



Dreamshine's COVID-19 Strategic Plan of Action

In Accordance with ODH and CDC

To Our Families, Individuals, Providers and Supporters,

During this time, we are going above and beyond to keep the health, safety, and well-being of our individuals/clients and staff a top priority while continuing to offer essential care. We are taking proactive measures for our individuals/clients and staff while strictly following rules and guidelines established by ODH and CDC. We have created and will implement a strict policy and procedure for our staff and individuals/clients, ensuring health and safety at all times. Please see our daily process and procedure plan (pictures included), that will be implemented during this time. For the health and safety of our individuals/clients and staff, our staff will continue to wear protective gloves, and follow proactive cleaning strategies throughout the day. All buildings, and Dreamshine vans are cleaned daily, before and after day services and stocked with personal protective equipment including but not limited to, hand sanitizers, gloves, cleaning products and disinfectants.

For Our Staff “The Dream Team”: Prior to our individuals/clients regularly scheduled morning pick up. Each morning our staff members will have their temperatures taken and, screened for COVID-19 using the appropriate guidelines and questionnaire (see below) from ODH and CDC.

Morning Pickup/Transition Process: Individuals/clients will be picked up at their regularly scheduled time. Prior to loading, each individual/client will be checked for any signs or symptoms of illness along with having their temperatures checked using a digital forehead thermometer, by Dreamshine staff per ODH and CDC guidelines.

Upon arrival to Dreamshine, staff members will safely and separately unload individuals/clients off vans one vehicle at a time, ensuring that a greater than six feet distance is kept from others. Individuals/Clients will be taken into their scheduled cabin, waterfront, or modular building for the day. We are continuing to follow rules and guidelines of no more than 10 people per maximum per building, we are also taking extra precautions to keep our individuals/clients in the same buildings, which will eliminate intermixing. Our two temporary modular buildings along with our waterfront and cabin buildings will each have their own separate handicap accessible bathrooms.

Afternoon Transitioning/Drop Off: In the afternoon our staff will safely and separately load individuals/clients by building into vans. Our implemented procedure to ensure health and safety will be transitioning individuals/clients from one building at a time onto their scheduled van to avoid intermixing in accordance with ODH and CDC guidelines on keeping a safe distance.

We continue to work together and be proactive during this time. Please do not hesitate to reach out to Dreamshine's Program Director, Danielle Horne at (614) 271-8999 or, danielle@dreamshine.org with any further questions or concerns.

Thank you,

Mark Minard, CEO

03/30/2020

For Our Staff “The Dream Team”: We will continue to check temperatures of our staff daily, as soon as they arrive at Dreamshine before their scheduled morning route.



Morning Pick Up Process: In accordance with ODH & CDC, participants temperatures will be taken by staff members before entering Dreamshine vans.



Morning Transition/Unload Process: Upon arrival staff will unload vans one at a time, keeping a six feet distance at all times, with no more than 10 people being outside and direct participants to scheduled building for the day. Our two temporary modular buildings along with our waterfront and cabin buildings will have handicap accessible bathrooms.



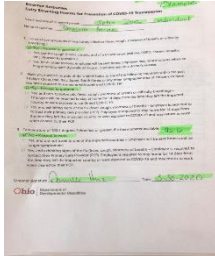
Afternoon Transition Onto Vans: Dreamshine staff will transition participants onto vans in a one building at a time order. By doing so we will continue to keep a six feet distance with no more than 10 people being transitioned outside at a time.



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Guideline to Keeping Our Staff Safe with PPE (Personal Protective Equipment)



Screening Process: Upon arrival, each team member is required daily to take their temperature with a digital forehead thermometer and is required to complete the DODD Entry Screening Process Sheet for Prevention of COVID-19 Transmission.



Hand Hygiene: Staff are required to wear gloves while working with individuals/participants, and each staff member is always also given a personal hand sanitizer to keep with them.



Masks: Each staff member is a new KN95 mask or cloth mask for each working day. KN95 masks and cloth masks are changed, disinfected, and sanitized at the end of each day. Each staff member has 1 mask for each working day of the week.



Transportation Safety: Each Dreamshine Transportation van is equipped with Hand Sanitizer, and an Essential Safety Kit Including: Gloves, tissues, alcohol pads, Clorox wipes, a digital forehead thermometer, and batteries. Individuals/Participants are also screened every morning before arriving to Dreamshine using DODD Entry Screening Process Sheet for Prevention of COVID-19 Transmission.

Screener Responses

Entry Screening Process for Prevention of COVID-19 Transmission

Name and role of screened person _____

Name of screener _____

1. Do you have symptoms of respiratory infection (fever, cough, shortness of breath, or difficulty breathing)?
 - No – Proceed to question 2.
 - Yes, but the cough is mild, chronic, and of a known cause (asthma, COPD, chronic sinusitis, etc.). Proceed to question 2.
 - Yes, for all other reasons, employee will be sent home. Employee may return to work when no longer symptomatic (typically 24 hours). Does not require a doctor's release.

2. Have you traveled outside of the United States to any of the following countries within the past 14 days: China, Iran, Italy, Japan, South Korea, or any other geographic area of concern; or have you been exposed to someone with confirmed COVID-19?
 - No – Proceed to question 3.
 - Yes, and non-symptomatic (fever, cough, shortness of breath or difficulty breathing) – Employee will be required to stay at home for 14 days from the time they left the impacted country or were exposed to confirmed COVID-19.
 - Yes, and exhibiting signs of the flu (fever, cough, shortness of breath) – Employee is required to contact their primary care provider (PCP). Employee is required to stay home for 14 days from the time they left the impacted country or were exposed to COVID-19 and may return to work when cleared by their PCP.

3. Temperature of 100.4 degrees Fahrenheit or greater, if a thermometer available.
 - No – Proceed to work.
 - Yes, and did not travel to one of the impacted countries – Employee will be sent home until no longer symptomatic.
 - Yes, and exhibiting signs of the flu (fever, cough, shortness of breath) – Employee is required to contact their Primary Care Provider (PCP). Employee is required to stay home for 14 days from the time they left the impacted country or were exposed to COVID-19 and may return to work when cleared by their PCP.

Screener signature _____ Date _____