Opportunity Development Centers, Inc., (ODC) is pleased to announce its “re-opening” Tuesday, May 26, 2020. ODC has continued to serve clients creatively and flexibly in the past eight weeks during COVID-19, we look forward to expanding our services to include in person/on-site and community services beginning May 26, 2020.

ODC fully understands there is still risk and will remain vigilant in the days and weeks ahead to take continued precautions against the spread of COVID-19. While we will resume services, they will “look different” and attached protocols be followed, this includes ODC requiring daily temperature tracking and basic screening questions of all employees, clients and visitors.

ODC will continue following CDC, State, and Local best practices to include social distancing and using safety precautions to include wearing masks, washing, sanitizing, and staying home when signs or symptoms of COVID presented.

The transition of services is a coordinated approach between the client, funding agency, and ODC. ODC has reached out to clients to determine a transition plan (including options of in-person, virtual, community) services. We are assuring the safety of all by developing individual transition plans and staggering service times and days. If you have questions about your transition please reach out to your ODC case manager.

We look forward to seeing you.

Stay safe and well,

Julie Strenn
Executive Vice President
Opportunity Development Centers
**Protocol for safe work environment during COVID pandemic**

As ODC continues to focus on ensuring the safety of all employees and clients, and in preparation to gradually begin to allow more people into the facilities beginning May 26\(^{th}\), we want to outline protocols which must be followed by all employees, clients and visitors to ODC.

ODC expects all of its employees to follow the CDC’s guidelines to protect themselves outside of the work environment. If you travel outside of Wisconsin, you will be expected to disclose that, and expected to self-quarantine for 14 days. In addition, if you come in contact with a person being treated for Covid-19, or if you have symptoms of Covid-19, you will be expected to self-quarantine for 14 days.

ODC will be taking the following precautions to keep all staff and clients safe:

1. ODC will require daily temperature tracking of all employees, clients and visitors that come into the buildings. Persons registering a temperature over 100 degrees will not be allowed into the building. If a person has a temperature of over 100 degrees, they will not be allowed to return to work/programming until they have been fever free for more than 24 hours.
   a. ODC staff that work in the community and do not come to the office to start their work day will monitor to assure are fever free prior to working. Any staff is asked to call their supervisor immediately if having fever symptoms and not return to work until they have been fever free for more than 24 hours.

2. Employees, clients and visitors will be asked basic screening questions prior to being allowed to enter the building. If person indicates they have been in contact with a person being treated for COVID, they will not be allowed to enter the building. Employees who indicate other symptoms on the screening will be asked to continue to monitor these symptoms and report if the symptoms worsen.

   ODC staff that work in the community and do not come to the buildings to start their work day will answer basic screening questions prior to working. If staff answer “yes” to any questions, they are to call their supervisor to discuss prior to working.

3. ODC will assign an employee to be the screener in each location.

4. Unless absolutely necessary, no visitors will be allowed to enter inside of ODC’s buildings. If visitors enter the building, they will be screened just as employees and clients are screened. Pick up/loading of product will be done curbside/outside of the building, and delivery of parcels will be limited to a designated area at the entrance of the building. No signature will be required on pick ups or deliveries at this time.

5. All work stations will be reconfigured to keep at least 6’ distance between work stations at all times. If this is not possible, work will be scheduled accordingly so only one person is in the work space at one time. This is at the supervisor’s discretion and may require staff to work a shift that would not be normally scheduled.

6. Each employee is responsible to clean their work space before working each day. ODC will provide cleaning supplies to clean the work stations.

7. All employees will be expected to follow strict protocol for hand washing, and will wash their hands any time they “change locations” or “change activities” within the building. Example: wash hands when arriving at work, before and at the end of breaks, before and after eating, before and after any other activities where they will be interacting with others or touching anything that will be touched by others.
8. Each person in the building must maintain a 6’ distance from each other at all times.

In the event your job does not allow you to keep a 6’ distance from each other, you will be asked at a minimum to wear a mask. If your job involves personal contact with other individuals, you will be required to wear gloves and dispose of them immediate once contact has been completed.

9. Employees who are in their personal work space, if more than 6’ apart from any other employees, will not need to wear a paper or cloth mask. If people are walking outside of their personal work space or through any shared work spaces, it is recommended that employees wear a mask.

10. If people are working in shared work space that cannot be modified (such as a saw operator and saw takeaway person), they will be required to wear masks during the time they work in those spaces.

11. In order to minimize contact in public spaces such as break areas, ODC will limit the number of people that can access these areas at one time, to allow for proper social distancing. We will reduce the number of chairs in any given common or shared space and require that they be placed more than 6 feet apart.

12. ODC will stagger breaks/lunch time as needed to ensure proper social distancing. All shared spaces will need to be cleaned before and after use.

13. ODC will provide necessary cleaning supplies and masks, soap for washing hands, and to the extent available, hand sanitizing agents.

14. Gloves will be provided and required for any employees who are providing person to person contact (such as work with clients directly), or touching spaces that could potentially be contaminated (e.g. collecting garbage).

   a. Gloves and masks will be provided to all staff working in the community. It is highly recommended to wear a mask in the community. It is required to ask the person you are supporting if they want you to wear a mask. If they request you wear a mask it is required. It is required to wear gloves when having any person to person contact

15. ODC will continue to emphasize safe personal behaviors (e.g. cough etiquette) and provide instruction on proper use/care of PPE.

16. All offices and common spaces will be labeled with maximum capacity.

17. Should you have a concern for your health and safety, immediately discuss it with your supervisor.