



TOGETHER WE CAN.



BUILDING BRIDGES
OF OKLAHOMA

COVID-19 Response: **Policies and Procedures**

2021
Revised Edition

BUILDING BRIDGES CORANAVIRUS PREPAREDNESS PLAN:

POLICIES AND PROCEDURES OF OPERATION DURING A PANDEMIC

Building Bridges of Oklahoma, under the umbrella of First Presbyterian Church of Bartlesville, has developed Best Practices for operation and strictly adheres to all state, local, and national guidelines for operation during a pandemic.

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Overview

Building Bridges of Oklahoma (BBOK), under the umbrella of First Presbyterian Church of Bartlesville, developed Best Practices for opening services under a pandemic. Policies and Procedures include state, local, and national guidelines for operation during a pandemic and is strictly adhered to by all participants, staff and volunteers. Training materials and handouts have been developed using the latest Best Practices from the Centers for Disease Control and State Health Department. Staff training on policies and procedures, identifying new protocols during a pandemic, have been developed and will be administered before reopening.

Office Protocols for Employees

Building Bridges staff will adhere to policies and procedures identified by First Presbyterian Church. Additional BBOK policies have been added to create the lowest risk possible for all participants. Additional procedures and policies can be added as-needed by either party to ensure Best Practices are in place to keep up with the latest information and science coming from the White House Task Force and CDC.

1. Masks will be worn while in the building.
2. No more than two people at any time are allowed in designated BBOK offices due to size and social distancing regulations established by CDC.
3. BBOK staff can see participants on a one-on-one basis and with appointments only. Participants are asked to enter through the designated doors outside each of the full-time staff's offices, minimizing exposure to other staff or office administration. Participants will text upon arrival and will be quickly ushered to designated offices for scheduled appointments. (Room 129/ Room 115)
4. Participants must always wear a mask. Participants who are unable to wear a mask due to medical reasons can meet via phone or video conferencing.
5. Staff will be trained on how to clean areas after scheduled appointments. An emphasis on doorknobs, table, writing utensils, etc. will be sanitized before and after participants arrival and departure.
6. No more than three appointments can be scheduled per day.
7. Participants will be asked a series of questions before they enter the building and will be given routine temperature checks.
8. If any participants, staff, or child tests positive after attending a scheduled appointment or during Thursday night classes, the office administration will be notified immediately.

Class sign-in sheets have been established to conduct contact tracing and notification of all exposed. A Building Bridges Blog has been established that feeds into Facebook, Instagram, and our website for easy notifications to families.

9. Two staff have been identified for every room being utilized in the building. Staff will help with sanitizing each room at the end of class on Thursday nights. Additional time has been built in to complete the task.
10. Staff will work from home on Fridays to minimize the possibility of additional exposure in the event an outbreak occurs. Staff will return to work the following Monday if showing no signs and no reports of possible exposure.
11. Staff will frequently wash hands with soap and water for at least 20 seconds. When soap and running water are not immediately available, alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol as active ingredients.
12. Avoid touching eyes, nose, or mouth with unwashed hands.
13. Promote and practice good respiratory etiquette, including covering coughs and sneezes or coughing/ sneezing into elbow/ upper sleeve.
14. Stay home if sick.

Implementation of On-Site Screening Program for Employees/ Participants:

15. Provide verbal screenings to determine whether workers have had new or unexpected symptoms of COVID-19 in the past 24 hours.
16. Checking temperatures of workers at the start of each shift to identify anyone with a fever of 100.4^o F or greater.
17. Prohibiting employees from remaining in the work place if they have a fever of 100.4^o F or greater, or if screening or testing results indicate that the worker is suspected of having or known to have COVID-19. In such an event:
 - a. Employees will be encouraged to self-isolate and contact a healthcare provider;
 - b. Provide Information on employer's return-to-work policies and procedures;
 - c. Conduct contract tracing to identify and inform coworkers or others that may have had exposure; and
 - d. First Presbyterian Church will be notified immediately of any possible exposure, so the organization can implement any additional policies and procedures they deem necessary for the prevention of viral spread.
18. Measures will be in place to ensure employee and participant privacy and confidentiality during any screening.

Adult Classrooms

BBOK participants will adhere to policies and procedures identified by First Presbyterian Church. Additional BBOK policies have been added to create the lowest risk possible for all participants. Additional procedures and policies can be added as-needed by either party to ensure Best Practices are in place to keep up with the latest information and science coming from the White House Task Force and CDC. The first month of reopening, only two adult classes will be open. No dinners will be provided at this time due to aerosol spread of the virus. One class will start at 6:30 – 8:00 pm with a second class starting from 6:45-8:15pm. Childcare will be identified on page 5. Employees will remain afterwards to sanitize rooms.

