices: Hoboken, Woodbury, Millville, Warren, Asbury Park, Maplewood, East Brunswick, etc.

Every employee should practice good personal hygiene which includes regular hand washing, use of hand sanitizers, and disinfecting their personal workspaces, common areas and equipment before and after use. Sanitizing stations and wipes should be located throughout the offices and copy rooms.

1. All staff will be expected to utilize Vital Check, a modern and easy approach for creating a COVID-Free work environment through TeleHealth and using your smart phone! Four easy steps in the process in keeping each of us healthy and safe!
 - a. Every employee will schedule a TeleHealth appointment with a board-certified physician in advance of returning to the office
 - b. After speaking with the doctor and at the completion of the call, the employee will receive a text message stating "PASS", if cleared to go into work
 - c. Each day before leaving for their work location, employees will be required to self-certify via text message their health status, related to possible symptoms of COVID-19
 - d. Our Managers will receive notification if their employee can or cannot come into the office each day
2. Until further notice, worksites will be restricted to only those employees who are regularly work out of that location. Visitation of all non-ENJ employees will be restricted.
3. Employees must maintain social-distancing practices (a minimum of 6 feet between people) and are **required** to wear a mask or face guard while outside of their assigned work area or working in a shared office space if social distancing cannot be maintained. While Easterseals New Jersey (ENJ) will continue to source Personal Protective Equipment (PPE) supplies, we recommend employees bring their own masks. All Centers for Disease Control and Prevention (CDC) guidelines regarding (PPE)'s are as follows: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>



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4. Employees who are not feeling well or who are experiencing COVID-19 symptoms (Click Here for guidance) should not come to the office.
5. Only essential employees – defined by a clear business need justifying their physical presence – should be in the office. Site leaders should ensure the office presence of their staff does not exceed 25% of their office capacity at any time.
6. Employees should follow designated traffic patterns, where appropriate, to help keep social distancing guidelines.
7. All employees who visits one of the state’s identified as high risk will be required to self-quarantine prior to returning to a worksite.
8. Easterseals New Jersey will comply with all State Executive Orders and Advisories. This includes the travel advisory issued on June 25th that requires all individuals entering New Jersey from states with a significant spread of COVID-19 quarantine for 14-days after leaving that state.
9. Site leaders should ensure use of only one entrance, as possible, to facilitate tracking of the quantity of staff members present. A list of all employees entering the building must be maintained each day for COVID tracing purposes.

Easterseals NJ Procedure No.: 4.02
Effective Date: 1/1/1992
Areas Affected: ES
Revised Date: 6/1/2016
General Safety Standards

PURPOSE: *To outline general guidelines to be adhered to by staff and participants in order to promote a safe work environment, to minimize risk of injury, and to reduce hazards*

Easterseals NJ is committed to the maintenance of a healthy and safe environment of operation for program participants, staff members, and others. All staff and participants are responsible to promote safety and to support management in attempts to detect and eliminate hazards.

All illnesses or injuries must be reported immediately to the appropriate supervisor regardless of how minor they seem.

All participants and staff members are responsible to report any unsafe situations that they witness to the appropriate supervisor immediately.

Participants and staff members are to wear clothing and shoes appropriate to the job tasks being performed. Wearing sandals or open-toed shoes on the workshop floor is prohibited. Participants or staff persons attired inappropriately will be asked to leave the premises.

STANDARDS:

Extended (Organized) Employment Workshop:

- All aisles should be kept clear of tripping hazards, including electrical cords, utility outlets, and trash.

- Spills should be wiped up or mopped immediately. Large spills should be brought to the attention of a supervisor. Appropriate warning signs should be put in place around any surface on which people have the potential to lose their balance.

Warehouse:

- Only warehouse crew and other authorized personnel are allowed in the warehouse.
- Riding on the tongs of a lift truck, pallet jack, or forklift is prohibited.
- Hardhats shall be worn at all times by personnel in the warehouse.
- Pallets shall be stacked flat when not in use. The height of a stack shall not exceed five feet.
- Warehouse aisles shall be kept clear.
- Warehouse shelves shall not be over-stacked.
- Flammable chemicals shall be stored according to Material Safety standards. Smoking in the warehouse is prohibited.
- Egress routes shall be kept clear at all times.

