

CIT/SEP Programs	PHASE 1 Limited Entry	PHASE 2 PARTIAL ENTRY	PHASE 3 FULL ENTRY
<b>EXPOSURE RISK</b>	<b>High</b>	<b>Moderate</b>	<b>Low</b>
<p><b>Shasta Ready Indicator</b></p> <p><a href="https://www.co.shasta.ca.us/covid-19/data">https://www.co.shasta.ca.us/covid-19/data</a></p> <p><b>California Resilience Road Map Stage Determinations</b></p>	<p>Widespread outbreak, growing numbers, with many undetected cases.</p> <p><b>STRONG measures to limit contact and exposure</b></p> <p><b>Stage 2</b></p> <p>CADPH, SHASTA COUNTY PH, FAR NORTHERN REGIONAL CENTER</p>	<p>Moderate number of cases, with most cases having a known source</p> <p><b>Limit activities to increase safety and exposures. Enhanced measures to limit contact and exposure</b></p> <p><b>Stage 3</b></p> <p>CADPH, SHASTA COUNTY PH, FAR NORTHERN REGIONAL CENTER</p>	<p>Few to no number of cases, with most identified with a known source</p> <p><b>Reasonable personal precautions taken to limit personal exposure</b></p> <p><b>Stage 4</b></p> <p>CADPH, SHASTA COUNTY PH, FAR NORTHERN REGIONAL CENTER</p>
<b>ATTENDANCE &amp; PARTICIPATION</b>	<p>LIMITED OCCUPANCY in all Service areas, buildings, vehicles and community sites</p> <p>Site/Service Specific Protection plan is in place and available to all</p> <p>Modified schedules/shifts to decrease occupancy</p> <p>Alternative Services available (remote, in home, tele service)</p> <p>Discourage Hi Risk persons from participation</p> <p>Health Screenings for all in person service recipients, staff and visitors</p> <p>All persons sick or displaying COVID like symptoms will be sent home</p> <p>Short term closure of service sites/activities as needed for limiting exposure or for cleaning/disinfecting</p> <p>Persons who have COVID like symptoms cannot resume participation until : 1) Cleared by a medical provider, 2) Meet all of these conditions: a) fever free for 72 hours without the use of fever reducing medication and improvement of respiratory symptoms such as cough/shortness of breath, b) at least 7 days from onset of COVID related symptoms</p>	<p>LIMITED OCCUPANCY in all Service areas, buildings, vehicles and community sites</p> <p>Site/Service Specific Protection plan is in place and available to all</p> <p>Modified schedules/shifts to decrease occupancy</p> <p>Alternative Services available (remote, in home, tele service)</p> <p>Discourage Hi Risk persons from participation</p> <p>Health Screenings for all in person service recipients, staff and visitors</p> <p>All persons sick or displaying COVID like symptoms will be sent home</p> <p>Short term closure of service sites/activities as needed for limiting exposure or for cleaning/disinfecting</p> <p>Persons who have COVID like symptoms cannot resume participation until : 1) Cleared by a medical provider, 2) Meet all of these conditions: a) fever free for 72 hours without the use of fever reducing medication and improvement of respiratory symptoms such as cough/shortness of breath, b) at least 7 days from onset of COVID related symptoms</p>	<p>Alternative Services available (remote, in home, tele service)</p> <p>Until directed as no longer required by the County, FNRC or Shasta County Public Health: Health Screenings for all in person service recipients, staff and visitors</p> <p>Until directed as no longer required by the County, FNRC or Shasta County Public Health: All persons sick or displaying COVID like symptoms will be sent home</p> <p>Short term closure of service sites/activities as needed for limiting exposure or for cleaning/disinfecting</p> <p>Persons who have COVID like symptoms cannot resume participation until : 1) Cleared by a medical provider, 2) Meet all of these conditions: a) fever free for 72 hours without the use of fever reducing medication and improvement of respiratory symptoms such as cough/shortness of breath, b) at least 7 days from onset of COVID related symptoms</p>
<i>Persons orderd Quarantined or Isolated due to having postively tested for COVID 19 or Exposure to someone testing positive to COVID a9</i>	<b>MUST RECEIVE CLEARANCE TO RETURN FROM SHASTA COUNTY PUBLIC HEALTH</b>	<b>MUST RECEIVE CLEARANCE TO RETURN FROM SHASTA COUNTY PUBLIC HEALTH</b>	<b>MUST RECEIVE CLEARANCE TO RETURN FROM SHASTA COUNTY PUBLIC HEALTH</b>
