



Career Opportunity Development, Inc.

ATS Emergency Preparedness and Response Plan

Effective Date: February 2023
Approved by Linda L. Carney, President/CEO

The Emergency Preparedness and Response Plan (EPRP) coordinates the preparation and anticipated response to foreseeable hazards for the day rehabilitation program located at 901 Atlantic Avenue, Egg Harbor City, NJ.

Goal- Be a secure and resilient facility with the capabilities required across the agency to prevent, protect against, mitigate, respond to, and recover from threats and hazards that pose the most significant risk.

Objectives-

Prevention

Prevent, avoid, or stop an imminent, threatened, or actual event.

Protection

Protect persons served, staff, visitors, and property against the most significant threats and hazards in a manner that allows CODI to fulfill its mission.

Mitigation

Reduce the loss of life and property by lessening the impact of future disasters.

Response

Respond quickly to save lives, protect property and meet basic needs in the aftermath of a catastrophic incident.

Recovery

Recover through a focus on timely facility restoration and the health and well-being of persons served, staff, and visitors affected by a catastrophic incident.

Staff shall review the plan during ATS orientation and annually after that.

Instances requiring submission of a DDD Unusual Incident Report (UIR) will require staff to contact DDD Case Manager (if applicable), Support Coordinator, parent, authorized family member, or legal guardian(s), as identified on Emergency Card. Under Stephen Komninos' Law, staff shall make at least three documented attempts within two hours. *Please refer to CODI's Life-Threatening Medical Emergencies and Reporting of Critical/Unusual Incident for further information.*

Contact information can be obtained quickly with Emergency Card in the Red Book. Notification would occur through telephone calls.

Evacuation Plan

Evacuation may be required if there is a fire or other hazard. The in-charge staff person will direct the evacuation of the building and account for all persons served and staff outside at a safe location.

Staff and person served will be warned to evacuate the building using the following system	Fire alarm or word of mouth
Staff and persons served should assemble at the following location for accounting by the in-charge staff person	Atlantic Avenue- sidewalk close to corner of fence

If safe to do so, in charge staff person will bring the staff roster, visitor log, listing of persons served, and Red Book to the evacuation assembly area to account for all evacuees. VP of OES will be informed if anyone is missing or injured.	ATS Manager who shall notify VP of OES and President/CEO
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Evacuation Team	Name/ Location
In Charge Staff Person	ATS Manager
Searchers As Applicable	Additional staff
Assembly Area Monitor (account for evacuees at the assembly area and inform the in-charge staff person listed above if anyone is missing or injured)	ATS Manager shall notify VP of OES and President/CEO

Shelter-In-Place Plan

If warned to “shelter-in-place” from an outside airborne hazard, a verbal warning will be announced, and all staff/persons served should move to shelter. ATS Manager will make a determination to shelter-in-place in consultation with VP of OES and President/CEO.

Shelter-In-Place Team Assignments	Name/Location
In Charge Staff Person	ATS Manager
Direct personnel/persons served outside to enter the building, then close exterior door	ATS Manager, or in their absence, ATS Worker
Shut down HVAC system	ATS Worker
Move staff/persons served to interior spaces	Scheduled staff
Person to monitor news sources for updated emergency instructions	ATS Manager, or in their absence, VP of OES
Assembly Area Monitors	ATS Manager

Shelter-In-Place Shutdown of HVAC System

Location of controls to shut down HVAC system	ATS main area wall by restrooms CES main area wall by restrooms
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Medical Emergency Plan

If a medical emergency is reported, dial 9-1-1 and request an ambulance. Provide the following information:

- Business name and street address
- Number and location of victim(s)
- Nature of injury or illness
- Nearest entrance and door number (emergency access point)
- Name of person reporting medical emergency
- Telephone number for return call

All direct service staff are trained in CPR and First Aid, and certifications must be kept current. Nearest staff member must respond to the victim’s location and bring a first aid kit. First aid kit shall be monitored quarterly by staff and restocked as needed based on usage. Results of monitoring of first aid kits are recorded on Quarterly Inspection Safety Review Forms.

Location of First Aid Kit

Location of First Aid Kits and PPE Kit (used to prevent exposure to body fluids)	ATS main area by fire extinguisher PPE Kit Outsource Center
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Procedures

- Do not move the victim unless the victim’s location is unsafe
- Control access to the scene
- Take “universal precautions” to prevent contact with body fluids and exposure to bloodborne pathogens

Fire Emergency Plan

If a fire is reported, pull the fire alarm, (if not already activated) to warn occupants to evacuate. Then dial 9-1-1 to alert the Fire Department. Provide the following information:

- Business name and street address
- Nature of fire
- Fire location
- Door number (if known)
- Type of fire alarm (detector or pull station)
- Name of person reporting fire
- Telephone number for return call

ATS Manager/Evacuation Team shall direct evacuation of staff, visitors, and persons served.

Procedures

- Evacuate occupants along evacuation routes to primary assembly areas outside- Atlantic Avenue sidewalk.
- Redirect occupants to exits away from fire.
- In charge staff shall account for all staff, persons served, and visitors at the assembly area.
- In charge staff shall confer with Fire Department Incident Commander (IC). Inform the IC if everyone has been accounted for and if there are any injuries. Provide an update on the nature of the emergency and actions taken. Provide building floor plan, keys, and other assistance as requested.
- Noone shall reenter until facility is cleared by fire department.
- If facility is non-habitable staff shall evacuate to Church by the Bay.

Property Restoration

- COO and facilities staff will follow Business Recovery Plan's protocol to assess damage, salvage undamaged goods, and cleanup the building following an incident after insurance adjuster gives permission.
- CODI's maintenance and janitorial crews led by COO will be responsible for material and equipment to restore property to previous condition.
- Contact COO to verify fire protection systems are operating normally.

Annexes

Hazard or Threat-specific: The following identified hazards are foreseeable and addressed in the attached policies. Additionally, the Business Recovery Plan and Evacuation 901 Policy are attached.

Meteorological hazards

- Drought
- Extreme Cold
- Extreme Heat
- Lightning
- Natural Disaster
- Winter Weather

Biological hazards

- Foodborne Illness
- Infectious Disease
- Pandemic Response

Technology caused event

- Utility Malfunction

Human-caused events (accidental and intentional)

Accidental

- Building Collapse
- Fire/Fire Prevention
- Hazardous Materials Incident
- Vehicular Accident

Intentional

- Active Shooter
- Bomb Threat
- Demonstrations/Civil Disturbances
- Missing Person
- Robbery
- Suspicious Mail or Package
- Violence Prevention Plan

Appendices

Emergency Response Team

Team	Member Name	Location	Work Phone	Cell Phone
President/CEO	Linda Carney	901	(609) 965-6871	(609) 705-7347
VP of OES	Bruce Sarfert	901	(609) 965-6871	(609) 287-7996
Property Mgmt.	Kurt Ohlson/COO	901	(609) 965-6871	(609) 457-2636
Facilities	Jarmal Waitman	901	(609) 569-5061	
MIS	Joanne Geisenhoffer	901	(609) 965-6871	(609) 214-9001
Dir of Risk Mgmt.	Lori Jo Sarfert	901	(609) 965-6871	(609) 287-9656

Career Opportunity Development, Inc.
Emergency Preparedness and Response Plan Policies and Plans

	Policy / Plan Name	Dated	Page
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2	Bomb Threat	2/6/2023	12
3	Building Collapse	2/6/2023	14
4	Business Recovery Plan	3/2023	15
5	Demonstrations/Civil Disturbances	2/6/2023	35
6	Drought	11/21/2022	36
7	Evacuation Residential Facility	2/6/2023	37
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9	Extreme Hot	11/21/2022	41
10	Fire/Fire Prevention	2/6/2023	42
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21	Vehicular Accident	2/6/2023	69
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<i>Policy Name</i>	Active Shooter
<i>Revised Date</i>	February 10, 2023
<i>Approved by</i>	Linda L. Carney, President/CEO
<i>Most Recent Revised Date</i>	February 10, 2023

Policy: An Active Shooter is one or more individuals who participate in shooting, random or systematic, with the intent to continuously harm others. The term “active shooter” will also include anyone who uses any other deadly weapon (knife, club, bow and arrow, explosives, etc.) to commit the incident.

In hazardous circumstances, such as active shooter, staff is justified to deviate from standard policies and protocols to save as many lives as possible.

In the event of an Active Shooter, staff shall follow the procedures below.

When an active shooter is in your vicinity:

1. **Call 911** when safe to do so. Give location and include door number (if known) and number of shooters, description, number and type of weapons, and number of potential victims. 901 Atlantic Ave. location is equipped with panic buttons located in Outsource Center next to supervisor’s table in rear, Administrative reception area, and Community Employment admin area. If police intervention is needed, press both red buttons on the box closest to you. A silent alarm will sound in the accounting department, and they shall call 911.
2. **Evacuate- IF you can get out, this is your best option.**
 - Have an escape route and plan in mind.
 - Do not stop to gather belongings. Leave belongings behind, except cell phone if within reach.
 - Keep hands visible.

3. Hide Out

- Hide in an area out of shooter's view.
- Barricade entry to hiding place and lock doors.
- Silence cell phone.
- Do not huddle together.

4. Take Action- your best option for saving lives before police arrive

- Attempt to incapacitate shooter.
- Act with physical aggression and throw items at active shooter.
- Disrupt and confuse shooter by causing chaos and work as a team to open up an opportunity to take the shooter down.

When law enforcement arrives

- Remain calm and follow instructions.
- Put down any items in hands (bags, jackets).
- Raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid quick movements towards officers.
- Avoid pointing, screaming, or yelling.
- Do not stop to ask officers for help or direction when evacuating.
- Follow commands given by police.
- Notify President/CEO and department head and complete a CIR/UIR when out of crisis.
- Refer questions from media and police to President/CEO.
- Under no circumstances shall staff release consumer or staff information without receiving authorization from President/CEO or, if not present, VP of OES or Director of Quality Improvement.

<i>Policy Name</i>	Bomb Threat
<i>Reviewed Date</i>	February 10, 2023
<i>Approved by</i>	Linda L. Carney, President/CEO
<i>Most Recent Revised Date</i>	February 10, 2023

Policy: In the event of a bomb threat, staff shall follow the procedures below.

Procedure:

1. **Take all bomb threats seriously, immediately call 911, notify President/CEO or Director of Risk Management if not present. If neither is available, contact a member of the Leadership Team.**
2. When a bomb threat is received, remain calm, and listen carefully to what the caller says.
3. **DO NOT INTERRUPT CALLER OR HANG UP PHONE.**
4. If possible complete Bomb Threat Assessment Form (**attached**).
5. Attempt to obtain as much information as possible, including time bomb is set to explode and location of bomb. Take note of background noise, if voice is familiar, sex of caller, and try to write down the caller's exact words.
6. As soon as possible, without risking caller hanging up, alert a co-worker to call 911.
7. **Do not use a cell phone, and do not turn off computers.**
8. If bomb threat is at 901 Atlantic Avenue, staff shall be notified by intercom and word of mouth that a **CODE RED** has been issued. Follow evacuation procedure.
9. Notify President/CEO and complete a CIR/UIR when out of crisis.

BOMB THREAT ASSESSMENT FORM

QUESTIONS TO ASK:

When is the bomb going to explode? _____

Where is it right now? _____

What does it look like? _____

What kind of bomb is it? _____

What will cause it to explode? _____

Did you place the bomb? Why? _____

What is your name? _____

What is your address? _____

Sex of caller: _____ Race: _____ Age: _____ Length of call: _____

Time of call: _____ Date: _____

CALLER'S VOICE:

- Calm
- Angry
- Excited
- Slow
- Rapid
- Soft
- Loud
- Accent
- Nasal
- Stutter
- Lisp
- Raspy
- Deep Ragged
- Clearing Throat

If voice is familiar, who did it sound like? _____

BACKGROUND SOUNDS

- Street Noise
- Voices
- PA System
- Music
- House Noise
- Motor
- Cellular
- Animal Noise
- Local
- Long Distance
- Office Machine
- Television

THREAT LANGUAGE:

- Well Spoken
- Foul
- Irrational
- Incoherent
- Taped

EXACT LANGUAGE OF THREAT:

<i>Policy Name</i>	Building Collapse
<i>Revised Date</i>	February 6, 2023
<i>Approved by</i>	Linda L. Carney, President/CEO
<i>Most Recent Reviewed Date</i>	February 6, 2023

Policy: In the event of a building collapse, staff shall follow the procedures below.

