



**New Horizons**  
Rehabilitation Services, Inc.

## NEW HORIZONS REHABILITATION SERVICES, INC SAFE WORK GUIDELINE PLAYBOOK

A guide for COVID-19 Pandemic  
Preparedness and Response and general safety  
procedures

- TO ALL READERS
- The information contained in the Safe Work Guideline represents New Horizons practices regarding the recommended operation of its facilities, during the time of COVID-19 pandemic and beyond.
- The health and safety of Staff, Hourly, Persons Served, Visitors and Contractors is our number one priority.
- Changes have been updated based latest CDC recommendations.
- All other health and safety rules and regulations are located in SharePoint, section 10 of policy forms.
- Version 9.0 MAR 17, 2022

# DISCLAIMER

- Please note that this is a “living” document that may be updated at any time by New Horizons Rehabilitation Services, Inc given the fluidity of this or any given situation.
- New Horizons Rehabilitation Services, Inc. bears no responsibility for any circumstances arising out of or related to the adoption, or decision not to adopt, any of the practices or procedures contained in the New Horizons Rehabilitation Services Safe Work Guideline
- Questions can be emailed to [COVID19@newhorizonsrehab.org](mailto:COVID19@newhorizonsrehab.org)
- General Safety guidelines – See Section 10
- <https://newhorizonsrehab.sharepoint.com/Policies/Forms/AllItems.aspx>

# NEW HORIZONS REHABILITATION SERVICES, INC.

## Our Mission Statement

Investing in our communities by providing employment opportunities for individuals facing barriers to employment.

## Our Values

- We believe in the worth of all individuals.
- We believe that the people we serve are our most important customers.
- We believe in the dedication to individual growth, employment, and self-sufficiency.
- We believe in managing public and private funds efficiently and responsibly.
- We believe our staff is professional, committed, and caring.
- We believe in quality service; as measured by outcomes, is paramount.





- New Horizons Rehabilitation Services, Inc is deeply focused on keeping our staff, hourly, persons served, suppliers, and visitors safe while in our facilities and out in the community.
- As we continue to navigate this new normal, we have tapped into several resources, to develop a Safe Work Playbook.
- While it is not a one-size-fits-all approach, the Safe Work Playbook include practical recommendations for COVID-19, based on current guidelines from the Center for Disease Control and Prevention, WHO, MIDHHS, and OCHD that could be tailored to address various scenarios that we may face when working and in the community.
- This has been a difficult time for everyone and having a workplace where everyone feels comfortable performing their jobs safely is a multi-faceted challenge.
- This Playbook covers a wide range of topics, including:
  - Step-by-step guides for setting up a pandemic response team
  - Cleaning and disinfection procedures
  - Staggering drop off and pick up times, breaks and other distancing strategies.
  - On-site health screening
  - Protocols for isolating anyone who becomes ill at work
  - Training will be provided (virtual or in-person) for all employees to be able to provide screening
  - General safety

# COVID OPERATING PROTOCOLS

- Site Entry Procedures:
  - Prior to Arrival
  - Upon Arrival
  - Wash hands immediately after screening
- Pandemic Response Team when needed
- Preventative Materials Inventory
- Personal Protection Equipment
- Disinfection Measures
- Deep-Cleaning and Disinfection Protocol
- Staff make sure all Persons Served are adhering to the protocols
- If you are sick – STAY HOME & call your doctor
- Isolation Protocol & Coordinator Training
- Social (physical) Distancing Protocol when recommended
- On-Site Health Screening when needed
- Daily Self-Screening Protocol
- Quarantining and Return to Work Protocol
- Visitors and Contactors Screening
- Labor Alignment
- Audit checklist
- Transportation



# OTHER OPERATING PROTOCOLS

Other operating safety protocols are outline in SharePoint Section 10  
Health and Safety

<https://newhorizonsrehab.sharepoint.com/Policies/Forms/AllItems.aspx>

Section 10.01 – Safety Programs

Section 10. 02 - Auburn Hills Branch

Section 10. 03 – Madison Heights Branch

Section 10. 04 – Novi

Section 10.05 – Springfield (Davisburg) Branch

Section 10.07 – SEP and Community Integration

Section 10.08 – Macomb Office

Section 10.09 – Medication Management – being discontinued

Section 10.10 – Troy Office

## SITE ENTRY PROCESS DURING COVID OR ANY OTHER PANDEMIC

We have implemented procedures to help keep people safe when they arrive, while they are working, and as they leave the facility. During high-traffic times, additional staffing may be required to efficiently move people through the process.

