



Heart Studio Arrival and Departure Procedures for COVID-19

Arrival

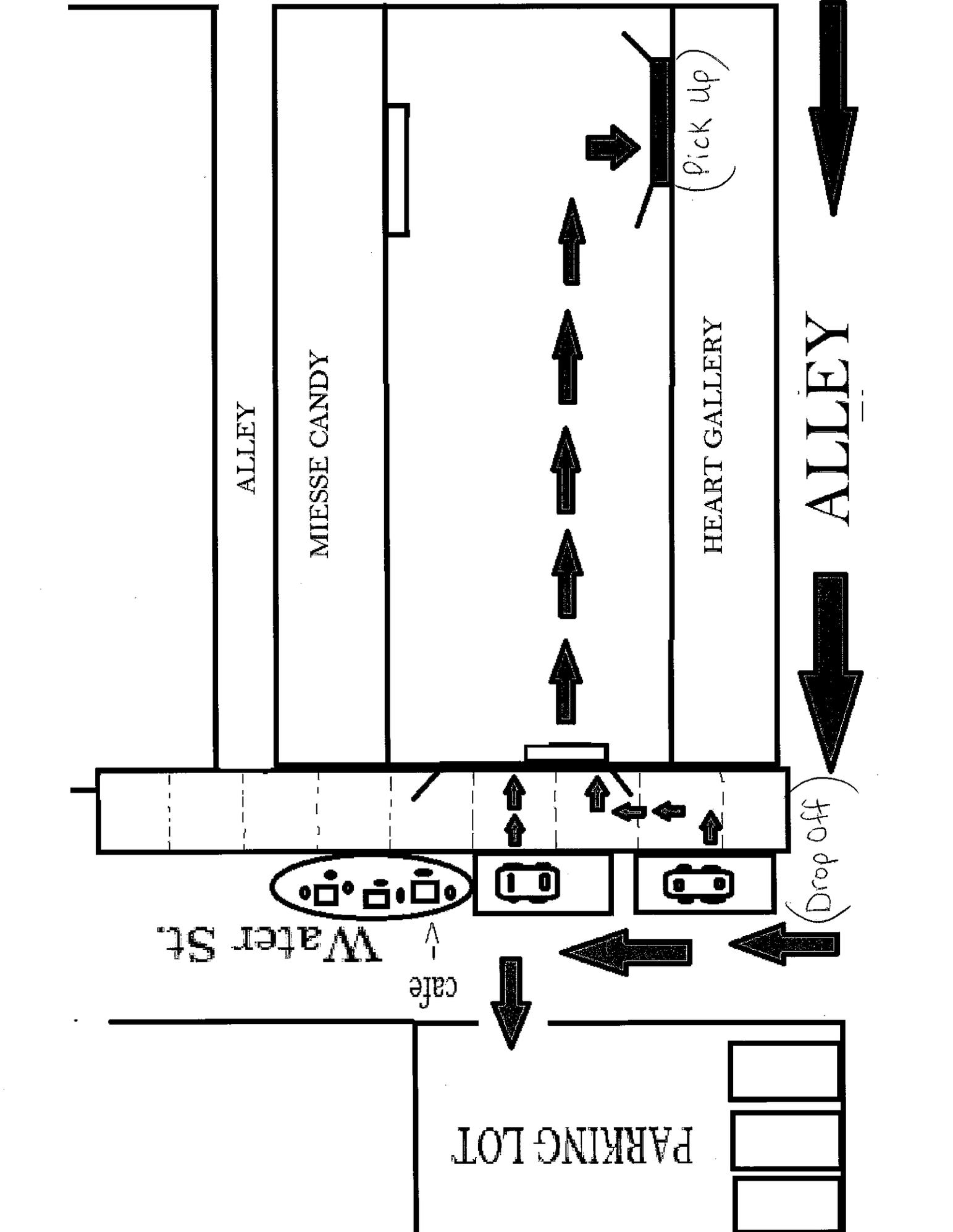
1. Participants will arrive at the Studio on Water Street and use the front Gallery entrance.
2. Participants will remain in their vehicle until they have been screened for COVID-19.
 - a. Screening will be conducted by the Studio Manager or designated Team Member.
 - b. The Instructor or designated Team Member will then assist Participants with getting to their workstation.
3. The screening process for COVID-19 will include the following:
 - a. Temperature check:
 - i. If a Participant has a temperature at or greater than 100 degrees, the Participant will not be able to enter the Heart Studio. The Participant's transportation provider will be asked to transport them home.
 - ii. If a Participant's driver is unable to drive them home, the Participant will utilize the designated quarantine room until transportation home is able to be arranged.
 - b. Screening questions:
 - i. Participants or support providers on behalf of the Participant will be asked to answer the following screening questions.
 - ii. Are you or is anyone in your household feeling sick?
 - iii. Have you or anyone in your household experienced any of the following symptoms?
 1. Fever or chills
 2. Cough
 3. Shortness of breath or difficulty breathing
 4. Fatigue
 5. Muscle or body aches
 6. Headache
 7. New loss of taste or smell
 8. Sore throat
 9. Congestion or runny nose
 10. Nausea or vomiting
 11. Diarrhea
 - iv. If so when did they experience these symptoms