Procedure:

If inside building and cannot exit:

1. Stay on floor, get under sturdy table or desk if possible, or doorframe.
2. Sit still, keep hands and arms in front of face to create a pocket of breathable air.
3. Stay away from mirrors, glass, and heavy unsecured objects.
4. **Call 911.**

If inside building trapped by debris:

1. Cover nose and mouth with cloth or clothing.
2. Move around as little as possible to avoid kicking up dust, which may be harmful to inhale.
3. If possible, use a flashlight or phone light to see surroundings and signal location to rescuers.
4. Tap on a pipe or wall so rescuers can hear your location. Shout only as a last resort because of dust.
5. Stay calm and conserve your energy.

After a Building Collapse

1. Fires are likely. Know fire protocol.
2. Follow instructions of emergency responders.
3. Do not attempt or allow others to re-enter a building or area to search for personal property.
4. Notify President/CEO and complete a CIR/UIR when out of crisis.

Career Opportunity Development, Inc.
Business Continuity Plan

Revised March 2023

SECTION I: INTRODUCTION

The Business Continuity Plan (BCP) is used to coordinate the recovery of business operations and resumption of services provided at 901 Atlantic Avenue, Egg Harbor City. The objectives of the BCP are to document procedures to manage and support operations, coordinate the recovery of critical business functions, and manage and support operations in the event of a facility disruption or disaster.

Assumptions

The viability of this BCP assumes the following:

1. A tested IT recovery option exists and will be implemented at a backup site within 12-24 hours.
2. Leadership Team has identified available space for relocation, which can be immediately occupied.
3. Plan is reviewed and revised by Leadership Team annually.
4. Staff members responsible for implementing the BCP are aware of their roles and details of the BCP.

SECTION II: BUSINESS CONTINUITY STRATEGY

Relocation Strategy and Alternate Business Site

Recovery operations will be conducted at:

Church by the Bay, 244 East White Horse Pike, Galloway Township, NJ
The contact person to arrange for entry is Pastor Lou Strugala who can be contacted at 732-500-8489.

Facility location is of sufficient size and accessibility to relocate business operations, Outsource Center, and ATS operations.

Remote business continuity was tested, and telecommuting and virtual meetings were instituted in the spring of 2020 during the pandemic. Telecommuting proved to be a viable alternative to reporting to the facility. Post pandemic, CODI will continue to use virtual meetings and various forms of telecommunication to provide essential remote services.

Continuity Plan Phases

The activities necessary to recover from a facility disaster or disruption fall into the four phases below.

1. Disaster Occurrence – begins with the occurrence of the disaster and continues until a decision is made to activate the BCP. Primary activities occurring in this phase include notifications, damage assessment activities, and declaration of the disaster.
2. Plan Activation – BCP is implemented and continues until operations commence at the alternate facility, essential business functions are reestablished, and IT access is restored. The principal activities in this phase include notification and assembly of essential personnel, implementation of interim procedures, relocation to the alternate business site, and reestablishment of data communications.
3. Alternate Site Operations – begins after alternate site operations are established and continues until return to the facility. The primary activities during this phase are setting up alternate site operations and resuming services to consumers.

4. Transition to Facility – This phase consists of all activities necessary to make the transition back to the primary facility.

Restoration of Hardcopy Files, Forms, and Supplies

CODI utilizes a Managed Cloud Data Backup "Business Disaster Recovery." This reduces data loss with continuous backup and mirrored data centers. All data is encrypted at the time of backup, in transit, and in storage using 256-bit AES encryption.

The following tasks have been assigned by position:

Linda L. Carney, President/CEO

lcarney@njcodi.org

cell: 609-576-9332

Task	Date Completed
Declares disaster	
Meets with COO and DRM to review initial damage assessment and determine next action steps	
Contacts board members, governmental agencies, and media	
Determines date when operations can resume at facility	

Lori Jo Sarfert, Director of Risk Management

lsarfert@njcodi.org

cell: 609-287-9656

Task	Date Completed
Assists President/CEO as needed	
Contacts Lou Strugala to arrange with Church by the Bay to begin operations	
Transfers outgoing message to fail over number	
Updates staff call-out number to alternate site	
Contacts Leadership Team and have them report to alternate site with CODI issued cell phones, laptops, and iPads at a specified time	
Notifies all staff when alternate site operations will be discontinued	
Documents all disaster recovery efforts	

Joanne Geisenhoffer, Management Information Specialistjgeisenhoffer@njcodi.org

cell: 609-214-9001

Task	Date Completed
Notifies Block Systems (Phone Company) to move main number to backup number	
Notifies ShockIT to begin process to activate cloud server for documents and seek further assistance with server replacement	
Ensures that cellular phone service is available to CODI staff equipped with cell phones	
Delivers IT equipment to alternate site	
After cloud server activated, grants access to Leadership Team	
Updates President/CEO with IT status	
Remains in contact with ShockIT to get servers and network up and running at facility	
Returns all IT equipment from alternate site to facility	

Karen Gardner, Chief Financial Officer

kgardner@njcodi.org

cell: 609-442-2852

Task	Date Completed
Contacts insurance companies and begin claims	
Restores availability of financial operations as quickly as possible	
Contacts USPS to redirect mail to alternate site	
With COO, track repairs and purchases, and account for all damage related costs	
Tracks progress of all claims and reports to President/CEO	

Kurt Ohlson, Chief Operating Officerkohlson@njcodi.org

cell: 609-457-2636

Task	Date Completed
Contacts electric company to cut power to facility if necessary.	
Takes photographs and videos of damage if safe to enter facility and develop a detailed list of removed items	
Ensures no repairs or alterations are made to the facility or any equipment until insurance adjusters give permission	
Once safe, segregates damaged and undamaged property	
Secures the facility with plywood and tarps	
Determines if work crew vans are useable or salvageable	
Secures storage space and order supplies needed to continue janitorial operations	
Coordinates relocating CODI property to alternate site and returning CODI property to facility	
With VP of OES, returns alternate site to its pre-use condition	
Reports to President/CEO	

Bruce Sarfert, VP Organizational Employment Servicesbsarfert@njcodi.org

cell: 609-287-7996

Task	Date Completed
When safe, survey Outsource Center and make a list of damages	
Using floor plan, set up operations at alternate site	
Determine if OES/ATS vehicles are operable	
Assigns staff to notify consumers of relocation site	
Notifies customers of relocation	
With COO, return alternate site to its pre-use condition	
Reports to President/CEO on operations	

Sarai Southrey, VP of Residential Services

ssouthrey@njcodi.org

cell: 609-287-2405

Task	Date Completed
Notifies caseworkers to report to group homes	
Assists President/CEO as needed	

Taran Winchester, Director of Quality Improvement

twinchester@njcodi.org

cell: 609-464-0737

Task	Date Completed
Assists President/CEO as needed	
Maintains compliance with all laws, regulations, and funder requirements while using alternate procedures	
Provide guidance to staff on compliance issues	
Maintains oversight of UIR/CIR	

Robyn McAnulty, Director of Human Resources

rmcanulty@njcodi.org

cell: 609-602-6259

Task	Date Completed
Maintains contact with staff members to provide information and support	
Oversees any workers compensation claims resulting from disaster occurrence	
Assists President/CEO as needed	

Jennifer Yun, Director of Community Outreach

jyun@njcodi.org

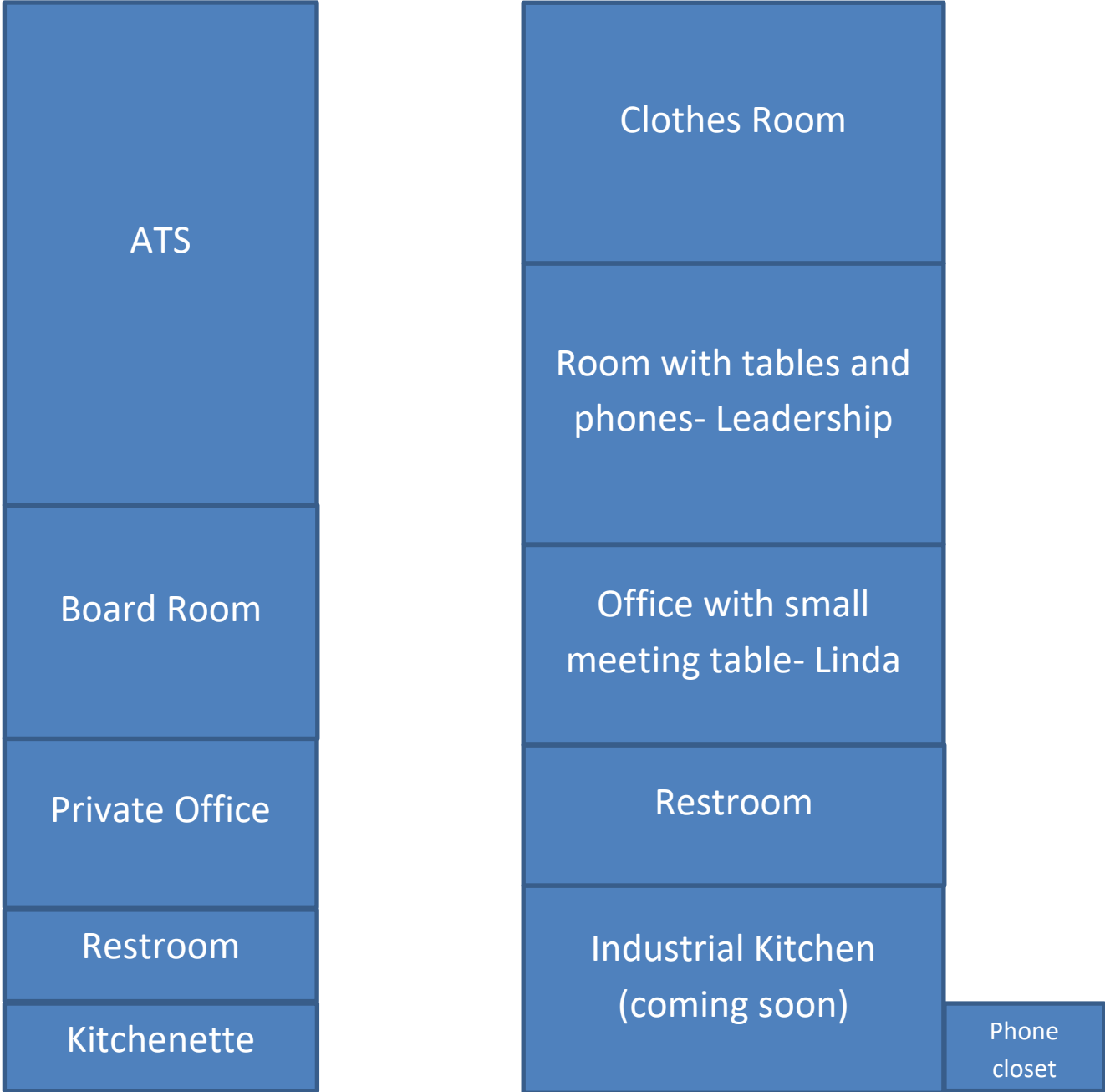
cell: 201-575-9242

Task	Date Completed
Ensures website is operational	
Routinely updates website regarding relocation and service provision availability	
Notifies volunteers and interns of relocation and additional volunteer opportunities	

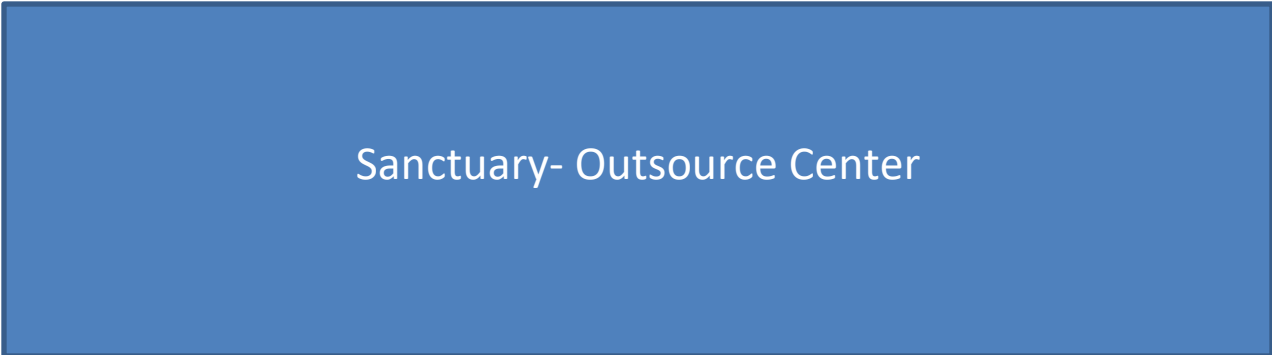
Schedule A – Technical Requirements at Alternate Site