### **1. PEOPLE FLOW**

- All staff and persons served will be allowed entry into the building through doors designated by the location manager

### **2. TEMPERATURE SCREENING WHEN RECOMMENDED**

- Everyone will have temps taken upon arrival

### **3. FACE COVERS WHEN RECOMMENDED**

- Face covering will be worn by all staff and persons served. This includes at the shop locations, being transported and at all sites.

### **4. NON-EMPLOYEE ACCESS**

- Regulating access of visitors and guests. **All visitors must follow the New Horizons protocols for screening and face coverings and must use hand sanitizer when entering any New Horizons locations.**

### **5. COMMUNITY LOCATIONS AND JOB SITES**

- Everyone will follow the protocols of those locations



# SITE ENTRY PROCESS CONTINUED Upon Arrival

At each entrance, all persons will be required to comply with the following protective measures during COVID-19 or any other pandemic

- Sanitize hands should be encouraged for everyone upon entry.
- Wear a face covering

## Temperature screening Directions

- Temperatures will be taken for anyone entering any location.
- If Passed, they will then be instructed to go wash their hands.

## During Post Pandemic

Temperature screening and masking are not required

Washing of hands is still highly encouraged



- In the event temperatures are required
- 34.0 C to 37.3 C = 93.2 F to 99.14 F – LCD screen will be Green and pass
- 37.4 C to 37.9 C = 99.32 F to 100.22 F – LCD is Yellow and still allowed under CDC Guidelines
- 38.0 C to 42.9C = 100.4 F to 109.22 F – LCD is RED, they are not to enter the building or be allowed to stay.



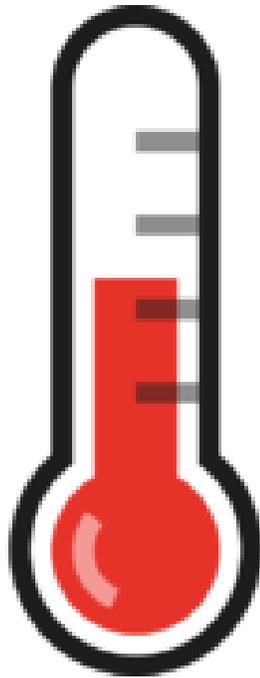
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## Celsius to Fahrenheit Temperature Conversion Chart

This is shown above

## PEOPLE FLOW

*Before coming to the workplace each day, please pay attention to how you are feeling. Your safety and the safety of those around you depends on a personal self-assessment and self-reporting of any symptoms. If you are sick – Stay home*



- General Screening Questions for All Persons:

- Do you currently have fever, chills, cough, shortness of breath or difficulty breathing, headache, sore throat, muscle/joint aches, loss of taste or smell? If you feel sick, stay home. If you are any of the following
  1. In the past 48 hours, have you experienced a fever of 100.4 F or higher?
  2. Have you had close unprotected contact with or cared for someone while unprotected diagnosed with COVID-19 in the last 10 days?
  3. Have you traveled internationally 14 days?

If a person answers YES to questions 1 send the person home and exclude from work immediately. The person should self-isolate/self quarantine at home for 5 days and wear a face covering for an additional 5 days upon returning. This must be reported to the supervisor. If they answer yes to number 2, ask if they have been fully vaccinated and boosted. Per CDC if they are fully vaccinated with booster, they may come to work, however they should wear a face covering for 10 days. If not vaccinated, they are to quarantine for 5 days, then wear a face covering for an additional 5 days. It is also recommended that both cases be tested after 5 days per CDC. Contact the Director of Safety on any persons that answer yes to any questions.

- If symptoms are present and they are fully vaccinated with booster, they may work, but must wear a face covering for 10 days. If they have had a fever, they must have 3 days without fever and improvement in respiratory symptoms.
- If a person is suspected of COVID, the person must obtain a COVID-19 test and remain home on PTO 5 days or until they receive the results.