<b>PICK UP/DROP OFF PROCEDURES</b>	<p>Arrival/Departure times staggered to limit direct contact</p> <p>Face coverings required</p> <p>At least 6 feet between all persons</p> <p>Entry/depart the facility 1 person at a time</p> <p>Social distancing markers are located on sidewalks, waiting areas and hallways</p> <p>Sign in &amp; out completed by Staff</p> <p>Health Screenings required upon arrival</p>	<p>Arrival/Departure times staggered to limit direct contact</p> <p>Face coverings required until directed as no longer required by the County, FNRC or Shasta County Public Health</p> <p>At least 6 feet between all persons</p> <p>Entry/depart 1 person at a time</p> <p>Social distancing markers are located on sidewalks, waiting areas and hallways</p> <p>Sign in &amp; out completed by Staff</p> <p>Health Screenings required upon arrival</p>	<p>Face coverings encouraged</p> <p>Social Distancing strongly encouraged</p> <p>Social Distancing strongly encouraged</p>
<b>NEW ADMISSIONS/ INDIVIDUAL RE ENTRY</b>	FNRC APPROVAL REQUIRED	FNRC APPROVAL REQUIRED	FNRC APPROVAL REQUIRED
<b>STAFFING</b>	<p>PROVIDE CONSISTENCY FOR STAFF ASSIGNED TO CLIENTS AS MUCH AS POSSIBLE</p> <p>REMOTE WORK ALLOWED FOR HI RISK STAFF WHERE FEASIBLE</p> <p>UTILIZE TELECONFERENCING/VIDEO CONFERENCING AS MUCH AS POSSIBLE FOR MEETINGS AND TRAININGS</p>	<p>PROVIDE CONSISTENCY FOR STAFF ASSIGNED TO CLIENTS AS MUCH AS POSSIBLE</p> <p>REMOTE WORK ALLOWED FOR HI RISK STAFF WHERE FEASIBLE</p> <p>UTILIZE TELECONFERENCING/VIDEO CONFERENCING AS MUCH AS POSSIBLE FOR MEETINGS AND TRAININGS</p>	
<b>VISITORS ON SITE</b>	<p>NO PERSONAL VISITORS</p> <p>LIMITED BUSINESS RELATED VISITORS (non Staff/clients)</p> <p>HEALTH SCREENINGS REQUIRED</p> <p>CHECK IN AT RECEPTION REQUIRED</p> <p>Face coverings required</p>	<p>LIMITED PERSONAL VISITATION</p> <p>ADVANCE NOTICE REQUIRED</p> <p>HEALTH SCREENINGS REQUIRED</p> <p>CHECK IN AT RECEPTION REQUIRED</p> <p>Face coverings required until directed as no longer required by the County, FNRC or Shasta County Public Health</p>	CHECK IN AT RECEPTION REQUIRED

	ONLY ALLOWED IN AREA NEEDED TO MEET BUSINESS NEED	ONLY ALLOWED IN AREA NEEDED TO MEET BUSINESS NEED	NON RESTRICTED AREAS ONLY
<b>SOCIAL DISTANCING</b> - 6 feet of space between people	<p>Signs are posted in each activity area listing the maximum number of occupants in that area Vehicles have posted maximum occupants listed</p> <p>Appropriate Physical Barriers, as appropriate, will be used when Social Distancing is difficult to attain (Sneeze guards, plastic sheeting, Cubicle walls of adequate height and width)</p> <p>Restrict mixing of persons between groups as much as possible Maintain 6 feet of social distancing</p> <p>ONLY ESSENTIAL personal belongings for each day allowed. Separate and personal belongings at social distancing lengths &amp; remove from premises when leaving each day</p> <p>Maintain an appropriate area for use for isolating individuals waiting to go home Face coverings required Tasks that require close proximity are limited to brief momentary interactions (such as help lifting a trash bag into a dumpster), Gloves and Face Coverings REQUIRED for these tasks Utilize outdoor areas whenever possible</p>	<p>Signs are posted in each activity area listing the maximum number of occupants in that area Vehicles have posted maximum occupants listed</p> <p>Appropriate Physical Barriers, as appropriate, will be used when Social Distancing is difficult to attain (Sneeze guards, plastic sheeting, Cubicle walls of adequate height and width)</p> <p>Restrict mixing of persons between groups as much as possible Maintain 6 feet of social distancing</p> <p>Separate and personal belongings at social distancing lengths &amp; remove from premises when leaving each day</p> <p>Maintain an appropriate area for use for isolating individuals waiting to go home Face coverings required Tasks that require close proximity are limited to brief interactions (such as help lifting a trash bag into a dumpster), Gloves and Face Coverings REQUIRED for these tasks Utilize outdoor areas whenever possible</p>	<p>Maintain an appropriate area for use for isolating individuals waiting to go home</p>