	Description	Current #	BCP#	Comments
1	Telephone Lines - regular	1 – T1	1	
2	Single telephone line handsets	4	2	
3	Laptops/iPads	32 Laptops 20 iPads	10 LapTops 4 iPads	
4	Printers - LAN	7	1	
5	Printers – Direct attach to PC's	18	1	
6	Ethernet lines	58	3	
7	Other – attach list			

Schedule B – Layout at Alternate Business Site



Entrance with security system and ramp



Schedule C – Who to Call List as of March 1, 2023

<p>1SEO: help@1seotech.com Updated to ShockIT: help@ShockIT.com (both emails still work) Also, cc JGeisenhoffer@njcodi.org</p>	<p>Phone: 267 554-7070</p>
<p>For Computer support: Give them the Computer Id User ID (if applicable) Describe issue Important – need to let them know if it is happening on multiple computers or with multiple users. Does the problem occur logged into a computer/laptop or over the Remote Server?</p> <p>For printing issues – before calling support, power cycle printer.</p>	
<p>Telephone (Main number and several Grp Homes: 609-965-6871 Main Line on PRI/T1 line</p> <p>Updated to Blocksystem</p> <p>Also known as Telesystems, Linesystems, LSI and</p> <p>Support Portal is currently not active</p> <p>For Support email: support@telesystem.us</p> <p>Notes: Failover line: 609-804-6025 Employee Call out: 609-804-6026</p> <p>Billing issues: billing@telesystem.us Support issues: Support@telesystem.us Adds, Moves, Changes: macd@telesystem.us</p> <p>Account# 9967223</p>	<p>Phone: 888 808-6111</p> <p>To view billing: https://telesystem.billcenter.net/</p> <p>Login: codiehc PW: NJCodi-6871</p> <p>ACCT#: 9967223</p> <p>Failover line: 609-804-6025 Employee Call out: 609-804-6026</p> <p>To retrieve voicemail:</p> <p>Mainline from inside CODI: Main Mailbox: dial 500 #6 *100 (passcode: 2634#) Spanish Mailbox 200: dial 500 #6 *200 (passcode: 2634#)</p>
<p>Phone number with trouble What Trouble shooting was done Location/Address Access Hours Alternate contact phone number</p> <p>Note: Blocksystem/Linesystems (LSI) is for phones at 901 location (expect 609 965-2928, 609 965-4545 and Alarms phones) and group homes.</p>	

Verizon Wireless: 800 922-0204

Account# 720296230

You must have the phone with you that needs support
 For lost or stolen phones – call and ask them to suspend service without billing
 Account# 720296230

Mettel: customerservice@mettel.net

Phone: 800 876-9823

Acct# 0100435852

Phone number with trouble
 Problem / Troubleshooting done
 Location/Address
 Access Hours
 Alternate contact phone number
 Note: For **609 965-2928, 965-4545, 965-6138, and 965-6139** (these are POTS lines – which is required by alarm company – included are Linda's private line and fax line. In power failure, these lines work outside the phone system (with a non-powered phone).

Copiers Plus: service@copiersplus.com

Phone: 609 645-7587

Give them the following information (See list below)
 Machine Make/Model
 Brief description of the problem or error code on the machine
 Location\Address
 Access Hours
 For 901 location: CC Donna Carney so she knows where to send them when they arrive. Also, CC Lori Jo Sarfert and Joanne Geisenhoffer.

Equipment#	Make	Model	Serial number	Install Date	Address
MC07496	Lanier	D220SPF (MP 201/LD 220)	W3019502397	04/18/16	106 W. JIMMIE LEEDS ROAD
EQ14887	Lanier	SP3710SF-RS	5179Zc10150	07/27/20	3803 READING AVENUE
EQ10904	Lanier	SP3710SF-RS	SP3710SF-RS	08/04/20	223 London Avenue
EQ14320	Lanier	SP3710SF-RS	5179Z111138	05/28/19	1309 S. MAIN STREET
EQ14760	Lanier	SP3710SF-RS	5179ZA10120	03/13/20	233 WHITE HORSE PIKE
EQ14870	Lanier	SP3710SF-RS	5179ZA10646	06/16/20	52 LIVERPOOL AVENUE
EQ15304	Lanier	HP LJ Pro MFP M470fdw	mxbcncb0h3	02/02/21	901 Atlantic Ave - CEO Office
EQ14857	Lanier	MP7503-LS	G667LB00282	2/2/2021	901 Atlantic Ave - Main Hall
EQ11065	Lanier	MP 6001/LD360	V6915500639	10/16/2015 Moved 2/2/21	901 Atlantic Ave - PRI Area
MC06381	Lanier	MP C2050/LD520C	V2285901172	02/25/09	901 Atlantic Ave - Outs Ctr
EQ15039	Lanier	MP 501	G987X335064	2/2/2021	901 Atlantic Ave - Outs Office
EQ10251	Samsung	SCX-5835_5935	Z2P3BJFD5000EHK	2/6/2014 Moved 2/2/21	901 Atlantic Ave - ATS Supervisors Office
EQ11348	Lanier	MP C3502	W502L500828	10/16/15	901 Atlantic Ave - Res Team Office
EQ14626	Lanier	MP C6004	G736M460429	11/04/19	901 Atlantic Ave - Lori Jo's Off
EQ14600	Lanier	SP C360SFNw	C799R800120	08/26/20	901 Atlantic Ave - CES Front Area

Comcast Support:	1 800-266-2278
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Give them the following information:
 For TV trouble – is it just one box or multiple boxes in the same location
 Location\Address
 Access Hours

MUST GIVE THEM ACCOUNT NUMBER (all bills come to 901) to verify they are working on the correct account

Note some locations have both Business and Residential

Business Accounts	800-391-3000	
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Account #	Service Address	Account Login
8499 05 034 0040902	901 Atlantic Avenue, Egg Harbor City	Opportunity3@comcast.net
8499 05 021 0079014	233 W White Horse Pike, Pomona	Njcodi233@gmail.com jgeisenhoffer@njcodi.org

Residential Accounts	800-266-2278	
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8499 05 017 0035113	1309 S. Main St. Pleasantville	Codi1309@comcast.net (Codi@1309)
8499 05 036 0014555	3803 Reading Avenue Hammonton	Codi3803@comcast.net (Codi@6871)
8499 05 021 0113508	106 Jimmie Leeds Road, Galloway	Codi106@comcast.net (8817-codi)
8499 05 034 0021068	52 Liverpool Avenue Egg Harbor City	Codi_52@comcast.net (codi6871)
8499 05 037 0007615	1303 Rt 50 Apt A, Mays Landing	
8499 05 037 0010866	1303 Rt 50 Apt B Mays Landing	
8499 05 022 0006254	322 Shore Road, Northfield	Codi332@comcast.net (Codi@322)
8499 05 034 0027156	711 White Horse Pike Egg Harbor City	
8499 05 034 0036389	155 London Avenue Egg Harbor City	
8499 05 034 0038161	153 London Avenue Egg Harbor City	
8499 05 034 0045299	353 St Louis Avenue Egg Harbor City	
8499 05 0340016241	359 St. Louis Avenue Egg Harbor City	
8499 05 035 0068264	2813 Hawthorne Avenue, Mays Landing	CODI2813 (codi@2813)
8499 05 035 0081440	5303 Harding Hwy Apt 1502Mays Landing	

Atlantic Electric - To Report Outage: 1-800-833-7476

901 Atlantic - Main Office	5500 2630 329
901 Atlantic - Outs Ctr	5500 5733 120
901 Atlantic - Outside Lights	5500 5732 643
901 Atlantic - PRI	5500 2609 893
106 Jimmy Leeds Road	5500 3889 460
1309 South Main Street	5001 6619 186
233 White Horse Pike	5500 2630 956
3803 Reading Avenue	5500 2609 513
52 Liverpool Avenue	5500 3888 926
1303 A, Boulevard, Route 50	5500 1667 652
1303 B, Boulevard, Route 50	5500 1667 959
153 London Avenue 2 nd flr	5500 2607 632
155 London Avenue 1 st flr	5500 2608 325
2608 Nutmeg Court	5001 6636 347
2813 Hawthorne Court	5500 2608 739
2817 Forsythia Court	5500 2607 285
319 W Leeds Avenue	5001 2227 307
322 Shore Road	5500 1668 296
353 St. Louis Avenue	5000 0543 061
359 St. Louis Avenue	5500 1666 126
4 G Oyster Bay Road	5500 3888 470
5303 Harding Highway, # 1502	5500 1667 207
711 White Horse Pike	5500 2609 091

FOB System and Door Release***Steven A Lulias, SMS Building Systems, LLC*****2020 Fairfax Ave, Suite 102, Cherry Hill, NJ 08003****O: 856-520-8769 ~ C: 609-477-5925******* Hardware with Brivo****Brivo Customer Support App and Portal:****(866) 274-8648****customercare@brivo.com****Account#: 20210309**

<i>Policy Name</i>	Demonstrations/ Civil Disturbances
<i>Revised Date</i>	February 6, 2023
<i>Approved by</i>	Linda L. Carney, President/CEO
<i>Most Recent Reviewed Date</i>	February 6, 2023

Policy: In the event of a demonstration or civil disturbance, staff shall follow the procedures below.

Procedure:

1. Avoid area of disturbance.
2. Avoid provoking or obstructing demonstrators.
3. Do not attempt to confront or speak with individuals causing disturbance.
4. Remain indoors and close windows and doors securely. Keep away from windows.
5. Monitor entrances from security camera display.
6. If instructed to evacuate, follow evacuation procedures.
7. Use extra caution while evacuating and be mindful of your surroundings. Keep vehicle doors locked.
8. Never attempt to drive through a crowd. Instead, find a side road, turn around, and drive away as calmly as possible.
9. If driving away from the situation is not possible, park, lock, and leave vehicle if a safe shelter is accessible to all occupants. If shelter is not accessible, turn off engine, and stay with vehicle with doors locked.
10. All requests from police, media, or community leaders shall be referred to President/CEO. No one is authorized to speak to police, media, or community leaders without authorization of President/CEO. *Please refer to CODI's External Communications Policy for further information.*
11. Notify President/CEO and complete a CIR/UIR when out of crisis.
12. If feel unsafe and police are not present, call 911.

<i>Policy Name</i>	Drought
<i>Revised Date</i>	November 21, 2022
<i>Approved by</i>	Linda L. Carney, President/CEO
<i>Most Recent Reviewed Date</i>	November 21, 2022

Policy: In a drought, staff shall follow the procedures below.

Procedure:

1. Before a drought:

- Conserve water.
- Never pour water down the drain when there may be another use for it.
- Submit work order for dripping faucet. One drop per second wastes 2,700 gallons of water a year.

2. During a drought:

- Encourage staff and consumers to avoid letting the water run.
- Hand wash dishes by filling a container instead of letting water run.
- Heat water for dishes on stove or microwave instead of wasting water waiting for it to get hot.

<i>Policy Name</i>	Evacuation [901 Facility]
<i>Revised Date</i>	February 10, 2023
<i>Approved by</i>	Linda L. Carney, President/CEO
<i>Most Recent Reviewed Date</i>	February 10, 2023

Policy: In an emergency, consumers and staff may be required to evacuate. To maintain safety, staff shall be knowledgeable in the following evacuation procedures.

Procedure: When an emergency arises that requires an evacuation from 901 facility, the following shall apply:

1. Assigned staff shall announce **CODE RED**.
2. When hearing **CODE RED**, staff shall assist consumers in evacuating safely and promptly using designated exit(s) and report to designated assembly area in Lincoln Park and **call 911**.
3. ATS Manager shall organize and keep current a Red Book which shall include Emergency Cards and Emergency Preparedness and Response Plan. Red Book shall be taken when evacuating.
4. Staff shall accompany consumers to designated assembly area.
5. Staff members shall check assigned areas during an evacuation to verify everyone has evacuated.
6. Door monitors shall place signs indicating an evacuation is in effect.
7. Staff shall close windows and doors and turn off electrical equipment if it is safe to do so.
8. Upon arrival at Lincoln Park, staff shall immediately take attendance and compare it to actual days' attendance. Immediately notify emergency responders or a member of the Leadership Team of missing persons.
9. Staff and consumers shall not leave designated assembly area until instructed by emergency responders or a member of CODI's Leadership Team.