# SITE ENTRY ALL OTHER TIMES

- **1. PEOPLE FLOW**
  - Will be set by the site manager as to which entrances and exits are to be used
- **2. NON-EMPLOYEE ACCESS**
  - Will be designated by location manager. Each non-employee will be required to check and sign prior to access to the facility
- **3. NO SCREENING IS REQUIRED POST PANDEMIC**
  - Temperature or health question screening is not required at this time but could be reimplemented should need arise

# Personal Protective Equipment (PPE) During COVID or other pandemics

All other times, PPE needed for task being performed



- Masks (Face coverings)PPE for **ALL** Staff, Persons Served and Hourly Employees agency wide. This will include Administration, Services Coordinators, etc. whenever leaving their office, or having anyone in their office.
- Face Coverings are required at New Horizons
- Face Shields – **Can be worn along with mask if wished**
- Gloves – Medical grade gloves are to be worn by all those performing disinfection of common surfaces, providing personal care assistance, meal prep and feeding assistance, first aid treatment and dispensing of medication.
- After wearing gloves, make sure to wash hands thoroughly immediately after removal of gloves, use proper method for removing gloves.
- <https://www.cdc.gov/vhf/ebola/pdf/poster-how-to-remove-gloves.pdf>

# Face Covers

Are optional currently inside New Horizons

Face coverings are optional based on the latest recommendations from the CDC: However, they are still required at New Horizons during transport in agency vehicles.

- **New Horizons will provide a face covering to each person who needs one.**
- If you have your own face covering that you would like to continue to wear because it has a pattern printed on it, it must **FIRST** be approved by the location Manager.



# Face Covers Continued

## ➤ HOW TO WEAR A FACE COVER SHOULD YOU STILL PREFER

1. Wash or sanitize hands before handling face cover or touching your face.
2. Put your fingers through the ear loops and position the covering over your nose and mouth
3. Place the ear loops around your ears or tie if tie style
4. Adjust to cover both the mouth and the nose

## ➤ WHAT TO DO WITH YOUR FACE COVER AFTER WORK

Once you have exited the facility and are physically distant from others it is safe to remove your face cover. Store any cloth face covering in a paper bag (not plastic). This will allow the material to dry and protect others.

## ➤ HOW TO WASH YOUR CLOTH FACE COVER

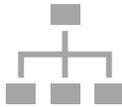
Hand wash with mild detergent and water. Line dry and reuse the following workday.



# Pandemic Response Team



**The Pandemic Response Team** is a cross functional team lead by the Director of Safety



**Manager** – Site manager has overall responsibility for the site’s pandemic preparedness & response plan, coordinating and aligning with Administration, Human Resources and Safety. Works to manage all pandemic related communications with HR and Safety



**Access Control Lead** – Lead by Site Manager, working with their location team regarding social distancing and coordinating arriving and departing times, as well as visitors.



**Virus Prevention & Protocols Lead** – Works to develop protocols to ensure the wellness of everyone, and the overall pandemic preparedness and response plan. This should be assigned to Med Control person to oversee at each location.



**Sanitation & Disinfection Lead** – This is lead by the foreman who will work to manage daily periodic disinfection logistics, including routine and deep cleaning, disinfection processes, in accord to the protocols set up by the Virus Prevention & Protocol Lead.



**PPE & Materials Lead** – Works to secure all necessary supplies to implement and sustain the sites pandemic preparedness plan. At the branch locations, this will be the foreman. At the office locations, this will be assigned by location manager.



**Communications & Training Lead** – Managers with the support of the Public Relations Department, will be responsible to ensure staff are staying up to date on any additional training and communication, through email, NH Communication SharePoint information page and on our website.

# Post Pandemic Emergency Response

- **Manager** – Site manager has overall responsibility for the site's Emergency Response while coordinating and aligning with Administration, Human Resources and Safety. Works to manage all emergency related communications with HR and Safety
- **Access Control Lead** – Lead by Site Manager, working with their location team regarding limiting of persons allowed access during an emergency response, coordinating arriving and departing times, as well as visitors.
- **Sanitation & Disinfection Lead** – This is lead by the designee who will work to manage daily routine and cleaning, disinfection processes, in accord to the protocols set by normal daily janitorial procedures
- **PPE & Materials Lead** – Works to secure all necessary supplies to implement and sustain the sites based on the emergency and daily janitorial cleaning needs. At the branch locations, this will be the designee of the manager. At the office locations, this will be assigned by location manager.
- **Communications & Training Lead** – Managers with the support of the HR and Safety, will be responsible to ensure staff are staying up to date on any additional training and communication, through email, NH Communication SharePoint information page and on our website
- **NOTE:** All New Horizons Staff are required to be trained if in CPR,AED, First Aid, Control the Bleed, assisting with Epi Injector and Inhaler and may provide assistances based on level and certification of training.

