

FREEDOMWORK OPPORTUNITIES, INC.

• Founded in 1983 •

900 Middle Rd. • P.O. Box 656 • Highland, MI 48357-0656

P(248)887-1597 • F(248)887-7990

July 02, 2020 (Revision #2, adjustments of Reopening dates)

RE: Reopening Guidelines and Protocols for Freedom Work Opportunities, Inc.
Skill Building Sites - 900 Middle Road and 5382 Fenton Road
Freedom Treasures Work Sites - 7570 Cooley Lake Road and 5378 Fenton Road

As we move forward to reopen our Skill Building, Supportive Employment and Transportation services, the following guidelines will be implemented. These guidelines have been developed by taking into consideration the latest information that we have from the CDC, OSHA, MDHHS, our funding agencies, and local public health authorities. Our goal and intent is to provide a soft and safe reopening, which will provide assurance to our individuals, staff and customers of a safe and welcoming environment. As our new norm, we now live in an ever-changing state and would like to assure you that these guidelines and protocols will be evaluated and updated as applicable.

Phases I through III:

Phase I: We will start with a soft reopening the week after the MI safe Start Plan for our area is moved into Phase 5. Our capacity will be at approximately 30% during our initial FWO phase I. Individuals returning in this phase will be selected based on the survey responses that we have received along with the knowledge that we have regarding the abilities for individuals to practice safe distancing and willingness to adhere to safety measures such as wearing a mask throughout the day. During this phase our services will be provided on Tuesday, Wednesday, and Thursday each week between the hours of 10:00am and 3:00pm to allow for training and more intense cleaning and disinfecting of our vehicles and locations while giving our individuals an adjustment period to get used to their new routine. During this phase facemasks will be required while in enclosed buildings/areas and FWO vehicles.

Phase II: Will take place on approximately 4 weeks after our individuals start in Phase I bringing our capacity level up to approximately 80%, for those more comfortable returning at this time. Our service days and hours may be adjusted during this period depending on the current state of affairs regarding Covid-19. Staff would return 1 week earlier to allow a week for preparation and intense training.

Phase III: Will take place on approximately January 4, 2021, this would hopefully bring our capacity level up to 100%, with our most vulnerable individuals and/or senior population returning for services. This timeframe may take place sooner if requested, services are available and staff scheduling allows.

***Additional Possibilities:** Individuals may request tele med “skill building services” via a zoom meeting if they have the technology and assistance available at their place of residence. Keep in mind there would be a process to add this service and we would have to request service authorizations, and get the service developed and implemented before it could be offered to our individuals.

Training:

Upon return, all staff will be trained on new/additional safety protocols that will be implemented throughout all of our locations. Trainings will include, but not limited to: Pre-work screen checks (ex: taking temperature, completing symptomatic questionnaire), proper use-removal and disposal of PPE, the signs and symptoms of Covid-19, and cleaning and disinfecting work areas/vehicles.

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Individuals served will be trained daily on social distancing, hygiene (such as handwashing, coughing/sneezing), proper handling of face masks, gloves, etc.

Testing/Screening:

All individuals and staff will be subject to a daily symptomatic questionnaire and temperature check(s) PRIOR to entering an FWO location and/or vehicle. Those completing a daily symptomatic questionnaire and temperature check onsite at one of our locations, will be instructed to use an assigned entrance area where the temperature screening and questionnaire will be completed. Questions may include: have you had an exposure to individuals with possible or confirmed diagnosis of Covid-19 over the past week or less or do they have any symptoms that exist such as difficulty breathing, sore throat, chills, cough, diarrhea, vomiting or abdominal pain.

Any person exiting the building for a community outing will be required to have an additional temperature check upon returning.

If symptoms exist or a temperature of over 100.4 is found the individual/staff will be asked to remain at home, inform the Company's HR Department, and follow guidelines on "When to Discontinue Self Isolation" & "Social Distancing, Self-Monitoring, & Isolation." These references can be found on our website www.freedomwork.org under the resource tab.