10.If relocation from assembly area is necessary and 901 is uninhabitable, consumers and staff shall relocate to Church by the Bay, 244 East White Horse Pike, Galloway.

<i>Policy Name</i>	Extreme Cold
<i>Revised Date</i>	November 21, 2022
<i>Approved by</i>	Linda L. Carney, President/CEO
<i>Most Recent Reviewed Date</i>	November 21, 2022

Policy: Due to age, disability, or medication, persons may be adversely affected by extremely cold temperatures. Therefore, it is essential to monitor health during extreme temperatures when wind chill temperature (combination of low temperature and wind) is forecasted at 25 degrees Fahrenheit or below or precipitation with temperatures below 32 degrees Fahrenheit.

Procedure:

1. Hypothermia, the most severe cold-related illness, is a drop in normal body temperature from 98.6 to 95 or lower that requires emergency medical care.
2. Staff shall educate consumers on the adverse effects of extreme cold and the warning signs of hypothermia, including:
 - a. Confusion
 - b. Shivering
 - c. Difficulty speaking
 - d. Sleepiness
 - e. Stiff muscles
3. If consumer is exhibiting symptoms of hypothermia, staff shall **call 911**. While waiting for assistance, prevent further heat loss by moving consumer from the cold area, remove wet or damp clothing, and replace with dry clothing.

Do not attempt to warm the consumer further. If arms and legs are warmed before the chest and abdomen, the consumer could go into shock.

4. Watch for signs of frostbite, which causes loss of feeling and color around the face, fingers, and toes. Signs of frostbite include:
 - a. Numbness
 - b. Grayish-yellow skin
 - c. Firm or waxy skin

5. If consumer exhibits signs of frostbite, staff shall **call 911**. While waiting for assistance, prevent further heat loss by moving consumer from the cold area, soak affected area in warm water. Do not massage or use a heating pad.
6. After treating injured party, responding staff member shall electronically complete a Critical/Unusual Incident Report no later than end of shift.

Prevention:

To prevent weather-related illness consumers and staff are encouraged to dress in layers of loose-fitting, lightweight, warm clothing, a hat, and mittens. Cover mouth to protect lungs from extreme cold.

Stay indoors during the worst part of the extreme cold if possible.

<i>Policy Name</i>	Extreme Heat
<i>Revised Date</i>	November 21, 2022
<i>Approved by</i>	Linda L. Carney, President/CEO
<i>Most Recent Reviewed Date</i>	November 21, 2022

Policy: Due to age, disability, or medication, persons may be adversely affected by heat. Therefore, it is important to monitor health during extreme temperatures when heat index (combination of temperature and humidity) is forecasted to be more than 90 degrees Fahrenheit.

Staff shall receive Heat Advisory Training annually electronically via Relias by May 1st and shall relay information to consumers no later than May 31st of each year. Direct service staff failing to complete training by May 1st may be removed from work schedule until training is complete.

Facility shall have at least one operational air conditioning unit.

If the indoor air temperature of a facility reaches 82 degrees Fahrenheit or higher, staff shall relocate to alternate area within facility. If entire facility is without air conditioning, facility shall not reopen until central air unit is operational or window units are in place to cool facility, and indoor temperature is below 82 degrees Fahrenheit and comfortable.

Procedure:

1. Heat exhaustion is the most common heat-related condition. Heat exhaustion may most likely occur during physical activity outdoors. Consumers and staff outdoors are encouraged to wear hats, protective sunscreen with SPF 30 or higher, and regular fluid intake. Exposure to direct sunlight shall be discouraged, limited, or intermittent. If being in the sun is unavoidable, persons shall be encouraged to seek shade and remain hydrated.
2. Staff shall educate consumers on the adverse effects of heat using Summer Heat and Sun Risks When Taking Psychiatric Medications Fact Sheet. Sheet explains symptoms and what to do if heat exhaustion and heat stroke are suspected.
3. If consumer exhibits symptoms of heat exhaustion, consumer shall be encouraged to seek medical care. If consumer refuses and staff believes there is an imminent risk to consumer's health, staff shall **call 911**, and first aid procedures shall be applied. After treating injured party, complete a CIR/UIR.

<i>Policy Name</i>	Fire / Fire Prevention
<i>Revised Date</i>	February 6, 2023
<i>Approved by</i>	Linda L. Carney, President/CEO
<i>Most Recent Reviewed Date</i>	February 6, 2023

Policy: To maintain safety, staff shall be knowledgeable in the following fire procedures, fire hazards, and fire detection and control procedures.

Procedure:

Fires

1. If fire alarm sounds independently, or at the first sign of fire, immediately activate nearest fire detection system (pull station), evacuate facility, and **call 911**.
2. Staff shall assist consumers in exiting the facility in a safe and timely manner using designated exit(s).
3. Red Book shall be taken when evacuating which includes Emergency Cards.
4. Staff shall accompany consumers to the designated assembly area, Atlantic Avenue sidewalk.
5. If the fire is not contained in a small area, appears to be spreading, or if the environment is getting too hot or smoky, or staff has the slightest doubt regarding the ability to fight the fire, **LEAVE IMMEDIATELY** and close off area.
6. Fire extinguishers, located strategically throughout facilities, may be used to extinguish fire if the fire is contained. After pulling pin, aim extinguisher at base of fire, squeeze handle while holding extinguisher upright, and sweep side to side.
7. Turn off lights and close doors and windows to contain the fire when exiting the facility.
8. While exiting facility, staff shall check assigned areas to verify everyone has left facility.
9. Upon arrival at designated assembly area, staff shall **immediately** take attendance and compare site attendance to facility attendance. Immediately notify emergency responders or member of Leadership Team of missing persons.

10. Staff and consumers shall not leave designated assembly area until instructed to do so by emergency responders or member of Leadership Team.
11. Documentation of fire shall be reported on a Critical/Unusual Incident Report and forwarded to Director of Quality Improvement no later than the end of shift.

Fire Hazards:

1. There shall be **NO SMOKING** in any facility or vehicle operated by CODI.
2. Stoves and ovens shall be cleaned periodically to prevent grease build-up.
3. Storage of grease and aerosol cans near the stove is prohibited.
4. Areas surrounding boiler or furnace shall be free of debris and flammable material.
5. Storage of oxygen must be according to CODI's Oxygen Safety Policy.

Fire Detection and Control:

1. Following applicable code or regulatory body requirements, facilities are equipped with an approved smoke detection or fire suppression system. Hardwired smoke detection systems shall be tested monthly. Results shall be recorded on monthly fire drill and quarterly on Inspection Safety Review Form located on CODI's public server.
2. Fire extinguishers are suitably located in all organization facilities and shall be mounted and unobstructed.
3. Fire extinguishers are inspected and serviced annually by an external certified company.
4. Designated staff shall perform a monthly visual inspection of all fire extinguishers and initial inspection tags.
5. Staff receives annual training on proper use of fire extinguishers annually on Relias.
6. Diagrams identifying evacuation routes are posted in facility.

<i>Policy Name</i>	Foodborne Illness
<i>Revised Date</i>	December 19, 2022
<i>Approved by</i>	Linda L. Carney, President/CEO
<i>Most Recent Reviewed Date</i>	December 19, 2022

Policy: To prevent and respond to suspected or confirmed foodborne illness, staff shall follow the procedures below.

Foodborne illness prevention:

1. Wash hands and food preparation surfaces with soap and water.
2. Separate raw meat and ready-to-eat foods.
3. Cook food to correct temperature to kill germs that cause illness. Use meat thermometer to check temperature.
4. Refrigerate food right away to prevent germs from growing in food.

Foodborne illness symptoms: Symptoms of foodborne illness vary by the pathogen causing the illness. Symptoms can include:

- diarrhea
- abdominal cramps
- nausea
- vomiting
- blood, mucus, or pus in stool
- fever
- fatigue
- dehydration

Foodborne outbreak is when two or more people have a similar illness after eating related food.

If foodborne outbreak is suspected:

1. See a doctor or healthcare provider for testing.
2. Notify President/CEO, VP of OES, and Director of Risk Management (DRM), and complete a CIR/UIR.
3. DRM will report illness to local health department-even if unsure of what food caused illness.

<i>Policy Name</i>	Hazardous Materials Incident
<i>Revised Date</i>	February 6, 2023
<i>Approved by</i>	Linda L. Carney, President/CEO
<i>Most Recent Reviewed Date</i>	February 6, 2023

Policy: In the event of a hazardous materials incident, staff shall follow the procedures below.

Procedure:

During a hazardous materials incident:

- Listen to local radio or television stations for detailed information and follow instructions carefully. Remember that some toxic chemicals are odorless.

If asked to evacuate:

- Do so immediately.
- Stay tuned to the radio or television for information on evacuation routes, temporary shelters, and procedures.
- If you have time, minimize contamination in ATS by turning off HVAC.
- Take attendance sheet and Red Book with emergency cards.
- Contact President/CEO to notify of need to evacuate to Church by the Bay, 244 East White Horse Pike, Galloway if safe to do so.
- Complete a Critical/Unusual Incident Report (CIR/UIR) no later than end of shift.

If asked to stay indoors:

- Close and lock all exterior doors and windows. Close vents, and as many interior doors as possible.
- Turn off HVAC, so no outside air is drawn into the building.
- Take shallow breaths through a cloth or a towel if gas or vapors could have entered the building.
- Avoid eating or drinking any food or water that may be contaminated.
- Shelter in Community Employment.
- Seal gaps under and around the following areas with wet towels, plastic sheeting, duct tape, wax paper, or aluminum foil:

- Doorways and windows
- Air conditioning units
- Bathroom and kitchen exhaust fans
- Stove and dryer vents with duct tape and plastic sheeting

If outside:

- Try to go at least a half-mile (usually 8-10 city blocks) from the danger area.
- If possible, cover mouth with a cloth or mask while leaving the area. Try not to inhale gases, fumes, and smoke. Do not walk through or touch spilled liquids, airborne mists, or condensed solid chemical deposits.

If in a car:

- Stop and seek shelter in a permanent building.
- If remaining in car, keep car windows and vents closed and shut off air conditioner and heater.

If exposed:

- Listen to local radio or television stations for the latest emergency information.
- Act quickly if you have come into contact with or have been exposed to hazardous chemicals.
- Follow decontamination instructions from local authorities.
- Seek medical treatment for unusual symptoms as soon as possible.
- Place exposed clothing and shoes in tightly sealed containers.
- Staff shall notify all involved of potential exposure.
- Complete a CIR/UIR when out of crisis.

After a Hazardous Materials Incident

- Return to facility only when authorities say it is safe. Open windows and vents and turn on fans to provide ventilation.
- Report any lingering vapors and other hazards to local emergency services office.

<i>Policy Name</i>	Infection Control
<i>Revised Date</i>	April 17, 2023
<i>Approved by</i>	Linda L. Carney, President/CEO
<i>Most Recent Reviewed Date</i>	April 17, 2023

Policy: CODI strives to implement procedures for staff, volunteers, and consumers to prevent and control infections. CODI provides infection control training through first aid and CPR training, Personal Protective Equipment (PPE) Policy, YouTube videos, visual and written reminders, newsletters, and weekly staff safety tips. CODI strives to minimize exposure to communicable disease or infection and shall comply with the Occupational Safety and Health Administration’s (OSHA) Bloodborne Pathogen Standard 29CFR1910.1030. Compliance with OSHA standards assists in promoting guidelines and training to minimize or prevent, when possible, the risk of occupational exposure to disease-causing microorganisms transmitted through human blood.

Director of Risk Management (DRM) shall provide training related to Infection Control and Personal Protective Equipment (PPE) for New Hires. DRM shall ensure policy is reviewed and updated annually by Leadership or whenever necessary to include new and modified procedures.

Director of Community Outreach (DCO) is responsible for monitoring completion of education and training requirements of this program.

All staff who are exposed to blood and other potentially infectious materials as part of their job duties is included in this program.