# Preventative Material Inventory



- Mask (Face Coverings)
- Medical Grade gloves
- Touchless thermometer
- Disinfectant Spray/wipes
- Spray bottles
- Hand Sanitizer
- Hand soap
- Paper towels
- Glasses/face shields
- Min. 45-day supply if disposable, minimum 2 each if cloth
- Min. 60-day supply
- 1 at each office location, 1 each admin, 4 each workshops
- 10% bleach solution or disinfectant spray – 45-day supply
- 1-liter or 32 oz plastic spray containers
- Min. 45-day supply
- Min. 45-day supply
- Min. 45-day supply
- Min. 45-day supply

# Disinfection Frequency

## Area/Place/Content

- Common surfaces – door handles, light switches, counter tops
- Offices, desk, conference rooms
- General objects often used, faucets, sinks, bathroom
- Vending machines, lunchrooms, or where eating takes place
- Forklifts – wheel, levers, seat
- Transport vehicles – seats, seat belts, door and window controls, grab bars
- All floors
- Manager or designee will set schedule at the branches
- **This should be part of everyday housekeeping all the time.**

## Disinfectant/frequency

- 10% bleach water or disinfectant – **recommended several times daily** and at close of day
- Disinfectant - end of each meeting and end of day
- 10% bleach water or disinfectant – **Several time daily**
- 10% bleach water or disinfectant – minimum 3 times a day, after each break and lunch
- After each use
- All surfaces should be cleaned after **each** use by driver.
- Mopped twice daily
- Staff will be required to clean their workspace before and after their shift and may also be assigned to clean other areas.

# Deep-Cleaning and Disinfection Protocol

- The General Disinfection Measures should be followed regularly, whereas the Deep-Cleaning and Disinfection Protocol is triggered when a person is identified as being sick or tested positive for COVID
- Deep cleaning should be performed for presumed cases of sickness evident by vomit or diarrhea, or as soon after the confirmation of a positive test as possible.
- The scope of deep cleaning is to be the full site, not just the area near the person who may have a positive test.
- Notwithstanding, if an active person is confirmed to have COVID positive test, site must inform the VP, HR and Director of Safety, who will make the decision on additional action to be taken based on best recommended practices, followed by site personnel performing a comprehensive disinfection of all common surfaces.
- The location manager or designee and Pandemic Team (CERT team) must coordinate the cleaning and disinfection process. They must ensure that:
  - There is a specific plan and strategy to clean all site equipment, common areas, and any typical areas
  - Only authorized people can access the site during the cleaning and are using required PPE
  - Assure that employees are made aware that the work areas have been disinfected through the use of signage



# General Disinfection measures Checklist

- \_\_\_ The cleaning crew/employees receive training about the disinfection method and frequency
- \_\_\_ 10% bleach water or disinfectant used appropriately
- \_\_\_ The team conducts a comprehensive cleaning in all common surfaces (sewing machines, forklifts)
- \_\_\_ The team conducts a comprehensive cleaning in all offices, desk and conference room (cabinets, desk, table and chair surfaces)
- \_\_\_ The team conducts a comprehensive cleaning in all general objects often used or touched (doors, windows, handles, faucets, sinks, bathrooms)
- \_\_\_ The team conducts a comprehensive cleaning in lunchrooms or eating surfaces (tables, vending machines, etc.)
- \_\_\_ The team conducts a comprehensive cleaning in all common surface of transportation vehicles (Seat surfaces, hails, belts, door, windows, floor)
- \_\_\_ The team conducts a comprehensive cleaning of floors, walls and multiuse areas

# Van drivers and those using their personal vehicle must follow the New Horizons Rehabilitation Services, Inc. Protocols

- All surfaces, seats, dashboards, door handles, seatbelts, etc., must be wiped down with a disinfectant solution daily
- Supply of antibacterial gel/hand sanitizer for persons to use upon boarding the van and as needed
- Masks will be required for the driver until lifted by Director of Safety
- The use of masks by passengers is required until lifted by Director of Safety
- **Employees who are not feeling well should inform their manager and as has been mentioned, if you are sick from anything, STAY HOME!**