Room 105/ Community Room:

1. Participants will be trained before reopening. See section on *Participant Training*.
2. Masks will always be worn while in the building and in the parking lot.
3. Participants will be monitored by staff to prevent congregating in halls and proper wearing of masks.
4. Classes will be staggered to minimize contact and spread.
5. Dinners have been canceled until herd immunity from immunizations have been reached. Building Bridges will continue to follow guidelines until we are released from such protocols.
6. Rooms will be setup to allow for social distancing and appropriate occupancy for room.
7. For the first month, Building Bridges will offer one *Getting Ahead* class (Room 105) along with one *Tier Two* class (Community Room). An evaluation will be made on a weekly basis to see if changes are needed. Expansion of classes will only happen with appropriate approval from the designated appointees from First Presbyterian Church.
8. If any participants, staff, or children test positive after attending a scheduled appointment or Thursday night class, the office administration will be notified immediately. Class sign-in sheets have been established to conduct contact tracing and notification of all who might be possibly exposed. A private Building Bridges Blog has been established that feeds into Facebook, Instagram, and our website for easy notification to families.
9. Participants will follow guidelines identified in the section ***Implementation of On-Site Screening Program for Employees/ Participants.***

Childcare

Building Bridges of Oklahoma participants will adhere to policies and procedures identified by First Presbyterian Church. Additional BBOK policies have been added to create the lowest risk possible for all participants. Additional procedures and policies can be added as-needed by either party to ensure Best Practices are in place to keep up with the latest information and science coming from the White House Task Force and CDC. The first month of reopening, childcare will be provided. Children 5 years of age and older will be required to wear masks. With only two classes opening, childcare numbers per room will be drastically reduced. Childcare and youth staff will wear masks while in the building or outdoor facilities and will monitor proper mask wearing and hand sanitizing protocols. No dinners or snacks will be allowed in the rooms at this time due to aerosol spread of the virus. One class will start at 6:30 – 8:00 pm with a second class starting from 6:45-8:15pm. Childcare will be open from 6:15- 8:20. Employees will remain afterwards to sanitize rooms.

Room 15/ Room 19/ Youth Room:

1. Parents and Employees will be trained before reopening. See section on *Participant Training*.
2. Masks will be worn while in the building, outdoor playground, and in the parking lot.
3. Participants will be monitored by staff to prevent congregating in hallways and proper wearing of masks. Children will be escorted by a designated staff member to their rooms. Parents are not to enter the room and should immediately go to their designated room until dismissal of class.
4. Classes will be staggered to minimize contact and spread.
5. Dinners have been canceled until herd immunity from immunizations have been reached. Building Bridges will continue to follow guidelines until we are released from such protocols.
6. Childcare rooms will be setup to allow for distancing to the best of our ability and appropriate occupancy for room under pandemic guidelines.
7. For the first month, Building Bridges will offer one *Getting Ahead* class (Room 105) along with one *Tier Two* class (Community Room). An evaluation will be made on a weekly basis to see if changes are needed. Expansion of classes will only happen with appropriate approval from the designated appointees from First Presbyterian Church. All childcare rooms will be open with two staff in each room for safety and enforcement of protocols.
8. If any participants, staff, or children test positive after attending a scheduled appointment or Thursday night classes, the office administration will be notified immediately. Class sign-in sheets have been established to conduct contact tracing and notification of all who might be possibly exposed. A private Building Bridges Blog has been established that feeds into Facebook, Instagram, and our website for easy

notification to families. Personal phone calls will be made to all possible individuals exposed.

9. Due to classes being held once/week, classes will not be closed the following week. However, those under quarantine will need to meet CDC guidelines before attending again.
10. Participants will follow same guideline identified in the [section *Implementation of On-Site Screening Program for Employees/ Participants.*](#)
11. All toys and materials used in the rooms will be placed in a laundry basket for cleaning after children are gone. Designated cleaning supplies will be utilized for proper cleaning.

Training Requirements/ Materials

Building Bridges of Oklahoma will provide materials and trainings for all participants and employees before reopening. Staff will clock 6 hours of training. Families will be offered a one-hour training course, along with handouts, the week before reopening.