- v. To the best of your knowledge have you been in close proximity (within 6ft for at least 15 minutes) to any individual who tested positive for COVID-19?
 - vi. Have you or anyone in your household been tested for COVID-19?
 - 1. If so when were they tested and what was the result?
4. After completing screening Participants will be escorted into the Studio by the designated Team Member and will be asked to sanitize their hands.
- a. Participants will be assisted with storing their belongings at their work station.
 - b. Participants who are waiting to be escorted into the Studio will remain in their vehicle until the Instructor is able to come and assist them.

If the Participant or support provider answers “yes” to any question listed above the Person conducting the screening will ask that the Participant be sent home and will notify designated agency personnel. Alert designated leadership personnel for further guidance.

Departure

- 1. Participants will leave the Studio through the rear entrance.
- 2. The transportation provider will remain in their vehicle and call the Studio to notify Team Members that they have arrived and the Participant they are there to pick up.
- 3. The Instructor and Studio Manager will assist Participants with gathering their belongings and escort them to their vehicle one at a time in order to avoid clustering of individuals.





Heart Studio Mask/Face Covering Expectations for COVID-19

Team Members:

1. All Team Members are required to wear a mask at all times while working directly with Participants.
 - a. The mask must cover the Team Member's nose and mouth.
 - b. Breaks from wearing a mask must only be under the following circumstances:
 - i. The Team Member assures adequate staffing ratios prior to leaving the programming location.
 - ii. The Team Member is at least 6 feet away from other people.
2. Team Members should avoid touching their face whenever possible.

Participants:

1. All Participants are required to wear a mask or face covering while participating in Heart programming.
 - a. The mask must cover the Participant's nose and mouth.
 - b. Breaks from wearing a mask must only be under the following circumstances:
 - i. The Participant is at least 6 feet away from other people.
 - ii. Team Members shall support the Participant in accordance to their ISP supervision requirements when taking a break from wearing a mask.
2. Participants will be encouraged to avoid touching their face whenever possible.



Heart Studio Handwashing Expectations for COVID-19

Team Members:

1. Per the “Handwashing is Important” instructions found in the infection control manual all Team Members are required to wash their hands frequently using soap and water or hand sanitizer.
 - a. Team Members must wash their hands when:
 - i. Before you begin work and before you leave for home
 - ii. Before eating, handling food or dishes and following handling raw meat
 - iii. Before and after providing care/treatment for each Individual
 - iv. Before pouring medications
 - v. Before and after glove use
 - vi. After handling personal care items (combs and toothbrushes)
 - vii. After going to the bathroom
 - viii. After sneezing, blowing nose, coughing or handling soiled tissues
 - ix. After checking/changing soiled or saturated briefs/pads/clothing
2. Team Members should avoid touching their face whenever possible.

