



# JEWISH FAMILY & CAREER SERVICES

## NJHSA Reopening Panel

# Agency-Wide Phase Plan

All staff to wear masks, maintain hygiene and social distancing with few people in office at any given time. PPE must be worn in office at all times until advised otherwise.

Department	Phase 1 - Begins when GA has experienced 2 weeks of declining COVID cases [Active end of September 2020]	Phase 2- Effective contact tracing and easy access to tests	Phase 3- With vaccine, herd immunity, or effective and reliable COVID treatment
Aviv Older Adult Services	<ul style="list-style-type: none"> <li>• Admin duties (2-3 days per week) that is difficult to do from a home office.</li> <li>• Make optional who works in the office based on risk factors (age, comorbidities, etc.) and who can do work from home as well as from the office.</li> <li>• Continue virtual sessions, groups, telephone reassurance.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue virtual sessions, groups, telephone reassurance.</li> <li>• Allow in person groups with non-vulnerable populations.</li> <li>• Allow more people to return to office. Not mandatory and with alternating schedule. Staff with shared office must not use at same time and shared offices must be cleaned more regularly and deeply.</li> </ul>	<ul style="list-style-type: none"> <li>• Resume in person visits with PPE (when senior-living facilities open up their doors to visitors).</li> <li>• All staff may return to office (shared offices must alternate days). Remote work is allowed.</li> </ul>
BMDC	<p>Dentists and existing clients return for ongoing care. Full PPE. Staggered appointments and staff.</p> <ul style="list-style-type: none"> <li>• Patients:               <ul style="list-style-type: none"> <li>o Pre-visit reminders, adjusted check in, masks &amp; hand hygiene, temp checks with questionnaire prior to seating</li> </ul> </li> <li>• Increased disinfecting of physical space</li> </ul>	<p>Dentists and existing clients return for ongoing care. Full PPE. Staggered appointments and staff. Two groups of staff.</p> <ul style="list-style-type: none"> <li>• Patients:               <ul style="list-style-type: none"> <li>o Pre-visit reminders, adjusted check in, masks &amp; hand hygiene</li> <li>o Temp checks with questionnaire prior to seating</li> </ul> </li> <li>• Increased disinfecting of physical space</li> </ul>	<ul style="list-style-type: none"> <li>• Expand service to add new patients</li> <li>• Return of partners (vision &amp; medical).</li> <li>• Add extended hours and weekends to diminish the backlog</li> </ul>
Career Services	<ul style="list-style-type: none"> <li>• Virtual LinkedIn and Resume/Cover Letters sessions</li> <li>• Virtual 1:1 Coaching and Job Search workshops</li> </ul>	<ul style="list-style-type: none"> <li>• Half Day Boot Camp and LinkedIn in person and virtual (subject to change based on in person attendance)</li> <li>• Virtual and in-person (as necessary) 1:1 Coaching</li> </ul>	<ul style="list-style-type: none"> <li>• Virtual and in-person 1:1 Coaching.</li> <li>• Virtual and in-person workshops</li> </ul>
Exec Leadership	<ul style="list-style-type: none"> <li>• Work from office in staggered shifts.</li> <li>• Maintain remote work.</li> </ul>	<ul style="list-style-type: none"> <li>• Return to office in staggered shifts.</li> <li>• Allow remote work.</li> </ul>	<ul style="list-style-type: none"> <li>• Return to office full time.</li> <li>• Allow remote work.</li> </ul>



# COVID In Office Protocols

## **Some Covid specifics from the Health & Safety Committee following CDC guidelines:**

- Masks are required at all times in common spaces. These include entrances, hallways, break rooms, and restrooms.
- We have “I’ve been vaccinated” stickers to affix to your door nametag and badge if you choose to share that information
- The coffee machine, and water dispensers are turned on and you may use the kitchen
- Masks can be removed when in an enclosed office
- If people are in an office or conference room and all parties have been vaccinated, they may mutually agree to remove masks
- Outdoor JFCS gatherings will not require masks for those attendees who have been vaccinated
- Please refrain from stopping into Independence Works (day program for adults with intellectual and developmental disabilities without being pre-approved for a visit
- All clients must maintain mask wearing unless they have been vaccinated and have filled out a waiver sho

**Assumption of the Risk and Waiver of Liability Relating to  
Coronavirus/COVID-19**

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

Jewish Family & Career Services, Inc. (“JF&CS”), has put in place preventative measures to reduce the spread of COVID-19; however, JF&CS **cannot guarantee** that you or your child(ren) will not become infected with COVID-19. Further, attending in-person appointments with JF&CS **could increase** your risk and your child(ren)’s risk of contacting COVID-19.

.....

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that myself and/or my child(ren) may be exposed to or infected by COVID-19 by attending in-person appointments with JF&CS and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at JF&CS, or while working with JF&CS staff and/or volunteers may result from the actions, omissions, or negligence of myself and others, including, but not limited to JF&CS, their employees, volunteers, and other participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself and/or my child(ren) (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with my attendance or my child(ren)’s attendance at in-person appointments with JF&CS. On my behalf and/or on behalf of my child(ren), I hereby release, covenant not to sue, discharge, and hold harmless JF&CS, its employees, agents, and representatives of and from the claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of JF&CS, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any in-person appointments with JF&CS.

- Individual, \_\_\_\_\_ has been completely vaccinated and may participate in any JF&CS Programs and/or in-person sessions (if they so choose) without a mask. I will also provide evidence of vaccination (COVID Vaccination card) to JF&CS staff.
- I confirm that there are no medical conditions that would prevent \_\_\_\_\_ from safely participating in any JF&CS Programs and/or in-person sessions without a mask.
- I will report all unusual symptoms and especially those related to COVID-19 JF&CS staff.

\_\_\_\_\_  
Name of Client

\_\_\_\_\_  
Print name of Signer

\_\_\_\_\_  
Signature of client/parent/legal guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date