

COVID-19 Preparedness Materials

HOPES Precautionary Measures

Deep Cleaning & Disinfection

- HOPES Staff and Custodians will disinfect HOPES locations in accordance with the Centers for Disease Control and Prevention (CDC) guidelines - bit.ly/CDCDisinfectGuidelines.
 - Daily sanitizing of surfaces and objects that are touched often (e.g., doorknobs, light switches, countertops, tables, chairs, cribs, mats, cubbies).
 - Any items that are mouthed by a child are removed and sanitized.
 - Staff are encouraged to routinely clean surfaces in addition* to Custodial cleaning.
- Coordinate with school districts and will close for deep cleaning
 - Currently Somerset, Plainfield, and Hoboken EHS will be closed for deep cleaning on March 13.
 - Hoboken Preschool / Head Start to be decided with the school district.



Limiting Adult & Senior Services

As of March 10, 2020:

- Assisted Transportation suspended until further notice.
- Community Programs Adult Education Classes canceled until further notice.
- Off-site tax preparation canceled. Only tax drop-offs in Hoboken accepted.
- Benefits and Assistance only available by appointment. Call 1-855-OK-HOPES.



Establishing Phone Communications

- HOPES will provide assistance with HOPES programs and services via phone (1-855-OK-HOPES) and by appointment.
- All meetings/interviews will have the option to phone in.
- HOPES established a phone line for parents and clients to contact for any information regarding Coronavirus.



Promoting Health & Wellness

- HOPES is providing clients and staff adequate supplies, including clean and functional handwashing stations, soap, paper towels/dryers, and alcohol based hand sanitizer.
- HOPES staff received guidelines for how to prevent the spread of Coronavirus, including using paper timesheets (instead of a time clock).
- Staff and clients are reminded to not come in when sick, and staff are encouraged to work remotely, if possible. Staff are follow these practices:
 - Monitoring students and staff who may exhibit respiratory symptoms.
 - Separating sick students/staff from others. Pick up within 45 minutes of being contacted.
- Staff business trips have been canceled until further notice.

Monitoring the Situation

HOPES Management Team is

- Adhering to exclusion recommendation from public health officials. For acute respiratory illness, fever free for 24 hours without fever reducing medication.
 - Doctor's notes for return do not supersede public health recommendations.
 - Continuing documentation practices to ensure potential cases or concerns are adequately assessed.
- Working closely with school districts, CDC (Centers for Disease Control and Prevention), Head Start and NJ DOH (Department of Health) for best practices.
- Meeting daily to stay up-to-date on the latest developments with the Coronavirus.
- Tracking changes in attendance of children in programs and staff.