Participants:

1. All Participants are required to wash their hands frequently using soap and water or hand sanitizer.
 - a. Participants must wash their hands, with Team Member assistance as needed, after the following circumstances
 - i. When entering or leaving the facility
 - ii. After putting on, taking off, or adjusting their facemask
 - iii. After using the restroom
 - iv. Before and after consuming food, drink, or medication
 - v. After touching their face
 - vi. After sneezing or coughing into their elbow
2. Participants will be encouraged to avoid touching their face whenever possible.



Lunch Guidelines for Heart Studio Participants for COVID-19

1. Studio Participants are expected to arrive at program with a packed lunch.
 - a. Lunches should be cold and include icepacks.
 - b. Lunches will be kept at each Participant's work station.
 - c. Studio will no longer store lunches in the program refrigerator.
 - d. Each Participant will be expected to pack eating utensils.
 - e. The microwave will no longer be utilized at the Heart Studio.
2. Participants will be expected to eat their lunch at their designated work station.
3. Work stations will be cleaned and disinfected before and after Participants have finished eating their lunch.



Heart Studio Work Station Expectations for COVID-19

Participants

1. Participant work stations will be sanitized each morning prior to their arrival.
2. Participants will be assigned to a single work station each day. Participants will not share or move between work stations throughout the day while at the Heart Studio.
3. Participants will keep their jacket, lunch box, and bag which they choose to bring at their workstation, and out of the way of the designated traffic flow area.
4. Participant workstations will be sanitized after they leave for the day.

Team Members

1. Team Member's work stations will be sanitized each morning upon arriving to work.
2. Team Members will work from a single desk for the duration of their day at the Heart Studio.
3. Team Member's work stations will be spaced at least 6ft apart and include barriers as needed.
4. Team Members will keep their belongings at their workstation throughout the day.
5. Team Members work stations will be sanitized upon leaving for day.



Heart Studio Social Distancing Expectations for COVID-19

In order to slow the spread of COVID-19 the Centers for Disease Control (CDC) has recommended that all individuals practice social distancing. This includes remaining at least 6 ft. away from others who are not in your household both in indoor in outdoor spaces. In order to comply with these recommendations the Heart Studio has implemented the following expectations for both Team Members and Participants.

1. Space Considerations

- a. In order to ensure adequate space to socially distance the Studio occupancy will not exceed 10 participants, 2 Direct Support Professionals, and 4 Administrative Team Members or other individuals at any given time.
- b. Participant's work stations will be spaced to ensure there is at least 6ft between each Participant while they are seated at the Studio.
- c. The layout of the Studio will be arranged to ensure that the flow of Participants and Team Members is able to maintain social distancing when moving throughout the Studio.
 - i. A traffic flow patten will be implemented to ensure that Participants and Team Members are maintaining social distance when moving throughout the Studio.
 - ii. Markers on the floor of the Studio will indicate the direction in which Participants and Team Members will move when going to use the restroom or leaving the Studio.
- d. Office spaces at the Studio will be arranged to ensure there is at least 6ft between each Team Member while they are working at the Studio.
- e. Plexi-glass barriers will be used as needed to ensure that droplets from the nose or mouth are not spread throughout the Studio.

2. Programming Considerations

- a. Participants will be expected to remain at their workstations throughout the day.
 - i. Participants will be given the opportunity to participate in Team Member led exercises while at their workstations
 - ii. Participants will be given the opportunity to go outside with the assistance of a Team Member and take a break from wearing their mask upon request

- b. Participants will be expected to eat their snack and lunch at their workstation in accordance with the “Heart Studio Lunch and Snack Expectations for COVID-19”
- c. The following is a daily programming schedule for Participants at the Heart Studio
 - i. 8:30-9am Drop Off/Screening
 - ii. 9-10:30am Group Instruction
 - iii. 10:30-11am Snack & Exercise
 - iv. 11-12pm Group Instruction
 - v. 12-12:30pm Lunch & Exercise
 - vi. 12:30-2pm Individual Instruction
 - vii. 2-2:15pm Group Exercise
 - viii. 2:15-3pm Free Studio
 - ix. 3-3:30pm Pick Up