Facility (General):

- At least one staff member shall be available at the facility during program hours who is certified in Basic First Aid and CPR.
- No egress door shall be locked while participants are present.
- Only authorized or trained personnel shall attempt to repair any machinery or office equipment (re: Procedure 4.10 of this Manual).
- Each staff member providing services in the community will be certified in Basic First Aid and CPR.
- Appropriate and necessary risk management actions, training, and/or information to reduce physical risks to participants and staff members in the community will be assessed and implemented on an individual basis.
- Job site safety orientation shall be provided to persons receiving employment services in the community. A copy of the job site safety policy and procedures shall be obtained and reviewed (when available) with the participant. In the absence of a formal employer policy and procedure, an Employment Services Job Site Safety Plan shall be developed and reviewed with the participant, and a copy maintained in the individual case record.

Infection Control:

- Staff members will receive initial training upon hire and annual refreshers in Occupational Safety and Health Administration (OSHA) standards regarding Personal Protective Equipment (PPE) and the use of Universal Precautions to deal with blood/body fluid spills in the work place.
- The Site Director or designee shall ensure that appropriate PPE is available as part of a site inspection at least once per quarter.
- Staff will conduct, at least annually, a meeting with participants regarding potential infection control hazards, ways to avoid them, and the necessity to immediately report any witnessed to a supervisor.
- Only staff members shall clean surfaces or areas where there has been a blood/other body fluid spill.

- An OSHA Log of incidents involving injury or exposure shall be maintained and posted at each site.

First Aid Kits:

The Site Director or designee shall inspect the first aid kits at least once per quarter, as part of a site inspection. The inspector shall

- identify and discard any expired items; and
- compile a list of any items that must be replaced and provide the list to the person who is responsible to process requisitions.

The following items shall be maintained in proportion to the number of participants and staff in attendance at the program.

Adhesive bandages

Adhesive tape

Antibiotic ointment

Antiseptic wipes

Burn cream

Butterfly closures

Disposable thermometers, sterile means to take temperatures

Eye pads

Eye wash in kits and at appropriate stations (i.e., near battery chargers)

4" x 4" and 8" x 10" gauze pads

Gauze wrap

Gloves (latex or alternative)

Hydrogen peroxide or isopropyl alcohol

Ice packs

Scissors

Temperature sheaths (if applicable)

Triangular bandages

Tweezers

Easterseals NJ Procedure No.: 4.10

Effective Date: 3/31/2001

Areas Affected: ES

Revised Date: 6/1/2016 Implementation Date:

Machine/Equipment Operations & Safety

PURPOSE:

To provide general guidelines for the safe operation of heavy machinery and other equipment in the workshop

The Plant Manager or Assistant Plant Manager shall provide an overview of the safety features of machinery/equipment pertaining to each task to be performed by participants, as applicable. This overview shall include:

- the location and general contents of the operating manual for the machinery/equipment
- the following overall safety/risk management considerations:
 - o maintenance of uncluttered work environment around machinery
 - use of machinery in accordance with operating manual
 - use of any applicable safety guards on machinery
 - use of any applicable personal protective equipment (goggles, protective clothing, proper footwear, etc.)
 - proper attire (*i.e.*, long hair, loose clothes, hanging jewelry, open shoes, etc., that pose potential hazards around machinery should not be worn)
 - proper storage of work items and machinery when not in use

Staff shall review overall safety/risk management considerations with participants on a regular basis, preferably once per week.

The area supervisor or designated staff shall train the operator of any machine or piece of equipment, providing retraining as necessary. Training shall include a review of this procedure and a one-to-one observation for which the operator must demonstrate the ability to use the equipment properly and safely. The supervisor shall ensure the operator of any machine or piece of equipment is following all applicable guidelines and safety protocols. The supervisor shall stand down anyone who is not following instructions. All equipment failures or accidents must be reported to the supervisor immediately. Accidents require the filling out of an unusual incident report in accordance with Procedure 4.07 of this Manual.

The operator of a trash compactor, bailer, forklift, or electric pallet jack must be **at least 18** years of age.

PROCEDURE:

Trash Compactor:

1. The operator shall check to ensure the necessary guards are in place.
2. The operator shall wear safety goggles, gloves, protective clothing, proper footwear, and proper headgear including face mask.
3. The supervisor shall ensure that the power is shut off at the end of the shift.

Bailer:

1. Only authorized personnel may open the High-Voltage control cabinet.
2. The operator shall check to ensure the necessary guards and safety gate are in place.
3. The operator shall wear safety goggles, gloves, protective clothing, proper footwear, and proper headgear including face mask.
4. The operator shall stand properly in relation to the machine:
 - on the side of the bailer with the controls while operating;
 - clear of the door while opening it;

- clear while ejecting the bale.

5. The supervisor shall ensure that the power is shut off at the end of the shift.

Forklift:

1. The operator shall check the safety features of the forklift prior to using it to ensure that:

- the roll cage is intact;
- the brakes and emergency brake are working;
- the lights, buzzer, and horn are working.