<b>Environment</b>	<p>Buildings and vehicles are restricted for use by non County entities Entry of staff and clients only allowed at front office entrance or bus stop entrance. All others must enter at front office entrance Physical indicators for controlled social distancing are posted (occupancy, floor markings, chair markings) Access is restricted to areas where social distancing cannot be achieved Use of hi touch items are reduced Hi touch items and common areas are frequently sanitized</p> <p>Hand washing stations (or in its absence, hand sanitizer), gloves and face coverings are easily accessible and available in close proximity Vehicles in use will have hand sanitizer, gloves and cleaning supplies available at all times</p>	<p>Buildings and vehicles are restricted for use by non County entities Entry of staff and clients only allowed at front office entrance or bus stop entrance. All others must enter at front office entrance Physical indicators for controlled social distancing are posted (occupancy, floor markings, chair markings) Access is restricted to areas where social distancing cannot be achieved Use of hi touch items are reduced Hi touch items and common areas are frequently sanitized</p> <p>Hand washing stations (or in its absence, hand sanitizer), gloves and face coverings are easily accessible and available in close proximity Vehicles in use will have hand sanitizer, gloves and cleaning supplies available at all times</p>	<p>Buildings and vehicles are restricted for use by non County entities Entry of staff and clients only allowed at front office entrance or bus stop entrance. All others must enter at front office entrance</p>

**Cleaning/Disinfecting**

<p>Avoid using items that cannot be cleaned or disinfected Common use areas are cleaned and hi touch items disinfected (tools, equipment, counters) between users or every 3 hours whichever is more frequent Vehicles are cleaned and disinfected before and after each use/user Isolation (sick) room is cleaned and disinfected after each use</p>	<p>Avoid using items that cannot be cleaned or disinfected Common use areas are cleaned and hi touch items disinfected (tools, equipment, counters) between users or every 3 hours whichever is more frequent Vehicles are cleaned and disinfected before and after each use/user Isolation (sick) room is cleaned and disinfected after each use</p>
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<p>In the event any staff or client is diagnosed with COVID 19 &amp; had been present prior to diagnosis within CDC exposure timeframes the OC Manager(s) will contact the HHSA Economic Mobility Department Head, County Support Services and follow County directives for appropriate cleaning and disinfecting of area(s). The immediate work areas in which the person(s) were working will have access restricted and will be cleaned and disinfected using an EPA N list registered COVID19 disinfectant according to manufactures recommendations for use &amp; listed PPE's. The County will direct any area or building closures as needed for cleaning/disinfecting as well as directing any specialized disinfecting services deemed appropriate to the circumstance.</p>	<p>In the event any staff or client is diagnosed with COVID 19 &amp; had been present prior to diagnosis within CDC exposure timeframes the OC Manager(s) will contact the HHSA Economic Mobility Department Head, County Support Services and follow County directives for appropriate cleaning and disinfecting of area(s). The immediate work areas in which the person(s) were working will have access restricted and will be cleaned and disinfected using an EPA N list registered COVID19 disinfectant according to manufactures recommendations for use &amp; listed PPE's. The County will direct any area or building closures as needed for cleaning/disinfecting as well as directing any specialized disinfecting services deemed appropriate to the circumstance.</p>