Notification of COVID-19 Exposure at Heart Studio

1. Heart Studio designated leadership personnel will notify Lancaster County Behavioral Health and Developmental Services (BHDS) Administrative Entities of all possible exposures, suspected cases and confirmed cases of COVID-19. The following guideline shall be used to determine required additional notifications:
 - a. **Heart Studio Team Member or Participant is asymptomatic, diagnosed with COVID-19, and the date of exposure to COVID-19 is unknown:**
 - i. Heart Studio designated leadership personnel will notify all Team Members and Participants who received services and had or may have had close contact with the Team Member or Participant diagnosed with COVID-19 at any point starting 2 calendar days before the test date. Emergency contacts for impacted participants must be notified as well.
 - b. **Heart Studio Team Member or Participant is asymptomatic, diagnosed with COVID-19 and the date of exposure to COVID-19 is known:**
 - i. Heart Studio designated leadership personnel will notify all Team Members and Participants who received services and had or may have had close contact with the Team Member or Participant diagnosed with COVID-19 at any point starting 2 calendar days after the diagnosed person was exposed to COVID-19. Emergency contacts for impacted participants must be notified as well.
 - c. **Heart Studio Team Member or Participant is exhibiting symptoms of, and was tested for, COVID-19. (Notification is required upon learning that testing occurred and not after the staff or individual received his or her test results.):**
 - i. Heart Studio designated leadership personnel will notify all Team Members and Participants who received services and may have close contact with the Team Member or Participant who exhibited symptoms and was tested for COVID-19 at any point starting 48 hours prior to the time the person started exhibiting symptoms of COVID-19. Emergency contacts for impacted participants must be notified as well.

** Close Contact: Within 6 feet of another person for 15 minutes, or being directly exposed to respiratory secretions (e.g., cough or sneeze).*

2. Additional Reporting Requirements:
 - a. **Heart Studio Participant:** If a Heart Studio Participant is tested or is confirmed positive with COVID-19, Heart Studio designated leadership personnel will complete an incident report in Enterprise Incident Management (EIM).
 - b. **Heart Studio Team Member:** Designated leadership personnel will be responsible for reporting any suspected or confirmed cases of COVID-19 using PA ODP's Health Risk Screening Tool (HRST) database.
 - c. Designated leadership personnel will be responsible for reporting any confirmed cases of COVID-19 to the PA Department of Health at **1-877-PA Health (1-877-724-3258)**.

3. Notification of any possible exposure shall include:
 - a. Plan to mitigate the spread of COVID-19 at the program.
 - i. Facility cleaning
 - ii. Testing (if needed)
 - iii. Facility closure (if needed)
 - b. Plan to communicate any further necessary information regarding COVID-19.



Heart Studio COVID-19 Symptom Notification Form

The Artist identified below has exhibited symptoms of COVID-19 while attending, or prior to attending, the Heart Studio.

If the Artists is exhibiting symptoms of COVID-19 they will be required to stay home from the Heart Studio for 14 days, unless they receive a doctor's note clearing them to return to the Studio or obtain a negative COVID-19 test result.

If the Artist is tested for COVID-19 they must report this to the Heart Studio and remain at home until they receive a negative test result which must be forwarded to the Heart Studio before returning to program.

If the Artist tests positive for COVID-19 they must remain at home until they are symptom free for 10 days.

Doctor's notes and copies of negative test results should be emailed to jdeweiler@friendshipcommunity.net. They may also be sent by mail to 118 N. Water St. Suite 101 Lancaster, PA 17603. If you have any questions please call the Heart Studio at 717-945-6904.

Artist's Name: _____

Date symptoms were observed/reported: _____

Symptoms observed/reported: _____