# Isolation Protocol

- Isolation Protocol for all persons who become ill at work:
- Advise everyone that if a person feels ill, or if someone observes that another person is exhibiting symptoms of any illness at work, they are to contact the Services Coordinator if a person served, the Foreman or Branch Manager if Staff or an Hourly Employee.
- If the Services Coordinator, Foreman or Branch Manager is contacted by anyone with a suspected infection, they must ask the person to go directly home or to the designated Isolation Room.
- Isolation Room to be determined by Branch Manger
- In the community, isolated the person to the extend possible and contact Services Coordinator or Manager.
- Contact the home to pick the person up at the location immediately.



# Isolation Procedures

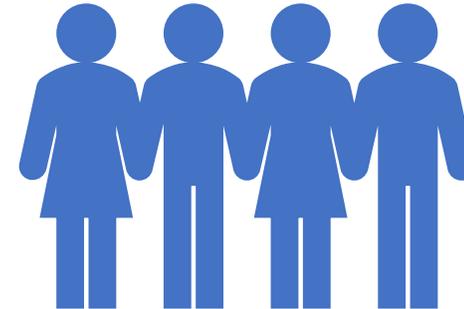
- Once the suspected ill person is put in Isolation, immediately contact the home if a person served, if an hourly person or staff, they are to be sent home immediately.
- Anyone working with a suspected ill person, must have on gloves and mask.
- The Services Coordinator, Foreman or Manager, should do the following:
  - Ensure that in all cases, the isolation area and work area is thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the suspected infected person. All persons doing this cleaning must wear medical grade gloves and mask.

# Isolation protocols for community

Should a person served start showing symptoms of **any illness** in the community, the following are procedures for the staff.

- Contact the Service Coordinator to see if the person can be picked up from the site and have them stay isolated someplace until the home arrives.
- Depending on location and if there is staff or guardian at the home, the staff may drop them off at the home
- If they need to be transported back to the location to be picked up, keep them as far away in the vehicle as possible from others and be sure ALL are wearing a face covering.

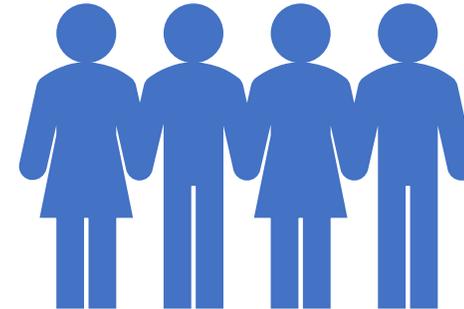
Inform the point of contact at the location so they may implement their cleaning procedures.



## Isolation protocols for community – continued

When back at the facility, if possible, keep them isolated in the van until the home arrives. If they must enter, take the shortest way to the isolation area in the facility.

- Once the person is out of the van, it must be sanitized completely
- If the person had come into the facility, all areas should be cleaned and sanitized again, even if they had just been done.
- If a staff starts to show illness symptoms, contact the Services Coordinator, Manager or Foreman, so arrangements can be made to possibly pick up the persons served from the site, have the staff drive the van back to the location. They are to drop the keys at the door and head to their vehicle and leave.
- All persons not showing symptoms when returning would go directly to wash hands etc.



# PROCEDURES FOR SEP AND COMMUNITY WORK SITES

- All staff and persons served at any SEP or community work site must adhere to all New Horizons safety protocols, along with those of the employer.
- Proper PPE should be kept with staff at all sites
- New Horizons nor any of its staff, may dictate to a company or employer what procedures they should have, so if the employer does not have any in place, we are still to follow those of New Horizons.