Procedures:

a. Infections and mode of transmission:

The spread of a communicable disease or infection involves the following components:

1. A susceptible host
2. A biological agent sufficient to cause disease
3. A mode of transmission

All three must be present for an infection to spread from one person to another; this is called the “chain of infection.” An organism may have a single transmission route, or it may be transmissible by two or more routes. If the chain is broken, the potential for infection is eliminated. Ways to break the chain of infection include engineering controls, equipment and surface disinfection, proper food storage, and other standard precautions and sanitary procedures.

b. Susceptible host:

Any person at risk of developing an infection can be a susceptible host. Individual risk depends on the infectious agent and personal factors such as age, underlying health issues, immune system function, and vaccination history.

Ways to break the chain of infection include immunization, proper nutrition, identifying high-risk individuals, and treatment.

c. Biological agent sufficient to cause disease:

1. Bloodborne Pathogens

Pathogenic microorganisms present in human blood can lead to disease. Needlesticks and other sharps-related injuries may expose workers to Bloodborne Pathogens.

- a. Human Immunodeficiency Virus (HIV)- HIV is the virus that leads to Acquired Immunodeficiency Syndrome (AIDS). HIV affects the immune system cells, weakening and eventually destroying the immune system. Some people experience flu-like symptoms. Once infected, the body cannot get rid of HIV.
- b. Hepatitis B- Hepatitis B is a severe liver infection caused by the hepatitis B virus easily preventable by a vaccine. This disease is most commonly spread by exposure to infected body fluids. Hepatitis B is highly infectious and can survive in dried blood on environmental surfaces for one week. Symptoms are variable and include yellowing of the eyes, abdominal pain, and dark urine. Some people do not experience any symptoms. In chronic cases, liver failure, cancer, or scarring can occur. The condition often clears up on its own. Chronic cases need medication and possibly a liver transplant.
- c. Hepatitis C- Hepatitis C is a liver infection caused by the hepatitis C virus. Hepatitis C can range from a mild illness lasting a few weeks to a serious, lifelong illness. Hepatitis C is often described as “acute,” meaning a new infection, or “chronic,” indicating lifelong infection. Hepatitis C is usually spread when blood from a person infected with the hepatitis C virus enters the body of someone who is not infected. People with a new (acute) hepatitis C virus infection usually do not have symptoms or have mild symptoms. Symptoms can include fever, fatigue, dark urine, clay-colored bowel movements, abdominal pain, loss of appetite, nausea, vomiting, joint pain, and jaundice when symptoms occur. There is no vaccine for Hepatitis C.
- d. Antibiotic-Resistant Organisms (AROS)- are bacteria that do not respond to antibiotics, making the infections they cause harder to treat. AROS can result in increased illness and mortality for those who are vulnerable. AROS include Methicillin-resistant Staphylococcus aureus (MRSA) and Vancomycin-resistant Enterococcus (VRE).

d. Modes of Transmission:

Knowing how a disease or infection is transmitted is important in infection control.

The most common modes of transmission are through the following:

1. Contact: Occurs when a susceptible person has contact with the infected source. Contact can be direct, indirect, or by droplets.

- a. Direct: Occurs when there is actual physical contact between the source and the susceptible person. The exposure results from close contact with skin and body secretions/fluids. Organisms can be transmitted from one part of the person's body (such as their skin) to another part of their own body or another person (touching an open wound) or a break in the skin.
 - b. Indirect: Occurs when organisms from an infected host are transmitted to a susceptible host via an inanimate object. Sources can include medical equipment, clothing, sinks, etc. Staff shall avoid touching eyes, nose, and mouth with unwashed hands.
 - c. Droplet: Occurs when infectious agents in droplets are expelled from respiratory secretions by coughing, sneezing, or talking. Droplets are large particles that rapidly settle on surfaces or are deposited on a susceptible person's nasal membranes or mouth. They cannot be transmitted beyond a radius of several feet from the source and require close contact with another person for transmission.
2. Airborne: Describes organisms with a true airborne phase in their dissemination route, usually resulting in more than several feet between the source and the receiver. Pathogens such as chickenpox and tuberculosis are transmitted in this way. This method of transmission may not require close contact with the infectious person.
 3. Host: Whether the microorganism infects a person depends on the ability of the organism to cause disease and the ability of the body to resist it. Previous exposure and immune response will also play a role. Disease does not always follow the transmission of infectious agents to the host.
- e. Prevention Procedures and Methods of Compliance:
1. Standard Precautions and Sanitary Procedures:
 - a. Rules of Standard Precautions: All CODI staff shall use standard precautions. Standard precautions are meant to minimize exposure to infectious diseases. All blood or other potentially infectious materials shall be considered infectious regardless of the perceived status of the source individual. When differentiation between body fluid types is difficult to detect, all body fluids shall be considered potentially infectious materials.
 - b. Hand Hygiene: Hand hygiene is the number one method of infection control. Wash hands for twenty seconds before and after all tasks involving potential occupational exposure to bloodborne pathogens. Wash hands when gloves are removed after performing each task involving contact with blood or body fluids, mucous membranes, or non-intact skin. Wash hands after using the restroom, sneezing, coughing, blowing nose, handling soiled material, before and after food preparation, and eating. Use a paper towel to dry hands thoroughly. When other skin areas or mucous membranes encounter blood or other potentially infectious materials, the skin shall be washed with soap and water. The mucous membranes shall be flushed with water as soon as possible.

CODI shall provide antiseptic towelettes to mobile staff members without immediate access to hand-washing facilities and located in agency vehicles.

- c. Respiratory Hygiene: Cover nose and mouth when coughing/sneezing with a tissue, dispose of used tissue, and wash and thoroughly dry hands.
 - d. Facility Cleanliness: Staff shall pay close attention to facility cleanliness. Staff shall disinfect restrooms, eating areas, and high-touch areas daily with a fresh solution of one part household bleach to ten (10) parts water. All bins, pails, cans, and similar receptacles shall not be allowed to overfill and shall be routinely cleaned and decontaminated as soon as possible after contaminated.
 - e. Spills: Body fluid spills (regurgitation, diarrhea, urination, bleeding, sputum, etc.) shall be promptly cleaned and disinfected. Surrounding area shall be cleaned with a fresh solution of one (1) part bleach to ten (10) parts water. PPE kits for biohazardous spills shall be maintained in group home staff offices, Outsource Center, maintenance supply area, and maintenance vans.
 - f. Waste Disposal: Items containing liquid or semi-liquid blood or other bodily fluids or items that could release blood or other infectious material if compressed (cleaning rags, tissues, dressings, gloves, gowns, masks, etc.) are to be discarded immediately and double-bagged if necessary.
 - g. Sharps: Staff shall take precautions to prevent injuries by needles and other sharp instruments or devices likely to generate droplets of blood or other body fluids. Broken glass is to be picked up using a brush and dustpan, tweezers, tongs, or other means that reduce the risk of accidental puncturing of the skin. Needles shall not be recapped, purposely bent, or removed from disposable syringes to prevent needlestick injuries. CODI provides sharp containers for disposal of needles and sharps. Residential Manager shall ensure there is a sharps container at each licensed group home. Residential Manager shall also be responsible for returning sharps container when the container is three-quarters full to the local hospital emergency room or pharmacy.
 - h. Laundry: Staff shall handle laundry as little as possible using protective gloves. Items shall immediately be washed in hot water on the regular wash cycle and dried on the hot cycle. If laundry is wet, place laundry in a plastic bag to prevent possible soak-through or fluid leakage.
2. Work Practice Controls:
- a. Staff shall decontaminate working surfaces and equipment with appropriate disinfectant (one-part bleach to ten parts water) after any procedures involving exposure to blood. Staff shall clean any surface that becomes obviously contaminated, after any spill of blood or other potentially infectious materials and at the end of each work shift if contamination might have occurred.
 - b. Eating, drinking, smoking, applying cosmetics, and handling contact lenses are prohibited in work areas where exposure to blood or other potentially infectious materials is reasonable.

- c. Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets, or countertops where blood or other potentially infectious materials are present.
- d. Consumers shall be educated and routinely reminded not to share personal hygiene articles, including but not limited to toothbrushes and razors. Consumers should store such items in a personal area.

Potential exposure situations and the work precautions taken to minimize risks are listed below. All Department Managers are responsible for implementing and maintaining Work Practice Controls.

Potential Exposure	Precaution
Administering First Aid	Wear Gloves, Disinfect area / Surfaces
Assisting & Blood Sugar Tests	Wear Gloves, Disinfect area / Surfaces
Clean up of bodily fluids	Wear Gloves, Disinfect area/ Surfaces
Decontamination	Wear Gloves, Mask, Decontaminate area/ Surfaces
Administering CPR	Wear CPR Barrier Device

3. Barrier Protection:

- a. Personal Protective Equipment (PPE) shall be provided without cost to staff and consumers. The use of PPE shall be guided by risk assessment and the extent of anticipated contact. Please refer to CODI's Personal Protective Equipment Policy for further information.
- b. Gloves are to be worn when reasonably anticipated staff may have contact with blood and body fluids, mucous membranes, germs, or non-intact skin or touching contaminated surfaces. Gloves are for single use only. Change gloves between tasks and properly discard gloves after completion of task. Gloves shall be available for all staff at each worksite. Hands are to be immediately washed after gloves are removed.
- c. Safety goggles shall be provided for any staff member who anticipates risk of splashes, spray, spatter, or droplets of potentially infectious materials.
- d. Any garments penetrated by blood or other body fluid must be removed and washed as soon as possible.

f. Exposure Determination and Guidelines:

- 1. Positions in which it is reasonable to anticipate staff may have skin, eye, mucous membrane, or parenteral contact with blood, germs such as coronavirus, or other potentially infectious materials are covered by the guidelines of this policy. Parenteral contact is defined as piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions. Other potentially infectious materials include body fluids (semen, vaginal secretions, cerebrospinal fluid, pleural

fluid, pericardial fluid, peritoneal fluid, amniotic fluid, body fluid visibly contaminated with blood, all body fluids in situations where it is difficult or impossible to differentiate between body fluids), germs, any unfixed tissue or organ from a human.

2. OSHA has outlined three major categories classifying job assignments according to expected or potential exposure to blood and other body fluids and tissues. The exposure categories are as follows:
 - a. Category I: Tasks that involve exposure to blood, body fluids, or tissues.
 - b. Category II: Tasks that involve no exposure to blood, body fluids, or tissues, but employment may require performing unplanned tasks.
 - c. Category III: Tasks involve no exposure to blood, body fluids, or tissues, and risk is minimal that employment would require performing unplanned tasks.

Listed below are the job titles and responsibilities throughout which individuals may have contact with human blood or other potentially infectious materials, which may result in exposure to bloodborne pathogens.

Job Title	Responsibilities
Janitorial Staff	Clean up of bodily fluids during general cleaning of bathrooms, offices, and hard surfaces
Nurse	While administering First Aid or CPR
Residential Staff	Supervision of Group Homes and Residential locations- First Aid treatment, assisting and blood sugar tests, or CPR Clean up of bodily fluids during general cleaning of bathroom, offices, and hard surfaces
Outsource Center or ATS Staff	Supervision of Outsource Center or ATS - First Aid treatment or CPR
Janitorial Supervisor	Clean up of bodily fluids during general cleaning of bathrooms, offices, and hard surfaces. Decontamination Supervision of Janitorial crew- First Aid treatment or CPR

g. Hepatitis B Vaccination (HBV) Policy

1. All staff will have HBV offered at no cost at New Hire Orientation and can request vaccine at any time throughout employment.
2. Staff who decline HBV must read and sign the Hepatitis B Vaccination Declination Form.