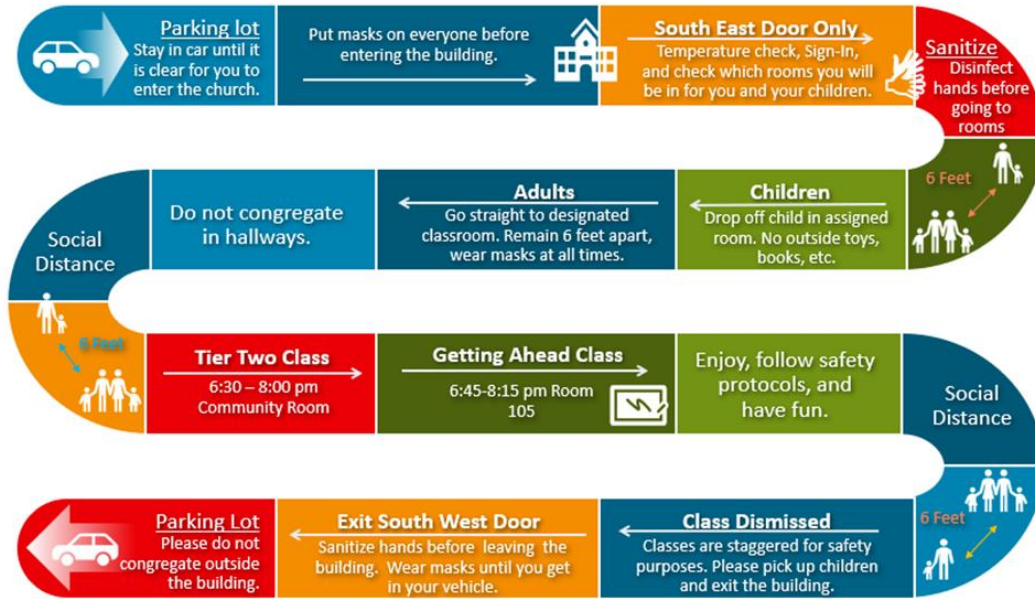
1. Participant Training Protocols:

Participants will put masks on before getting out of vehicle. When entering the Southeast door, temperature checks will be given, hands sanitized, children will be escorted to rooms downstairs while a designated parent signs in each member of their household and checks the appropriate rooms for contact tracing purposes. After signing in, the designated member will sanitize once more before entering the classroom. BBOK will provide materials and trainings for all participants. BBOK will donate hands free sanitizing stations in five different locations.

Facilitators will dismiss families in intervals to promote social distancing. Classes will also be staggered in dismissal times. Participants will be encouraged to sanitize hands before leaving the building and to back into the outgoing door instead of opening with hands.

2. Participant Training Materials:

BRIDGES MENTAL MODEL FOR PANDEMIC PROTOCOL: HANDOUT #1



BRIDGES PANDEMIC PROTOCOL MATERIAL: PROTOCOL HANDOUT #2

How to Safely Wear and Take Off a Mask

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/why-wash-face-coverings.html>

WEAR YOUR MASK CORRECTLY

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2

USE A MASK TO HELP PROTECT OTHERS

- Wear a mask over your nose and mouth to help prevent getting and spreading COVID-19
- Wear a mask in public settings when around people who don't live in your household, especially when indoors and when it may be difficult for you to stay six feet apart from people who don't live with you
- Don't put the mask around your neck or up on your forehead
- Don't touch the mask, and, if you do, wash your hands or use hand sanitizer

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Avoid crowds and places with poor ventilation
- Wash your hands often

TAKE OFF YOUR MASK CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place mask in the washing machine
- Wash your hands with soap and water

Personal masks are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a mask, see: [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

BRIDGES PANDEMIC PROTOCOL: PROTOCOL HANDOUT #3

COVID-19: REDUCE YOUR RISK

The more low-risk choices you make, the more protection you have from getting or spreading COVID-19.