## REMOTE or HYBRID WORKING

- There are no positions within New Horizons Rehabilitation Services, Inc. that can be 100% remote work from home due to needing availability to files or various other items that are located only in the buildings or may be protected under HIPPA or Person Served Privacy. However, remote or hybrid working is permitted for several positions if approved by supervisor. They include the following
- President/CEO
- VP
- Director of HR
- All Accounting Staff
- Marketing Manager
- Director of Public Relations
- Director of Manufacturing
- Director of Safety
- Information Systems Manager
- Location Managers
- Services Coordinators **based on direction of their manager**
- Job Development and Placement Staff **based on direction of their manager**

# COVID OR ANY ILLNESS CASE FORM

This information  
is to be sent to  
HR and Safety

- Is this a person served, staff, or hourly employee: \_\_\_\_\_
- Date: \_\_\_\_\_
- Location: \_\_\_\_\_ (i.e., community, SEP, inhouse, etc.)
- Did person show symptoms:            Yes \_\_\_\_\_ No \_\_\_\_\_
- Last date of contact: \_\_\_\_\_
- Was person tested: \_\_\_\_\_
- Date of test: \_\_\_\_\_
- Results of test: \_\_\_\_\_
  
- DETAILS OF REPORTER
- Name: \_\_\_\_\_ Title: \_\_\_\_\_



Keep your  
distance

## Physical (Social) Distancing and Ventilation during COVID or other outbreaks

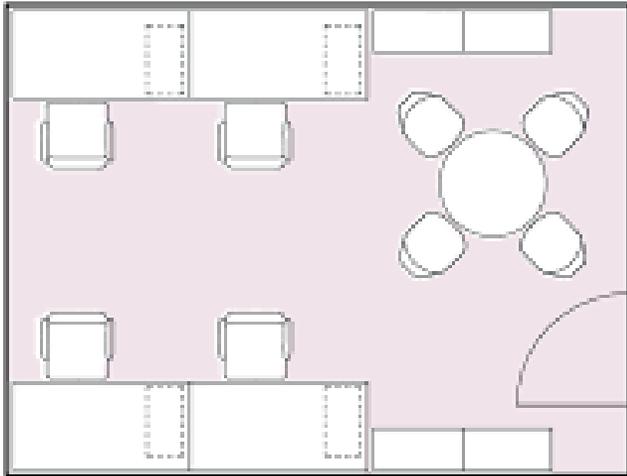
Physical distancing, also called “social distancing,” is the act of keeping space between yourself and other people outside of your home. This, in combination with minimizing touchpoints and increasing airflow, is crucial in preventing the spread of ILLNESS

- Staying 6 feet away from others as much as possible.
- Eliminating contact with others, such as handshakes, fist bumps or embracing (hugging) others is optional but encouraged based on comfort level
- Avoiding touching surfaces touched by others that have not been cleaned, to the extent feasible
- Avoiding anyone who appears to be sick, or who is coughing or sneezing for any reason
- Managing ventilation to decrease the risk
- Fans to move air around the shop, **NOTE:** The fans are **NOT** to be blowing directly on people, but only to move air around.
- This practice of physical distancing is recommended with illness or suspected illness, or based on comfort level

# Social Distancing in Manufacturing during COVID

Social Distancing in Manufacturing is intended to provide a safe environment reducing risk of any potential person – to – person infection

- **At present New Horizons no longer has requirements for distancing based on CDC, MDHHS and OCHD direction. However, if needed, these may be reimplemented at any time as needed by the Director of Safety**



- **Recommended**
- Whenever possible, workstations should be arranged to allow separation of 3 feet
- Clear signage about the desired position of the person may be placed in each workstation
- Utilize production transfer aids (such as push boards to move work to another person) to minimize the risk to distancing
- Workers are to disinfect their own workspace several times during the day. Staff are to disinfect the work area of persons served several times during the day.
- Remind everyone often to avoid touching their faces. Everyone must wash their hands with soap and water for a minimum of 20 seconds several times during the day to reduce risk of any type of illness
- **What to do if the workstations are less than the recommended spacing?**
- If 3 feet between workstations is not possible, try to maintain as much distance as possible
- Shift body orientation to avoid any face-to-face operations

# Social Distancing During Arrival and Departure

**At present New Horizons no longer has requirements for distancing based on CDC, MDHHS and OCHD direction. However, if needed, these may be reimplemented at any time as needed by the Director of Safety**

- Have all persons maintain 6 feet apart upon arrival if possible while waiting for screening. After screening, they are to go immediately and wash their hands. NOTE: Everyone should have on a mask
  - Screening will include a series of questions
  - The taking of temperature.
  - Failure of passing any of the questions or a temperature, may result in being sent home
  - After screening, have persons go wash their hands or use hand sanitizer before clocking in and/or going to their work area.
- Do not allow vans to unload until their scheduled arrival time.
- Stagger departure times to the extent possible to avoid people gathering at the door to leave. Have everyone remain at their area until their van arrives to pick them up. Only allow one van of persons to leave at a time, to avoid backup at the door.
- Stagger pickup times to allow time for paperwork to be completed and areas to be cleaned and sanitized.

