



QUICK FACTS ON ARCHWAY PROGRAMS RE-OPENING PLAN

In compliance with federal and state guidelines, Archway Programs has developed a phased approach to protect the health and safety of its employees, clients, and students in an effort to minimize exposure to the COVID-19 virus and ensure a safe return for all persons to its programs and the workplace. Employees/clients will be brought back on a program by program basis. However, there will be some standardized protocols which include the following:

- Strict social distancing of 6 feet between persons, and/or between cohort groupings, will be maintained whenever possible
- Gatherings/groupings will be limited to no more than 10 people
- Transportation vehicles at Archway will be limited to 50% capacity, except in extenuating circumstances at which time capacity may not exceed 75% provided that physical barriers are available between riders and face coverings are worn.
- To achieve these restrictions, temporary “markings”, signage, physical barriers, and the reconfiguration of space and furniture may be warranted in some programs
- Universal screenings of staff, clients, students, visitors will occur daily prior to entering a facility or vehicle, and before starting services in the field. Screening will include a 3 question survey and a temperature check. Anyone who meets the criteria will not be permitted to enter the facility or vehicle, or provide services in the field.
- Face coverings will be required for all employees and visitors. PPE, including face coverings, will be provided by Archway as needed. Neck gaiters and bandannas are not permitted.
- Frequent handwashing and good respiratory hygiene practices will remain in effect. Hand sanitizer, alcohol/disinfecting wipes, and EPA-approved cleaning products will be made available at all locations.
- A deep cleaning by Archway’s professional vendor will occur prior to re-entry, and maintained after opening. Program-specific cleaning schedules will be assigned to staff for exceptions such as toys, personal care products, vehicles, electronics, and other miscellaneous items.
- All employees will be required to complete COVID -19 related online trainings prior to returning to the workplace. Some programs may require staff to come in prior to reopening to complete.
- Non-essential business travel is restricted at this time; those who voluntarily travel via airline, or who travel by any mode of transportation to a U.S. state with significant COVID spread as identified by the NJ Department of Health, will be required to self-quarantine for 14 days.
- Visitors will need to be approved and will be subject to the same screening protocols. Curbside deliveries and client/student drop-offs/pick-ups will be in effect. Remote visits, meetings, and trainings should occur instead whenever practical.
- At the time of this communication, there will be no team or contact sports, no large assemblies, limited playground equipment use, limited field trips/community outings, and limited pool use contingent on NJ DOH current guidelines for the specific program.
- At this time, anyone with a concern about returning to Archway Programs should consult with his/her supervisor, the Program’s Director, or Human Resources for more information.
- If someone tests positive for COVID at any Archway program or facility, the Department of Health will be notified and instructions will be followed accordingly.

Please check out www.archwayprograms.org/COVID19 for more information.

Archway Programs reserves the right to update protocols at any time based on current CDC and NJ DOH recommendations.

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