	SAFEST		RISKIEST	
Face Covering	Everyone is wearing a mask or face covering	Most wearing masks	Some wearing masks	None wearing masks
Social Distance	Not engaging in any activity in person, virtual only	Staying 6 feet or more from others	Staying under 6 feet from others	Standing face to face, hugging, shaking hands
Droplet Spread	Breathing normally	Speaking or breathing heavily	Shouting, yelling or singing	Coughing or sneezing
Location	Outdoors in an open space	Staying under a shelter (gazebo, covered porch) outdoors	Large, indoor rooms with good air flow	Small, indoor rooms with poor air flow
Food	Only bringing and touching your own food	Serving pre-portioned food, using good hand hygiene	Family style, but using your own serving utensils	Sharing plates, utensils, and cups
Groups	Only household members	Small groups (two households, under 10 people)	Large groups over 10 people	Large gatherings with people from different geographic areas

ALWAYS REMEMBER

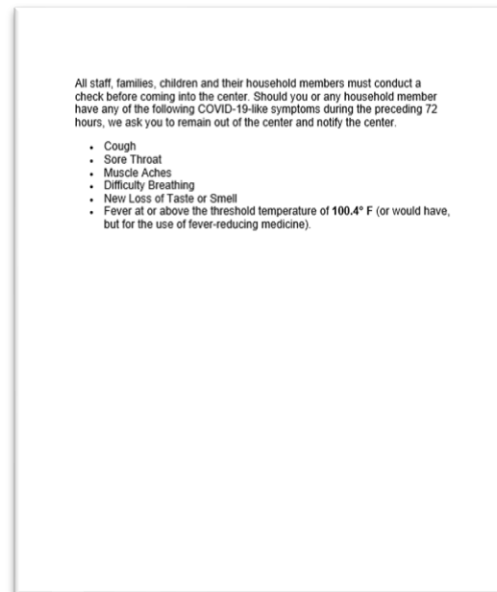
Washing hands well and often reduces risk in all situations. If you don't have soap and water, use a hand sanitizer that contains at least 60% alcohol.

Stay home if you're feeling any mild symptoms, except to get medical care.

May 26, 2020 www.washnet.org/COVID19

3. Employee Training Materials:

Building Bridges of Oklahoma will provide materials and trainings for all employees before reopening. Staff will clock 6 hours of training and will be provided the necessary materials. Pandemic Policies and Procedures will be published on the website for complete transparency. Staff will be attending a two-week course, three hours per week, going over policies and procedures before reopening. The Custodian will give additional training on how to properly sanitize a room.



Sanitizing Rooms on Thursday Nights

Staff will receive training on proper procedures for sanitizing rooms. Employees will adhere to the following procedures to minimize spread of viruses.

1. Training Rooms and Childcare Rooms:

Staff will be responsible for their own personal rooms. Two staff will be assigned to each room to meet safety protocols and to assist with cleaning. All rooms utilized during Thursday evenings will need to be properly sanitized to reduce possible contamination. Day staff will be responsible for cleaning office space before and after a client is present. To minimize contamination, follow proper protocol during operational hours for all participants and staff. This includes, wearing masks, taking temperatures, asking questions before attendance, and sanitize hands when entering and exiting the building.

2. Cleaning Supplies and Application:

Staff will use identified cleaning supplies depending on surfaces. Each room will be supplied with a cleaning kit with the following items. Rags used for cleaning purposes will need to be placed in a designated single bag and placed on top of the washing machine. The evening custodian will wash with additional rags. Trash from each room will need to be dropped off at the dumpster on the way out.



Use only on Glass surfaces. Wait 30 seconds. Wipe in a swiping motion back and forth until area is cleaned completely. Wipe down sides or edges last if applicable.



Use much like Lysol. Spray on chairs door knobs, fabrics, etc. Wait 30 seconds. Wipe in a swiping motion back and forth until area is cleaned completely. Spray down chairs lightly and let air dry.



Use only table tops and counter tops. Wait 30 seconds. Wipe in a swiping motion back and forth until area is cleaned completely. Wipe down sides.



Can be used on any surfaces. Wait 30 seconds. Wipe in a swiping motion back and forth until area is cleaned completely. Wipe down sides or edges last if applicable.



Gloves will need to be worn while cleaning surfaces. Varies glove sizes are available.

Online Learning During Shutdown or Quarantine

Building Bridges of Oklahoma has established online learning for families. Families may still join in on Thursday nights to attend classes online. In the case of Oklahoma going “RED” and a shutdown is issued, all classes and scheduled meetings will move completely online, staff will resume working

hours from home, and childcare staff will switch to meeting with parents and children online to work on parent education, activities to handle stress, childhood development, etc. These procedures have been affective over the past year. Many of our families enter BBOK with Department of Human Services already involved and struggling with custody issues. BBOK, to date, has been successful with no reported cases of child or spousal abuse. Having additional support during isolation makes a difference with reducing stress, anxiety, and developing realistic expectations and coping skills.

Executive Board Meetings

Building Bridges of Oklahoma has established an online venue to conduct Executive Board Meetings. All committee and board meetings will be held online until further notice.