Should an individual/staff develop symptoms or temperature during the day they will be sent home immediately or as soon as home transportation can be arranged. Each FWO location will have a quarantine area where individuals can wait until transported home. Homes need to keep in mind if one individual from the home becomes ill this may entail all individuals that reside within that home be included in this process.

Daily pre-screen checks will be documented on a log and submitted weekly to our HR Department.

Transportation:

Our transportation services will be reduced during our soft opening starting with Phase I. This will allow for safe distancing within our vehicles. In addition, we will be limiting the number of homes being transported in a vehicle at one time. Homes, parents, guardians will be welcome to provide their own transportation if chosen at this time. We will attempt to transport all individuals directly to their work site to avoid multiple stops and exposures.

Each vehicle will be cleaned a minimum of 2X's per day, once in the am after morning transport and then each evening after pm transport. If the vehicle is utilized during the day then it would have to be cleaned prior to next use. Vehicles will be cleaned and disinfected by our drivers. Additional measures may be taken at the drivers request to ensure safety and reduce risks.

Facilities:

Upon entering an FWO facility all individuals will be encouraged to wash their hands or at minimum use hand sanitizer immediately. Community activities will be very limited at this time as each site will have to be evaluated for safe access. Outdoor activities where safe distancing and practices can be adhered to may be allowed. We will have outdoor tents and seating made available at each location, if applicable, for activities and skill building as weather permits. While working at our stores or participating in indoor skill building activities all individuals will be encouraged to step outside frequently throughout the day and given the option to remove their facemask while social distancing. All buildings will have, at minimum, signage that states our practices of social distancing and requirement of wearing facemask.

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Lunches:

Individual must bring in their own bag lunch, be sure to pack enough, as we will not be reopening our snack shack at this time. Distancing will be implemented for all during lunchtime. To assure distancing we will utilize clear partitions when available, utilize additional spaces throughout the building or picnic outside as weather permits. Employees whom are required to assist during lunch will be required to wear gloves and facemask/shield at all times.

Cleaning Requirements:

Frequent touch points throughout the locations will be disinfected multiple times throughout the day. Deep cleaning of surfaces will be performed at the end of each day. Once cleaned a fogging disinfectant may be used if available or disinfectant sprays or wipes.

PPE (Personal Protective Equipment):

PPE will be required for all staff, individuals and customers while in our enclosed building locations. Facemasks or face shields will be made available to our staff and individuals receiving services; those that have their own mask are able to utilize them at program too if they prefer. (if using personal mask, please follow CDC or OSHA recommendation on mask cleaning)

Staffing:

Staffing will resume as needs arise throughout Phase I & II. Staffing is essential in order to maintain business operations and to fulfill business obligations. We are working diligently to create plans and guidelines so that everyone can return within a safe manner all while reducing risk/exposure. By phasing return dates, this will allow proper assurance that all documentation and safety measures are put into place prior to the return of our individuals receiving services and all staff being reinstated.

Visitors:

In order to lessen exposure/risks, during this pandemic, we ask that all visitors call and schedule an appointment PRIOR to visiting. This includes, but is not limited to: Support Coordinators, parents/guardians, auditors. Prior to entering an FWO location visitors will be subject to a pre-entry screen/questionnaire and will be required to wear a facemask. If unable to pass questionnaire visitor will not be permitted within our facility.

If you are able to conduct a meeting or visitation via telemed or zoom we encourage such during this time, and apologize for any inconvenience.

As stated above these guidelines will be monitored and adjusted as needed due to changing conditions or mandates from our state/federal government. We look forward to returning to some normalcy and getting back to business while reconnecting with our friends that we have missed over these past 3 months. Any concerns, questions or comments may be directed to Robin Trimper at rtrimper@freedomwork.org, 900 Middle Road Highland, MI 48357 or at 248-770-1137.