



COVID-19 Return to Work Training Checklist

Employee: _____

Date: _____

Trainer Initials	Trainee Initials	TOPIC
		Ensure that the return to work phone screening was completed with the trainee. This is completed by HR for employees returning from furlough. All other returning employees are screened by the Program Director or their designee.
		Ensure that the trainee has been had the health screening and is cleared to work for the day.
		Review how the program structure and activities have changed due to COVID-19
		Review the Arc Wayne Guidelines for Management of COVID-19
		Review the ARC Wayne Reopening and Workplace Safety Plan
		Review the program-specific Safety Plan
		Review the Sanitation Checklist for the site
		Review the current Employee Leave policies regarding COVID-19
The trainee and trainer will initial to attest that each of the following critical elements have been reviewed and are understood:		
Arrival		
		Do not come to work if you have symptoms of COVID-19 or have other prohibitive risk factors
		Employee screening process: At normal arrival times, assigned screener will screen employees. At all other times, staff will complete self-screening assessments and give to supervisor once completed. Document every 12 hours while on shift.
		If temp > 100 (100.1 and up) and/or signs of positive symptomology and/or answered yes to any of the screening questions, distance yourself from everyone and contact supervisor & Nursing for guidance
		Temperatures should be taken of ANYONE who enters the building (except deliveries and drop offs, etc. who will not come in extended contact and practice social distancing/have PPE). This includes outside visitors, individuals, auditors etc. Note re: RCC only: Parents dropping off children to daycare must be screened prior to entering – either by attesting that screening was completed at home, or by staff.
Social Distancing/PPE		
		Social distancing of at least 6 feet whenever possible, if unable to do so, a face covering is required over nose and mouth (All visitors are expected to follow these guidelines as well)
		You must have a mask on your person at all times
		You must wear a mask when in any area where you may encounter others at a distance of less than six feet
		Masks are required at all times in vehicles with more than one person present
		Masks must be worn at all times while working in IRAS, and when working with children at RCC.
		Gloves are to be worn if there could be contact with respiratory emissions, blood, body fluids, secretions or excretions, or potentially contaminated surfaces
Sanitizing/Cleaning		
		Handwashing – After entering the building, or anytime there is contact with blood, body fluids, secretions or excretions, or contaminated items; after removing gloves; between contacts with individuals; or if visibly soiled. Wash hands with soap and warm water for at least 20 seconds. Use hand sanitizer if unable to wash with soap and water.
		Clean and disinfect all frequently touched surfaces (railings, door knobs, push plates on doors, table surfaces, van seats/handles, grab rails, bathroom and kitchen areas, electronics etc.) document on cleaning/disinfecting tracking sheet. Clean and disinfect shared areas/items after use. Use disinfectants provided and clean per container instructions.
Positive Cases		
		If an individual or employee tests positive for COVID-19 – notify nursing immediately. Nursing will communicate with the Health Department on Quarantine/Isolation status and will provide further

		training and instruction to staff as needed
		Managers/Supervisors (of OPWDD programs) reminder to file 150 individuals/staff on mandated quarantine due to COVID-19 related illness.

We attest that the training outlined above was completed on this date. The employee understands the information contained in the training and is now responsible to implement it.

Employee

Date

Trainer

Date

Once completed, this form is to be sent to the Program Director for review.

I have reviewed this document to ensure that it is complete. Completed forms will be tracked to ensure the training of all employees returning to work.

Program Director

Date