2. The supervisor shall ensure that the forklift is off, parked in the appropriate space, and plugged in for re-charging at the end of the shift.

Electric Pallet Jack:

1. The operator shall ensure that the cables are clean and the horn is working.

2. The operator shall use the pallet jack in accordance with instructions. Located below the handle grips are the levers that control the direction (up position is forward and down position is backward).

3. The supervisor shall ensure that the pallet jack is plugged in for re-charging at the end of the shift.

4. The supervisor shall ensure that the battery water is replenished once a week.

Heat Tunnel:

1. The operator shall ensure that there are no foreign objects around, on, or in the tunnel prior to using it.

2. The operator shall ensure the temperature is set properly prior to using the tunnel.

Hand Sealer:

1. The operator shall ensure that the wires, tape, padding are intact prior to using the hand sealer.

2. The operator shall plug in the hand sealer and put in on the proper setting.

3. Should the instrument spark or smoke, the operator shall immediately unplug it and inform the supervisor. The Production Manager shall arrange for any necessary repairs to be made.

4. The operator shall regularly clean any plastic residue off the equipment.

5. The supervisor shall ensure that the hand sealer is off and unplugged at the end of the shift.

L-Sealer:

1. The operator shall ensure that the wires, tape, and hole punch are intact prior to using the L-sealer. S/he shall ensure that the plastic wrap is the proper size and is placed correctly on the roller. The supervisor shall change the wrap as necessary.
2. The operator shall wear appropriate personal protective equipment, including face mask as necessary. The operator shall keep his/her hands away from the hot wire at all times.
3. The supervisor shall adjust the controls and see that the temperature remains between 60o and 70o F. S/he shall ensure that teflon sheaths are used at all times.
4. Should the instrument spark or smoke, the operator shall use extreme caution. **If possible**, s/he shall immediately unplug it. S/he shall move away from the machine if it becomes unsafe and inform the supervisor. Should the wire break, the operator shall unplug the L-sealer and inform the supervisor. The Production Manager shall arrange for any necessary repairs to be made.
5. The operator shall frequently clean plastic residue from the wire and the hole punch. The supervisor shall check the state of the wire and the hole punch at least twice during each shift the L-sealer is used.
6. The supervisor shall ensure that the L-sealer is off and unplugged at the end of the shift. The supervisor shall ensure that the excess plastic residue has been brushed off the wire and the hole punch.

In addition to the above, the supervisor shall conduct a weekly check of the wire and tape on the L-sealer and replace when necessary.

Electric Tape Machine:

1. The operator shall plug in the machine prior to turning it on. S/he shall ensure that the water container is full and the brush is wet.
2. The operator shall regulate the desired length of tape with the proper button.
3. The operator shall call the supervisor for assistance if the machine jams. The Production Manager shall arrange for repairs to be made, as necessary.
4. The operator shall turn the machine off and call the supervisor for assistance to replace reinforced tape. The supervisor shall replace the tape as necessary.
5. At the end of the shift, the supervisor shall ensure that the machine is powered off and the electric cord properly stored.

Electric Glue Gun:

1. The operator shall plug in the glue gun and ensure that the glue stick has been properly inserted.

2. The operator shall keep hands and other body parts away from the heated tip of the glue gun to avoid injury.
3. The operator shall place the glue gun in an upright position on a protective pad when not using it to apply glue.
4. The supervisor shall change the glue stick as necessary.
5. Should the gun become clogged, the operator shall unplug it and call the supervisor. The supervisor shall check the gun on a daily basis for clogs at the nozzle or inside and/or defective parts.
6. As soon as tasks have been completed for the day, the operator shall unplug the glue gun and place the cord in a designated storage location. The gun should be cooled for 30 minutes before packing it away.
7. At the end of the shift, the supervisor shall ensure that the glue gun has been cooled and stored properly, along with the cord.

***-All CDC & OSHA Guidelines for disinfecting equipment
will be implemented and all protocols will continue to be processed as normal practice-***

Reference Guide

- **Easterseals NJ Pandemic Response Plan:** Available Upon Request
- **Staff Survey**
<https://www.shrm.org/resourcesandtools/tools-and-samples/hr-forms/pages/coronavirus-covid-19-employee-return-to-work-survey.aspx>
- **OSHA Guidelines**
<https://www.osha.gov/Publications/OSHA4027.pdf>
<https://www.osha.gov/Publications/OSHA3998.pdf>
- **CDC Guidelines**
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/direct-service-providers.html>



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