3. DHR is responsible for offering vaccine and maintaining required paperwork in staff medical file.
- h. Tuberculosis Testing Program
1. New hires providing direct service to DDD consumers must participate in tuberculosis (TB) testing at time of hire.
 2. Staff suspecting they may have been exposed to TB shall immediately notify direct supervisor and complete CIR/UIR. Supervisor shall notify DHR, who shall notify Worker's Comp to secure claim number. Exposed staff shall schedule testing, medical intervention, and follow-up, if necessary.
 3. If staff is receiving medical follow-up due to a positive skin test or chest x-ray, staff shall submit a report to DHR from a medical provider. Report must state whether staff is an exposure risk in the workplace.
 4. Staff presenting an exposure risk shall be placed on temporary leave until medically cleared to return to work.
 5. Documentation related to TB test results and medical intervention shall be contained in staff's confidential medical file in DHR office.
- i. Procedures for Identification, Reporting, Evaluation, and Follow-up (mitigation) of Exposures
1. An exposure incident is a specific eye, mouth, or other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from performance of staff's duties.
 2. Staff experiencing an exposure incident shall immediately:
 - i. Wash hands or area of exposure
 - ii. Report the incident to immediate supervisor-who will follow *Workers Compensation Reporting Policy* to secure a claim number and notify Payroll Coordinator and DHR
 - iii. Complete a Critical / Unusual Incident Report (CIR/UIR)
 - iv. Exposed staff shall schedule testing, medical intervention, and follow-up, if necessary
 3. Staff shall be offered a medical examination at a local hospital. CODI shall cover costs associated with the examination. Staff shall be encouraged to complete medical evaluation within 24 hours of an exposure incident.
 4. Staff shall provide a copy of the evaluating healthcare professional's written opinion within fifteen (15) days of the evaluation. The written opinion shall be limited to the following information:
 - i. Staff has been informed of results of evaluation.
 - ii. Whether Hepatitis B vaccine is indicated and if staff received the vaccine.

- iii. Staff has been informed about medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.
 5. If staff develops an illness that may be attributed to the exposure incident, the physician will evaluate each incident, and treatment related to the exposure incident shall be provided at no cost to staff.
 6. The source individual, if known, shall be requested to have their blood tested for HIV/HBV/HCV antibodies unless they are known to be infected with HIV/HBV/HCV. If the source individual declines testing and status is unknown, staff shall be advised of legal avenues that may be pursued under state law.
 7. CIR/UIR shall be reviewed by Leadership. Leadership shall consider circumstances of exposure and physical changes to the workplace, work practices, use of protective equipment, procedures performed, and level of staff training. Follow-up shall also include documentation of the route(s) of exposure, circumstances under which exposure incident occurred, and identification and documentation of the source individual unless identification is not feasible. Upon conclusion of the review, Leadership may make recommendations for policy change to avoid similar incidents in the future.
 8. DRM shall forward documentation of exposure incident information to OSHA. Documentation shall include a copy of the OSHA 1910.1030 bloodborne pathogens standard, a description of exposed staff's duties as they relate to exposure incident, documentation of the route of exposure and circumstances under which exposure occurred. Documentation shall also include PPE in use at the time of exposure, actions taken as a result of exposure (decontamination, clean up, notifications), results of source individual's blood testing, if available, and all medical records relevant to the appropriate treatment of staff including vaccination status.
 9. DHR shall maintain staff's medical records as directed in the OSHA Regulation for Protection against Bloodborne Pathogens. Staff's medical records are maintained in a separate medical file by DHR.
- j. Preventing and Limiting the Spread of Airborne Communicable Diseases
1. Individuals having known airborne communicable diseases such as TB, influenza, coronavirus, and colds, shall use the following precautions:
 - a. Wash hands frequently, especially after coughing or sneezing.
 - b. Avoid meal preparation for other people.
 - c. Avoid small, enclosed areas where close continual contact with others occurs.
 - d. Cover mouth when sneezing or coughing.
 - e. Use disposable tissues and frequently dispose of them from the work area.
 - f. Do not share glasses, cigarettes, make-up, lipstick, or items that could spread germs upon direct contact.

k. Staff Training

1. All staff shall be trained upon hire and annually after that in infection control and communicable diseases. Persons served, and other stakeholders will be trained where relevant. Training shall contain the following elements:
 - a. OSHA standards for Bloodborne Pathogens
 - b. Prevention Procedures and Methods of Compliance
 - c. Modes of transmission
 - d. Infection Control Policy
 - e. Procedures and events that might cause exposure
 - f. Personal Protective Equipment Policy, including PPE use, supply locations, and disposal methods.
 - g. Post-exposure evaluation and follow-up
 - h. Hepatitis B Vaccination
2. Training shall be completed electronically through Relias during New Hire Orientation and annually thereafter.
3. Following CODI's policies, training records shall be provided upon request for examination and copying for all direct care staff and the appropriate legal authorities.

1. Record Keeping Procedures

1. DHR shall maintain all records required by OSHA standard. Medical records shall include HBV vaccination status, copy of exams, tests, follow-up, and health care professional's written opinions. Medical records, separate from staff's personnel record, shall be maintained for the duration of employment, plus thirty (30) years.
2. Confidentiality shall be ensured at all times. Medical records are provided upon request of staff or anyone with staff's written consent within fifteen (15) working days.

<i>Policy Name</i>	Lightning
<i>Revised Date</i>	December 19, 2022
<i>Approved by</i>	Linda L. Carney, President/CEO
<i>Most Recent Reviewed Date</i>	December 19, 2022

Policy: In the event of lightning, staff shall follow the procedures below.

Procedure:

Indoors

1. Close windows and doors securely. Keep away from windows.
2. Avoid bathing, showering, washing dishes, or other contact with water during a thunderstorm, as lightning can travel through plumbing.
3. Avoid using anything connected to an electrical outlet, including laptops, washers, dryers, stoves, televisions, etc.
4. Avoid windows, doors, porches, and concrete.
5. Use cordless or cellular phones during a storm. Corded phones are not safe to use during a thunderstorm.
6. Stay indoors for thirty (30) minutes after the last thunderclap.

Outdoors

1. Check forecast when participating in outdoor activities. Postpone activity or ensure shelter is available if thunderstorms are forecasted.
2. Seek safe shelter immediately if thunder sounds. Safe shelters include homes, shopping centers, and hard-top vehicles with windows rolled up.
3. Immediately get out of and away from pools, lakes, or ocean.
4. Avoid tall isolated trees, open spaces and structures, and metal objects.
5. Avoid high ground and crouch down in a ball-like position with your head tucked and hands over ears in open area with no safe shelter.

Action steps if someone is struck by lightning:

1. Call 911

2. Assess the situation- Be aware of the continued lighting danger to both victim and self. If located in a high-risk area, move to a safer location. Do not move victims who are bleeding or appear to have broken bones.
3. Begin CPR immediately if victim is not breathing.
4. Treat injuries with basic first aid until help arrives if victim is breathing. If area is cold or wet, place a protective layer between victim and ground, such as a jacket or blanket.
5. After treating injured party, responding staff member shall electronically complete a Critical/Unusual Incident Report no later than end of shift.

<i>Policy Name</i>	Missing Person
<i>Revised Date</i>	February 6, 2023
<i>Approved by</i>	Linda L. Carney, President/CEO
<i>Most Recent Reviewed Date</i>	February 6, 2023

Policy: When a consumer elopes, walks away, or leaves a CODI facility, including supervised activity, without staff knowledge of their whereabouts, the following shall apply.

Procedure:

1. Staff shall conduct a reasonable search for consumer, including local hospitals, Atlantic County Criminal Justice Facility, and Atlantic City Rescue Mission.
2. Staff shall immediately contact VP of Organizational Employment Services (VP of OES) and President/CEO. ATS staff shall contact DDD Case Manager (if applicable), Support Coordinator, parent, authorized family member, or legal guardian(s) as identified on Emergency Card.
3. For DDD consumers who have a guardian and do not have community time, any suspected elopement, walk away, or missing person shall be immediately reported to police. ATS Manager or VP of OES shall contact DDD UIR Coordinator at 609-476-5200 and shall leave message if DDD UIR Coordinator is unavailable.
4. If kidnapping or foul play is suspected, immediately report to police.
5. When reporting a missing person, staff shall include: when and where consumer was last seen, and if seen, in what direction consumer was heading, type of clothing consumer was wearing, consumer's DOB, Social Security number, height, weight, and contact information for last staff member who saw consumer.
6. Staff shall submit Critical/Unusual Incident Report. Director of Quality Improvement, or designee, shall complete and submit DDD UIR.
7. Upon locating individual, designated staff shall notify DDD Case Manager (if applicable), Support Coordinator, parent, authorized family member, legal guardian(s), department head, police, and President/CEO.

<i>Policy Name</i>	Natural Disasters
<i>Revised Date</i>	March 17, 2023
<i>Approved by</i>	Linda L. Carney, President/CEO
<i>Most Recent Reviewed Date</i>	March 17, 2023

Policy: In the event of a flood, hurricane, derecho, tornado, earthquake, or other severe weather conditions, staff shall follow the procedures below to protect consumers, staff, visitors, and property. All potential emergencies cannot be anticipated; therefore, emergency plans shall provide for adaptability to multiple situations.

Procedure:

1. Natural disaster drills shall be conducted at each site annually.
2. Prepare for storm if time allows:
 - a. Secure loose outdoor items.
 - b. Charge electronic devices and cell phone.
 - c. Locate first aid kit, flashlights, lanterns, and extra batteries and bring to designated area.
 - d. Fuel/ charge vehicles.
 - e. Top off windshield washer fluid.
 - f. Ensure three-day supply of food and medications.
 - g. Close windows.
 - h. Have cash on hand.
3. In the event of a “watch,” staff on duty will be informed of procedures to be taken in the event a “warning” is declared.
4. During “watch” periods, all consumers and staff will be encouraged to limit trips and transportation to and from the site.
5. President/CEO or designee shall determine need for seeking shelter within facility or evacuation early dismissal, or closure.
6. If evacuation is deemed necessary to ensure all persons' safety, attendance lists, tablet, and Red Book, which includes Emergency Cards and Emergency Preparedness and Response Plan, shall be carried from building by assigned staff members. Emergency evacuation procedures shall be followed. Complete a Critical/Unusual Incident Report no later

than end of shift.

7. In the event of severe weather or tornado “warning” and evacuation was not deemed necessary, all persons within the facility will immediately move to the designated area in the interior of the building that are designated on the posted evacuation routes. Attendance shall be taken to ensure all persons are present.
8. If it is determined all persons shall remain in building following protective actions shall be taken:
 - a. Reassure consumers and maintain a calm setting.
 - b. Remain indoors.
 - c. Stay away from doors, windows, metal objects, electrical appliances, and plumbing until emergency has subsided.
 - d. Keep blinds closed if present.
 - e. Keep telephone calls to a minimum.
 - f. Unplug TV sets, computer equipment, all electrical equipment, and appliances, if possible. Do not touch electrical equipment if wet or standing in water.
 - g. Remain in building until authorized public officials announce that it is safe to go outside, and “warning” is no longer in effect.
 - h. Contact utility provider for power loss or broken utility line.

Flood

1. Move agency vehicle and valuables to raised area if there is time before evacuation.
2. Shut off power at the main breaker if dry and not standing in water.
3. Do not walk or drive through moving water.

Earthquake

1. Drop to your hands and knees to avoid falling.
2. Cover your head and neck.
3. Hold onto something sturdy until shaking stops.

Post Evacuation

1. Report downed power lines and do not approach or attempt to move.
2. Note sounds and odors. If you smell gas or hear a hissing noise, call 911 for the fire department to inspect the situation before entering.
3. Have COO assess damage outside property, including loose or fallen power cables, damaged gas lines, cracked foundation, and fallen trees.
4. Photograph damage inside property and forward to CFO for insurance claims.

<i>Policy Name</i>	Pandemic Response
<i>Revised Date</i>	February 10, 2023
<i>Approved by</i>	Linda L. Carney, President/CEO
<i>Most Recent Reviewed Date</i>	February 10, 2023

Policy: To ensure pandemic-related infectious diseases are minimized or avoided, the following shall be instituted.

Procedure:

1. Plan specific to infectious disease will be created with current knowledge and updated as needed with guidance from CDC, WHO, and state and local health department.
2. DRM shall closely monitor guidelines and recommendations on steps to help prevent the spread of disease. CODI is prepared to refine business practices as warranted, needed, or mandated if there is evidence of an outbreak in Atlantic County. Key considerations while making decisions on appropriate responses may include the following:
 - a. Disease severity (i.e., number of people who are sick, hospitalized, and mortality rates in Atlantic County).
 - b. Impact of disease on consumers and staff that are vulnerable and may be at increased risk for adverse health complications.
 - c. Increased number of staff absences due to illness in staff and their family members, and K-12 school closings.
3. DRM shall research and notify staff and supervisors of the following:
 - a. Symptoms of infectious disease.
 - b. Testing requirements if exposure is suspected.
 - c. Return to work protocol.
4. Personal Protective Equipment (PPE):
 - a. Shall be provided without cost to staff and consumers.
 - b. Use shall be guided by risk assessment and the extent of anticipated contact.
 - c. Staff re-education shall occur regarding selection, use, removal, and disposal.

