

*Rite of Passage
Policy and Procedure*

Policy Number:	700.122
Policy Name:	EPIDEMIC & PANDEMIC PLAN & PROTOCOL FOR STUDENT EMPLOYMENT
Program Type:	GROUP HOMES

PURPOSE

To provide clear direction to all Rite of Passage (ROP) facilities and students on the appropriate epidemic and pandemic procedures for students that are placed in ROP for emancipation (employment) purposes.

POLICY

During an epidemic or pandemic, Rite of Passage does allow students to be employed if continued employment does not pose an increased risk to a larger student population and all designated safety procedures are followed.

APPLICABILITY

This policy shall apply to all Rite of Passage students, staff.

DEFINITION(S)

Contagious – A contagious disease is easily spread from one person to another by contact with the infectious agent that causes the disease. The agent may be in droplets of liquid particles made by coughing or sneezing, contaminated food utensils, water or food.

Coronavirus – Any of a group of RNA viruses that cause a variety of diseases in humans and other animals.

COVID-19 – A disease that causes respiratory illness (like the flu) with symptoms such as a cough, fever, and in more severe cases, difficulty breathing.

Epidemic – A disease occurring suddenly in a community, region or country in numbers clearly in excess of normal. See pandemic.

Exposure – Coming in direct contact with an agent that might cause a disease or infectious process

Pandemic – An infectious outbreak that occurs over a wide geographic area and affects an exceptionally high proportion of the population.

Personal Protective Equipment (PPE) – Equipment worn to minimize exposure to hazards that may cause serious illness (e.g.-facemasks, eye protection, gloves, gowns, etc.).

Virus - An infective agent that is able to multiply within the living cells of a host. Examples include but are not limited to: Influenza and Coronavirus / COVID-19.

PROCEDURE

A. Acknowledgement and Authorization for Students Employment During Epidemic and Pandemic Pathogen Outbreak

1. During the Epidemic and Pandemic pathogen outbreak, Rite of Passage emancipation group homes continue to focus on community engagement and students learning valuable life skills including full time employment opportunities. In response to any Epidemic and Pandemic pathogen outbreak, Rite of Passage has developed and implemented safety measures in accordance with Center for Disease Control (CDC), state and federal guidelines to keep staff, students and the community safe during this time. All agency pandemic initiatives can be found at <https://riteofpassage.com/>. Students that are placed at Rite of Passage group homes continue to be allowed to work in the community with the following guidelines.
 - i. Placing agency representatives agree to the proposed or continued employment of the student.
 - ii. Students will be allowed to work at establishments identified as essential services by the CDC, state and federal guidelines.
 - iii. Any worksite where students are employed will have available policy and procedures in place to address workplace Epidemic and Pandemic, CDC, state and federal guidelines, and Personal Protective instruction.
 - iv. Each ROP facility requesting the above documentation from student employers will have knowledge of Rite of Passage Epidemic and Pandemic agency website, policy and procedure information and specifically meet all requirements of Rite of Passage policy 700.118, Epidemic Pandemic Plan Protocol policy and procedure.
 - v. Emancipation Group Home preventative measures for monitoring students working off site will consist of daily documentation and completion of temperatures and Epidemic or Pandemic symptom questionnaires, upon departure and return of offsite employment.
 - vi. Upon returning from work students will:
 - o Shower immediately upon entering or before entering the home.
 - o Change from work clothes into clothes that have not been at work.
 - o Sanitize personal items that were at work such as cell phone, keys, pencil/pens, etc.
 - o Launder all work clothes daily. Including gloves, hats, and jackets.

Rite of Passage will continue to monitor and adjust any practices to be in line with CDC, state and federal guidelines to keep staff, students and the community safe.

As a placing agency representative, I understand and agree to (student name) _____
being allowed to continue to work in the community under these safety guidelines.

Placing Agency

Representative Printed Name and Date

Placing Agency Signature

(Please note, acknowledgment of this form and permission for student offsite employment may be received via email)

Policy Version History and Reference Information

Date & Version #	Details	Approved By:
4/9/2020 v1	Policy created	

Reference Type (Accreditation, regulation, etc...)	Number, Section, ...