# Shop Floor and/or Office Meetings



At present there are no longer restrictions on meetings, however these may be reimplemented at any time as needed by Director of Safety

- Social Distancing During Breaks as much as possible
- If need be, stagger times to maintain distancing while on break and lunch
- Separate times by 10 minutes to allow for each table, seat, all surfaces, vending machines and microwave to be wiped down
- Place signage on tables if needed to ensure proper distancing
- Everyone must wash hands prior to and immediately after break
- Station 1 or 2 staff to observe and make sure distancing is being followed
- For locations with a small break room, maintain 6 feet apart, if possible, for those who use that room for break and lunch, stagger breaks and lunch for those people if needed.
- For locations with Food trucks, have floor marked and laid out to only allow one or two people maximum at the truck at one time **NOTE:** For the time being food trucks will be suspended.
- Station 1 staff to monitor the outside smoking areas, to insure distancing
- Increase cleaning intervals to ensure bathroom is clean

# Visitors, Vendors or Contractors



It is recommended to avoid having Vendors and Contractors into any facility if possible. If a Contractor i.e. Allied for a plumbing issue, the worker entering MUST check-in



All visitors such as Service Coordinators from funding sources, should make appointments if possible and check-in upon arrival



ALL essential visitors (i.e. APS, Recipient Rights etc.) should request a date and time to visit and it must be approved by Site Manager.

# In most cases New Horizons is a Low to Medium Risk for COVID



# SITES TO OBTAIN ADDITIONAL INFORMATION ON COVID 19 and protection

## RECOMMENDED

- <https://www.michigan.gov/coronavirus/>
- <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

## HIGHLY RECOMMENDED

<https://www.vaccines.gov/>

For a list of places to obtain a vaccine



# COVID TESTING SITES



<https://www.oakgov.com/covid/best-practices/sick-caring/Pages/testing.aspx>

<https://springfieldurgentcare.com/medical-testing/covid-19-antibody-testing/> Also does the antibody testing

# Acknowledgement

- I Acknowledge that I have read and understood all of the information in the Safe Work Playbook and will follow all the requirements.
- I understand that any updates or changes to this protocol will be placed on SharePoint, an agency email will inform me of changes made and that I must go into SharePoint and read the updates and changes and follow those requirements.

• Print Name: \_\_\_\_\_

• Date: \_\_\_\_\_

• Location: \_\_\_\_\_

• Signature: \_\_\_\_\_



**New Horizons**  
Rehabilitation Services, Inc.

HAND WASHING WORKS, DO IT OFTEN



# Mental Health and Wellness Resources

- <https://youtu.be/CL95EsnLFuo> (self-care video for DSPs)
- [https://youtu.be/\\_eeqEiZ-pxc](https://youtu.be/_eeqEiZ-pxc) (mediation for DSPs in times of stress)
- <https://emergency.cdc.gov/coping/index.asp> (Coping with a disaster or traumatic event)



## Questions or Comments

Please email all questions and comments concerning COVID to this email:

[COVID19@newhorizonsrehab.org](mailto:COVID19@newhorizonsrehab.org)

All other general safety questions:

[jferrell@newhorizonsrehab.org](mailto:jferrell@newhorizonsrehab.org)

Director of Safety

[jkaszubski@newhorizonsrehab.org](mailto:jkaszubski@newhorizonsrehab.org)

Director of Human Resources

# General Health and Safety Rules

The rules in this Safe Work Guide we are using do not negate all other Health and Safety procedures that have been presented at time of hire along with annual trainings and drills that cover the following. These trainings and drills remain in effect and are to continue to be followed. They are also in Share Point for review at any time.

- General Safety Regulations
- Emergency Evacuation to Back up Shelter (Branch / Office Locations)
- Fire Drill Procedures
- Weather Drill Procedures
- Exposure Control Plan for Bloodborne Pathogens
- Safety Training Plan
- Critical Incident
- Facility Safety Inspection Checklist
- Policy on Violence & Aggression
- CPR/AED/First Aid – bi-annually every two years