- d. PPE Kits shall remain fully stocked.
5. Staff shall be reminded of general prevention procedures:
- a. Wash hands- wash for 20 seconds with soap, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
 - b. Avoid touching eyes, nose, and mouth
 - c. Respiratory hygiene- cover cough or sneeze with a tissue, then throw the tissue out
 - d. Avoid close contact with people who are sick
 - e. Wear mask covering nose and mouth at all times while on CODI property or vehicle
 - f. Maintain social distancing
6. Staff shall be informed of their responsibilities, including:
- a. Not to report to work sick and notify supervisor if pandemic-related symptoms occur throughout the day.
 - b. Comply with onsite temperature checks (as required by funding source).
 - c. Notify CODI of positive test results for staff member or an immediate family member residing in the same household as staff member.
 - d. Receive vaccination if available and required by funding source.
 - e. Adhere to CDC guidelines regarding domestic and international travel if applicable.
7. Perform routine environmental cleaning during every shift:
- a. Routinely clean all frequently touched surfaces in the facility such as workstations, restrooms, countertops, phones, and doorknobs.
 - b. Provide disposable disinfectant wipes so commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, tables, hard-backed chairs, light switches, handles, toilets, and sinks) can be wiped down by staff and consumers before each use.

- c. For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be used.

Staff is reminded to use personal protective equipment (PPE), including gloves and eye protection while cleaning. Discard gloves after each cleaning. Wash hands for 20 seconds after gloves are removed.

- 8. Critical supplies shall be inventoried and centrally stored at 901 and reallocated to group homes to ensure adequate supply. A three-month supply of critical supplies shall be on hand to ensure adequate supply. Alternate vendors are identified if supply chain is strained. Staff shall contact the Atlantic County Office of Emergency Preparedness for assistance if unable to secure supplies.
- 9. Positive test procedure
 - a. Notify President/CEO, VP of OES, or Director of Risk Management (DRM) and complete CIR/UIR.
 - b. Supervisory staff shall notify DRM of all close contacts based on CDC's definition of close contacts.
 - c. Testing and quarantine requirements shall be provided to staff and supervisors.
 - d. DRM shall:
 - i. Notify Atlantic County Health Department (ACHD) of all positive cases concerning staff and ATS consumers and testing needed.
 - ii. Request COO to disinfect property and vehicle if applicable.
 - iii. Notify close contacts of testing requirements with list from supervisor.
 - iv. Notify all staff of positive case. If linked cases result, additional notification is not sent to all staff.
 - v. Follow up with supervisor to ensure testing is conducted.
 - vi. Track positive cases and testing. Report monthly the number of positive and linked cases to Leadership.
 - vii. Enter results into CDRSS system if applicable.
 - viii. Notify ACHD of linked cases or post-testing results.
 - ix. Relay and institute guidance from ACHD epidemiologist.

<i>Policy Name</i>	Robbery
<i>Revised Date</i>	February 6, 2023
<i>Approved by</i>	Linda L. Carney, President/CEO
<i>Most Recent Reviewed Date</i>	February 6, 2023

Policy: In the event of a robbery, staff shall follow the procedures below.

Procedure:

Prevention:

1. Be alert for suspicious persons loitering in or near the facility.
2. Be alert for unfamiliar or suspicious vehicles near facility.
3. Suspicious activity shall be reported to supervisor.
4. Keep doors locked at all times.

Robbery in Progress:

If staff encounter a robbery taking place, they should follow these procedures.

1. Remain calm and avoid any action that might incite the robber to act violently. Robber may be nervous, and further excitement by staff can cause robber to panic and harm staff or consumers.
2. Obey robber’s instructions if safe to do so, even if it appears that staff cannot be harmed. Money and property are not worth the price of a life.

After the Robbery

1. Check staff and consumers for injuries.
2. Call 911 and notify President/CEO.
3. Advise staff and consumers to refrain from touching anything until police arrive to help preserve the crime scene for fingerprints and other physical evidence.
4. Preserve any notes robber may have written, such as a request for money or valuables.
5. Each staff involved in the incident should write their description of the robbery and events. Staff should not confer with other witnesses to compare notes.
6. Complete a CIR/UIR when out of crisis.

<i>Policy Name</i>	Suspicious Mail or Package
<i>Revised Date</i>	February 6, 2023
<i>Approved by</i>	Linda L. Carney, President/CEO
<i>Most Recent Reviewed Date</i>	February 6, 2023

Policy: If a suspicious mail or package is identified, staff shall follow the procedures below.

Procedure:

1. Staff shall examine mail or package to look for:
 - Suspicious leaks, stains, or powdered substances.
 - Rigid, bulky, or excessive tape or string.
 - Poor handwriting, misspellings, improperly addressed.
 - Excessive postage, no postage, or no/strange address.
 - Ticking, vibration, abnormal sounds, strange odors.
 - Generic addressee or restrictive markings “Personal” or “Do not X-Ray.”
 - Unexpected or from someone unfamiliar.
 - Irregular placement of package/mail.
2. Remain calm.
3. Do not open, shake, fold, or crease.
4. Leave mail or package where it is, or place gently on a flat surface.
5. Cover with trash can or article of clothing if possible.
6. Isolate area where mail or package was found. Do not permit anyone to touch.
7. Shut off HVAC or fans that circulate air.
8. Evacuate facility and close door.
9. Call 911.
10. Wash hands with soap and water.
11. Notify President/CEO and complete a CIR/UIR when out of crisis.

<i>Policy Name</i>	Utility Malfunction
<i>Revised Date</i>	December 19, 2022
<i>Approved by</i>	Linda L. Carney, President/CEO
<i>Most Recent Reviewed Date</i>	December 19, 2022

Policy: In an electric, gas, sewage, telecommunications, or water malfunction, staff shall follow the procedures below.

Procedure:

1. If gas leak is suspected, immediately evacuate facility, go to designated assembly area, and **call 911**. Do not turn lights on or off. Do not smoke or use a cell phone. Do not operate any vehicle or equipment that could cause sparks. Do not attempt to turn natural gas valves on or off.
2. If water leak occurs, turn the local water source off if you can do so safely. Do not turn on lights or electrical equipment. Do not stand in water. Electrical arcing through water can lead to electrocution. Evacuate facility and go to designated assembly area.
3. If sewage failure occurs, staff will transport consumers to bathrooms within 901, McDonald's or 52 to use bathroom until matter is resolved.
4. If telecommunications failure occurs, staff shall use cell phone.
5. During power outages, 901 is equipped with six-hour emergency lighting in Community Employment. Assist consumers to a lighted area, if necessary. If using a computer, turn it off to prevent damage due to power surges before leaving your work area. Check circuit breakers and main breaker to see if power outage is internal. Contact electric company and receive an estimated time power will be restored. Notify VP of OES and COO. If the indoor air temperature of a facility reaches 82 degrees Fahrenheit or higher for four consecutive hours, staff shall follow Evacuation [901 Facility] Policy.
6. If evacuation occurs, staff shall immediately take attendance at designated assembly area and notify immediate supervisor and

President/CEO. Staff shall complete a Critical/Unusual Incident Report no later than end of shift.

7. ATS Manager shall ensure that all perishable food that has been unrefrigerated in excess of two hours has been properly discarded.
8. Staff shall notify utility company of malfunction by calling:
 - ◆ South Jersey Gas Company 1-800-582-7060
 - ◆ Atlantic City Electric 1-800-833-7476
 - ◆ Egg Harbor City Water/Sewer Department 609-965-0140
 - ◆ American Water 1-800-272-1325

<i>Policy Name</i>	Vehicular Accident
<i>Revised Date</i>	February 6, 2023
<i>Approved by</i>	Linda L. Carney, President/CEO
<i>Most Recent Reviewed Date</i>	February 6, 2023

Policy: In the event of a vehicular accident, staff shall follow the procedures below.

Procedure:

1. Call 911 and report all accidents.
2. Check passengers for injuries.
3. Notify ATS Manager or VP of Organizational Employment Services (VP of OES) of accident. ATS Manager or VP of OES shall notify main office.
4. Obtain as much information as possible from the other driver, including driver's license number, insurance information, and license plate number.
5. If safe, use CODI cell phone to take photos of damage and accident scene and attach them when completing Accident Report Form located in CODI vehicles and on public server. Staff must submit Accident Report Form to Karen Gardner, CFO, before end of shift on day of accident.
6. ATS staff shall contact Support Coordinator, parent, authorized family member, or legal guardian(s), as identified on Emergency Card.
7. Complete a Critical/Unusual Incident Report before end of shift on day of accident.



Career Opportunity Development, Inc.

Violence Prevention Plan

Revised: March 2023

Approved by Linda L. Carney, President/CEO

Violence In The Workplace

Violence in the workplace can be characterized as any threatening behavior, assault, or physical attack that can happen to anyone. Violence may take the form of harassing or intimidating behavior, inappropriate or unwanted sexual conduct, or possessing a weapon. Physical gestures, spoken words, and written remarks, including inappropriate or unwanted sexual advances, can also be considered forms of workplace violence.

Violence Prevention Policy

Organizations with Violence Prevention Plans are better prepared and equipped to identify and avert potential problems. CODI shall routinely promote a work environment where safety and security of individuals served and employed is a top priority. Given the degree of violence in society today, populations served, and environments in which we provide services, we further recognize the need to be aware of the possibility of violent occurrences. Additionally, we may encounter persons who may demonstrate intimidating, aggressive, or impulsive behavior, creating a dangerous or volatile environment. Due to the nature of those we serve outcomes are often unpredictable therefore, staff should consistently be aware of their environment, surroundings, and situations. The following information provides staff with practices to minimize risk.

Conduct that violates this policy may lead to disciplinary action, ranging from a written warning to staff termination.

1. **Zero Tolerance** - CODI shall not tolerate threatening, violent, or assaultive behavior, including:
 - Sexual assault, stalking, unwanted touching, exhibitionism, verbal harassment, or abuse
 - Inappropriate physical contact, disorderly conduct, or fighting
 - Acting aggressively, bullying, intimidating, or scaring others
 - Talking or joking about violent activities, such as causing harm to someone, something, or self
2. **No Weapons** - Regardless of obtaining a permit to carry a registered firearm, CODI prohibits and has zero tolerance for weapons on property owned, leased, or rented by the organization, including vehicles. Weapons such as knives or any other items considered dangerous are also prohibited.

Warning Signs of Violent Behavior

Each of us has an equally important role in workplace violence prevention. It is essential to be aware of warning signs of a potentially violent situation.

Warning signs of violent behavior may include:

- Sudden change in disposition, quality of work, habits, dress, or overall appearance or demeanor
- Little tolerance of others
- Verbally or physically intimidating others
- Threatening to harm self or others
- Displaying destructive behaviors
- Blaming others for failures or disappointments
- Sullen or withdrawn
- Obsessing over violence or weapons
- Recent job loss with no viable options
- Feeling persecuted by others
- Holding grudges or having poor relations with coworkers
- Experiencing a domestic problem
- Using statements indicating desperation (over family, financial, and other personal issues) to the point of suicide
- Suicide ideations
- History of violence or erratic behavior

3. **Report All Incidents** - Staff must immediately report witnessed or suspected concerns by submitting a Critical/Unusual Incident Report (CIR/UIR).

If during the provision of services in the workplace or community staff, consumer, volunteer, or stakeholder experiences sexual violence (including stalking, unwanted touching, exhibitionism, verbal harassment/abuse, or physically threatened by another individual) as soon as possible, the individual should remove themselves from the situation. Call for help (vocally or by phone), and tell another staff or bystander to call 911 if unable to do so.

Even if the situation has been addressed and resolved, staff must report workplace violence to their supervisor. Supervisor shall inform President/CEO or Director of Risk Management (DRM) promptly of complaints, acts, or threats of violence. After reporting any complaint or incident, all parties shall make every effort to maintain confidentiality.