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<p>Handwashing stations will be accessible and stocked with necessary hand washing supplies. Hand sanitizer will be available in all vehicles and community sites where handwashing stations are limited or not available.</p>	<p>Handwashing stations will be accessible and stocked with necessary hand washing supplies. Hand sanitizer will be available in all vehicles and community sites where handwashing stations are limited or not available.</p>
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**Personal Protective Equipment (PPE)**

<p>Face Coverings will be used in accordance to State, County and DDS directives.</p> <p>When the nature of a task (such as assisting in lifting trash bags into dumpsters) cannot be completed following Social Distancing guidelines, Face Coverings AND gloves are required. If a person cannot use a face covering, they will be reassigned to another task &amp; someone else, who is able to wear a face covering, will be assigned to complete the task.</p> <p>Gloves are required whenever cleaning/disinfecting Goggles are required whenever cleaning/disinfecting &amp; there is a risk of splashing/ ( dilution of product, filling/emptying mop buckets, spraying disinfectant) PPE will be available and accessible in the immediate applicable work area</p>	<p>Face Coverings will be used in accordance to State, County and DDS directives.</p> <p>When the nature of a task (such as assisting in lifting trash bags into dumpsters) cannot be completed following Social Distancing guidelines, Face Coverings AND gloves are required. If a person cannot use a face covering, they will be reassigned to another task &amp; someone else, who is able to wear a face covering, will be assigned to complete the task.</p> <p>Gloves are required whenever cleaning/disinfecting Goggles are required whenever cleaning/disinfecting &amp; there is a risk of splashing/ ( dilution of product, filling/emptying mop buckets, spraying disinfectant) PPE will be available and accessible in the immediate applicable work area</p>	<p>Gloves are required whenever cleaning/disinfecting Goggles are required whenever cleaning/disinfecting &amp; there is a risk of splashing/ ( dilution of product, filling/emptying mop buckets, spraying disinfectant) PPE will be available and accessible in the immediate applicable work area</p>
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	All customary PPE, used prior to COVID 19 for assigned tasks, will continue to be used. This includes chaps, hearing protection, hard hats, goggles, gloves and face coverings used under normal operating conditions.	All customary PPE, used prior to COVID 19 for assigned tasks, will continue to be used. This includes chaps, hearing protection, hard hats, goggles, gloves and face coverings used under normal operating conditions.	All customary PPE, used prior to COVID 19 for assigned tasks, will continue to be used. This includes chaps, hearing protection, hard hats, goggles, gloves and face coverings used under normal operating conditions.
<b>Community Sites &amp; Community Interactions</b>	Community worksites will have specific worksite prevention plans based upon the nature of tasks performed  Community Activities will be expected to follow the general office protection plan and staff will continuously evaluate the site & activities for risk of COVID exposure. If precautions such as frequent cleaning, face coverings and social distancing are not occurring by members of the community/site operators, the OC staff and clients will leave that site and report to their assigned Supervisor for further instruction.	Community worksites will have specific worksite prevention plans based upon the nature of tasks performed  Community Activities will be expected to follow the general office protection plan and staff will continuously evaluate the site & activities for risk of COVID exposure. If precautions such as frequent cleaning, face coverings and social distancing are not occurring by members of the community/site operators, the OC staff and clients will leave that site and report to their assigned Supervisor for further instruction.	
<b>Providing Services</b>	All staff are expected to adhere to worksite protection plans  All clients are expected to adhere to worksite protection plans  Clients who do not adhere to plans will receive instruction and intervention. If those efforts are unsuccessful, in person services will be suspended.  Alternative remote or alternative site services will be made available for persons interested in receiving services in lieu of onsite services	All staff are expected to adhere to worksite protection plans  All clients are expected to adhere to worksite protection plans  Clients who do not adhere to plans will receive instruction and intervention. If those efforts are unsuccessful, in person services will be suspended.  Alternative remote or alternative site services will be made available for persons interested in receiving services in lieu of onsite services	Alternative remote or alternative site services will be made available for persons interested in receiving services in lieu of onsite services
<b>Training</b>	All staff and clients will receive training on COVID 19, Worksite prevention plans, the use of PPE, handwashing and cleaning/disinfecting	All staff and clients will receive training on COVID 19, Worksite prevention plans, the use of PPE, handwashing and cleaning/disinfecting	
<b>Monitoring</b>	Staff are responsible for monitoring adherence of assigned clients  Supervisors and Service Instructor III's (Leads) are responsible for monitoring adherence of subordinate staff and clients.  Managers are responsible for monitoring adherence for programs served  Regional Centers are responsible for monitoring program service providers	Staff are responsible for monitoring adherence of assigned clients  Supervisors and Service Instructor III's (Leads) are responsible for monitoring adherence of subordinate staff and clients.  Managers are responsible for monitoring adherence for programs served  Regional Centers are responsible for monitoring program service providers	
<b>COVID Illness/Exposure Reporting</b>	Clients and staff will report COVID related illness and exposure to their Supervisor  Symptomatic persons will be asked to go/stay home COVID positive, quaranteneed or isolated individuals will be asked to stay home  Persons with potential exposure to COVID19 who have not been isolated or quaranteneed & have no symptoms will be asked monitored for symptoms. If symptoms occur, they will be asked to go/stay home  Immediate work areas of those reporting illness or exposure will be cleaned & disinfected as well as shared tools/equipment  Exposure occurring as a result of a positive or presumed positive COVID19 will be shared with staff, clients, FNRC in sufficient detail allowed by County Personnel. Adherence to individual privacy rights will be respected.	Clients and staff will report COVID related illness and exposure to their Supervisor  Symptomatic persons will be asked to go/stay home COVID positive, quaranteneed or isolated individuals will be asked to stay home  Persons with potential exposure to COVID19 who have not been isolated or quaranteneed & have no symptoms will be asked monitored for symptoms. If symptoms occur, they will be asked to go/stay home  Immediate work areas of those reporting illness or exposure will be cleaned & disinfected as well as shared tools/equipment  Exposure occurring as a result of a positive or presumed positive COVID19 will be shared with staff, clients, FNRC in sufficient detail allowed by County Personnel. Adherence to individual privacy rights will be respected.	Clients and staff will report COVID related illness and exposure to their Supervisor  Symptomatic persons will be asked to go/stay home COVID positive, quaranteneed or isolated individuals will be asked to stay home  Persons with potential exposure to COVID19 who have not been isolated or quaranteneed & have no symptoms will be asked monitored for symptoms. If symptoms occur, they will be asked to go/stay home  Immediate work areas of those reporting illness or exposure will be cleaned & disinfected as well as shared tools/equipment  Exposure occurring as a result of a positive or presumed positive COVID19 will be shared with staff, clients, FNRC in sufficient detail allowed by County Personnel. Adherence to individual privacy rights will be respected.
<b>Communications with Stakeholders</b>	Worksite plans will be available for review in person at worksites, posted links on the OC web page	Worksite plans will be available for review in person at worksites, posted links on the OC web page	
<b>Transportation</b>	Vehicle use rotation will be minimized as much as possible to limit exposure risks to others Vehicles will be cleaned and sanitized after each use/ between users  Health Screenings of Driver and passengers will occur prior to entry into vehicle (would not apply if already screened upon arrival to the OC)- clients who meet staff at community sites or are picked up from home would receive a health screening prior & must pass prior to being allowed into a vehicle.  Staff and client rotation of assignments will be limited as much as possible to limit exposure risks to others. Social distancing or appropriate physical barriers will be utilized Face Coverings are required by occupants  Outside fresh air settings will be used with airconditioning systems and not recirculating inside air settings.  Operable windows will be cracked to increase fresh air ventilation within the vehicle	Vehicle use rotation will be minimized as much as possible to limit exposure risks to others Vehicles will be cleaned and sanitized after each use/ between users  Health Screenings of Driver and passengers will occur prior to entry into vehicle (would not apply if already screened upon arrival to the OC)- clients who meet staff at community sites or are picked up from home would receive a health screening prior & must pass prior to being allowed into a vehicle.  Staff and client rotation of assignments will be limited as much as possible to limit exposure risks to others. Social distancing or appropriate physical barriers will be utilized Face Coverings are required by occupants  Outside fresh air settings will be used with airconditioning systems and not recirculating inside air settings.  Operable windows will be cracked to increase fresh air ventilation within the vehicle	