General Safety Precautions

To maximize safety in the workplace, staff must adhere to the following safety precautions:

- Do not permit unauthorized person access to unauthorized areas.
- Employees suspended, removed from duties pending investigation, or terminated, are not allowed on CODI property.
- Keep entrance and exit doors locked when not in use. Do not prop doors open.
- Be aware of your position in your office. Arrange furniture to prevent employee entrapment.
- Remove items such as scissors, letter openers, knives, etc., that could be used as weapons from view.
- Do not close any interior door if there is a question concerning behavior or ability to tolerate such a setting.
- Notify supervisor as soon as possible of potential problems or if you see the potential for an incident escalating into a crisis.
- Do not attempt to approach the individual.
- Remain calm and composed.
- If a consumer or staff threatens to harm another verbally or with a weapon, 911 shall immediately be called to perform a psychiatric evaluation.
- If it is believed there is an impending threat, pictures of Senior Leadership Team and Board of Directors will be temporarily removed from website for two weeks or until threat resolves.

901 Location

- Doors to front and rear entrances are locked and equipped with a camera and intercom system. Staff reporting to 901 location are issued a mobile pass or sledge card.

- Interior doors are equipped with an access code keypad. Staff reporting to 901 are given the access code. Access code is not to be given to unauthorized persons. Keypad is to be covered while entering code. Do not allow anyone to enter with you unless positive they are a current employee.
- Door must lock behind staff upon entering.
- Unauthorized guests are not allowed to enter. All visitors must sign in at the front reception area, obtain a visitor's badge, and enter facility via reception area.
- Visitors must be screened by applicable staff before entering building.
- Visitors, including consumers, shall be escorted to and from appointments or meetings throughout facility.
- Outsource Center doors are to remain locked at all times. Outsource Center guests and visitors must use the main entrance and follow sign-in procedures.
- Doors are numbered. In an emergency, staff shall provide door number to which emergency responder should report.

Residences

Direct care staff shall:

- Develop a rapport with consumer(s), when possible, before a crisis occurs.
- Practice active listening. Restate what consumer said so consumer is aware of staff understanding.
- Ignore questions that may trigger an emotional response.
- Encourage consumers to write a crisis plan with their Caseworker before crisis.
- Allow visitors in common areas only.
- Keep cordless phone and facility keys on person at all times. *Please refer to CODI's Key Security Policy for further information.*
- If two staff members are present during an emergency, one staff shall contact 911 while the other maintains consumers' safety. Staff should ask other consumers for assistance while managing the emergency if one staff member is present.

- If staff office has a door, the door shall be kept closed and locked when staff is not in the office.
- Allow consumer(s) to pace or vent. Respect personal space. Do not attempt to physically stop consumer from leaving the premises.
- Follow Residential On-Call Support and Crisis Intervention Universal SOP to know when and whom to call for assistance.
- **Call 911** if feeling threatened or fearful.

Responsibilities

DRM is responsible for implementing this plan. DRM shall ensure appropriate investigation and follow-up of alleged incidents of violence.

Director of Quality Improvement (DQI) is responsible for investigating allegations of workplace-related incidents, including sexual violence. DQI shall follow procedures outlined in Investigation Policy. All staff must cooperate with investigation. Additional actions may be taken up to and including termination of staff if the investigation finds staff to have committed an act of workplace or sexual violence.

New hires are required to review Violence Prevention Plan. Also, all direct care staff shall review Violence Prevention Plan through Relias annually.

Coping With Threats and Violence

In a hostile or violent occurrence, immediately call 911; notify President/CEO or DRM. If neither of these individuals is available, contact a Leadership Team member. Provide police with a description of the threatening individual, exact location, and as many details as possible. Unaffected persons are advised to remain in a safe area with doors locked if possible unless staff believes they can safely exit the premises.

For an angry or hostile situation

- If you feel there is a threat of imminent danger, call 911.
- Stay calm and listen attentively. Speak slowly, softly, and deliberately.
- Keep talking, and if you believe it is safe to do so, follow instructions from the person.

- Scan affected area for a possible escape route.
- Maintain eye contact.
- Be courteous and patient.
- Avoid commands, contradictions, directing, or teaching behavior.
- Provide options and set clear boundaries.
- Ask others (consumers or fellow employees) to leave the area.
- Avoid physical movements or gestures.
- Ask permission to use the phone to contact supervisor.
- If in an agency facility, signal a supervisor or coworker that help is needed using the code word “MR. GREEN” and location of the perpetrator.
- 901 location is equipped with panic buttons in Outsource Center, Administrative, and PRI reception areas. If police intervention is needed, press both red buttons on the closest box. A silent alarm will sound in the accounting department, and 911 shall be called.
- CODI cell phones are preprogrammed to contact police. Press number 9, then send key and leave the line open (do not hang up). Phone will automatically dial 911.
- Stall for time.
- Do not risk harm to self or others.
- Wait for a safe chance to escape.
- Complete a CIR/UIR when out of crisis.

Telephone Threats

- Keep calm, and keep talking. Do not hang up.
- Ask caller to repeat message if necessary and write it down.
- Signal a coworker to call 911 and notify President/CEO or DRM in their absence. If neither is available, contact Leadership Team member.
- Complete a CIR/UIR when out of crisis.

Field Work

- If you feel there is a threat of imminent danger, call 911.
- Always clock in and out and notify supervisor of any unplanned change in schedule.
- If planning to return after 5 pm, move personal vehicle to the front of building near lighting and park CODI vehicle next to personal vehicle upon return.
- Wear CODI badge so it is visible to others.
- Stay alert; know exactly where you are going and how to get there.
- Travel on main roads and know the location of police stations and gas stations.
- Keep vehicle doors locked and windows rolled up.
- Do not pick up strangers, prior consumers, or individuals who look familiar, no matter how harmless they look.
- Do not go to vehicle if someone is “hanging around.”
- Look around vehicle and in back seat before getting in to ensure no one is hiding.
- If a violent or dangerous situation occurs while transporting a consumer, pull over as soon as it is safe and attempt to de-escalate the situation. Call 911 if necessary.
- Call supervisor from a safe spot to debrief them before driving after a difficult or upsetting situation.
- At any time you believe you are in danger, call 911.
- Complete CIR/UIR when out of crisis.

If staff suspects they are being followed while driving

- Stay calm.
- Do not drive directly home or to the office. (This prevents a possible assailant from learning where you live and work.) Instead, drive to the nearest police station or safe, well-lit, well-traveled area and call 911.
- Take time to observe and note the vehicle’s details, including color, make, model, license plate number, description of the occupant(s), and the direction the vehicle is traveling.
- Complete CIR/UIR when out of crisis.

Home Visits

- If warning signs of violent behavior are present, two staff members shall conduct safety assessment.
- In neighborhoods where violence is common, schedule home visits during daylight hours.
- Park as close as possible to destination.
- If at night, try to park under or near a street light.
- Park leaving enough room to pull out of space easily and, if possible, back into a space in a parking lot.
- Lock vehicle upon exiting.
- Do not park in front of a crowd, especially if they seem rowdy or gang-involved.
- Assess the situation - if the environment seems dangerous, leave and reschedule visit.
- Dress appropriately by wearing comfortable clothing, not tight-fitting or provocative. Wear flat shoes, not high heels. Do not wear expensive or flashy jewelry. Avoid bringing a purse or large sums of money.
- When approaching a resident's home, walk briskly with confidence and purpose. Do not run unless threatened. Pay attention to others who are ahead and behind when walking. Should you feel followed, cross the street. Stay alert, keep head up, and observe surroundings. Do not get "lost in thought."
- Be aware of potentially dangerous people and places. Make eye contact with strangers sparingly and avoid staring. Do not stop to give change and decline to answer questions politely while walking directly to your destination. It is a good idea to keep vehicle keys in hand. Leave valuables out of sight. Carry small bills as "give up" in case of robbery.
- Do not ask a group of people for directions. Leave immediately if you sense danger or feel unsafe; go to a police station or safe, well-lit, well-traveled area and call 911.
- Do not get into an empty elevator with a stranger. If uncomfortable for any reason, get off. Stand near the control panel. If attacked, ring the alarm and hit as many floor buttons as possible.
- Listen before knocking at residence for indications of agitation or violence. Do not enter home of someone who exhibits upset or agitated behavior.

- Always knock and announce yourself. Wait until resident opens the door and invites entry.
- Observe and notice the location of doors and exits and plan a possible escape route should this become necessary.
- Notice potential weapons, and remember almost anything may be a potential threat and used as a weapon.
- Respect resident's personal, physical, and emotional space. Do not "crowd" or touch resident, especially if they seem upset or agitated.
- Ask resident how they prefer to be addressed (Mr. or Mrs. or first name or nonbinary pronoun) and be respectful.
- Allow resident to set the pace of activity and ask permission for each activity. If conducting an interview or an assessment, "actively listen" to all statements.
- Be aware of physical cues signaling an escalation in agitated behavior. If present, remain standing to use a stance that supports a quick departure. Be aware of the resident's and your body language at all times.
- Complete CIR/UIR when out of crisis.

Victims of Domestic Violence

Victims of domestic violence or who have been threatened with violence and believe there is the slightest chance the violence may extend into the workplace must notify their supervisor, President/CEO or DRM. Confidentiality shall be maintained to the fullest extent possible. Notification shall include: copy of restraining order (if applicable) and accused person's picture (if available). If not available, staff shall provide a verbal description. Picture of accused or description shall be discretely posted near primary entryways (Outsource Center and Administration) to assist staff in identifying a possible threat. Police are to be notified immediately should an individual fitting the description be seen on or near company property. Unpaid leave is available for victims of domestic violence. *Please refer to CODI's NJ Safe Act Policy for further information.*

Protection Against Retaliation

CODI shall maintain confidentiality of workplace violence investigations to the fullest extent possible. Retaliation against anyone who made a complaint of workplace violence, has reported witnessing workplace violence, or has been involved in reporting or responding to workplace violence violates this policy and is subject to discipline. CODI will not retaliate against a survivor of an incident if they request leave, counseling, or reasonable accommodation.

Post Crisis Review

Within five days of crisis, Director of Quality Improvement (DQI) shall convene a team of applicable departmental personnel to review incident. *Please refer to CODI's Post-Crisis Review Policy for further information.*

Residential Clinical Assessments

To reduce the potential for violence, individuals referred for services shall be assessed to determine history of violence, mental status, and the likelihood of future violence. Histories, including records of hospitalization, psychiatric evaluations, etc., shall be reviewed by the Residential Admissions Team. Team shall identify individuals not eligible for enrollment or re-enrollment due to a history of serious acts of violence. Pre-placement visits shall be utilized as a means of supplementing assessment process.

With assistance from clinical staff, residential staff shall routinely assess residents to evaluate mental status. If there is a determined need for a resident to undergo a psychiatric evaluation or a medication assessment, staff shall assist consumer in linking with a psychiatric provider. If consumer exhibits behaviors indicating danger to self or others, staff shall contact 911.

<i>Policy Name</i>	Winter Weather
<i>Revised Date</i>	December 19, 2022
<i>Approved by</i>	Linda L. Carney, President/CEO
<i>Most Recent Reviewed Date</i>	December 19, 2022

Policy: In the event of snow, ice, hail, sleet, or other severe winter storm conditions, staff shall follow the procedures below.

Procedure:

Winter storms increase the risk of car accidents, hypothermia, frostbite, carbon monoxide poisoning, and heart attacks from overexertion.

1. If winter storm watch is issued:
 - a. Charge electronic devices and cell phone.
 - b. Locate flashlights, lanterns, and extra batteries.
 - c. Fuel/ charge vehicles.
 - d. Top off windshield washer fluid.
 - e. Ensure three-day supply of food and medications.
 - f. Have cash on hand.

2. If winter storm warning is issued:
 - a. Limit driving. If driving is necessary:
 - i. Driving with snow on vehicle is illegal and prohibited.
 - ii. Drive with extra care, reduce speed, and travel on main roads when possible.
 - iii. If vehicle slides, remove foot from accelerator, and do not brake. Steer gently in direction vehicle is sliding.
 - iv. If trapped in vehicle, stay inside and call 911, contact VP of OES or President/CEO, and complete a Critical/Unusual Incident Report (CIR/UIR) when out of crisis.
 - b. Stay indoors and dress warmly. Consumers and staff needing to go outdoors are encouraged to dress in layers of loose-fitting, lightweight, warm clothing, hat, and mittens.

- c. Reduce risk of a heart attack. Avoid overexertion when shoveling snow.
- d. Look for signs of hypothermia and frostbite. Call 911 if symptoms are present. After treating injured party, responding staff member shall electronically complete a CIR/UIR no later than end of shift. *See Extreme Cold for additional information.*
- e. President/CEO or designee shall determine need for seeking shelter within facility, evacuation, early dismissal, or closure.