

*Beacon Specialized Living*  
**Training Summary Form**

I. **Employee:** Heidi Mangum **Topic:** Covid-19 Emergency Preparedness Plan **Credit Hours:** 1 hour

II. **Description of Training Content:**

**New Hire Orientation:** This five hour course discusses the following topics; Beacon Mission and Values, Employee Handbook, Beacon Policies and Procedures, Vulnerable Adult Act, Maltreatment of Minors, Beacon VAA & MOWA Reporting Procedures, Incident Reporting, Staff Responsibilities to Individual Rights, HIPAA, Individual Rights, Universal Precautions, and Introduction to Person Centered Services.

III. **Training Procedures:**

<u>Training Format</u>	<u>Instructional Methods</u>	<u>Demonstrated Competency</u>
<input checked="" type="checkbox"/> Self Study	Written: _____	Knowledge Testing (Quiz) _____
_____ Individualized Training	<input checked="" type="checkbox"/> Oral Presentation and Dialogue	Observed Skill Assessment _____
_____ Team Meeting	_____ Guided Observation	Other: <input checked="" type="checkbox"/> Fill in the blank guide
<input checked="" type="checkbox"/> Beacon Inservice	_____ Guided Practice	
_____ Other: _____	_____ Other: _____	

IV. **Date(s):** 7/14/20 **Trainer/Position:** \_\_\_\_\_  
**Time(s):** (M/DM) 10-11am **Trainer Signature:** \_\_\_\_\_  
 (AM or PM)

*I understand the information received and my responsibilities for implementation with this company and persons served.*

**Employee Signature:** Heidi Mangum

**Training hours need to be recorded by employee on corresponding timecard for reimbursement and training documentation purposes. Employees are encouraged to keep a copy of this verification for their personal records.**

**Demonstration of competency**Name: Heidi Mangan

Date: \_\_\_\_\_

1. Beacon Specialized living created this plan with the intent of minimizing the spread and transmission of illness. As a company we have created consistent standards through the use of this plan.
2. Information about Covid-19 can change frequently. This plan was created under the guidance of the CDC and MN Department of Health.
3. The best way to prevent the spread of illness is wash hands. If soap and water are not available, an alternative is the use of hand sanitizer.
4. I am expected to wear a face mask while I am at a Beacon program.
5. I know that I will be cleaning well, and cleaning often. I will follow a cleaning checklist that identifies surfaces and areas that have been disinfected. I will ensure cleaning products remain in surface contact for at least 5 minutes to ensure organisms are killed.
6. Before entering a Beacon program or office, I am expected to actively screen myself for symptoms, and to take my temperature. If my temperature is over 100.4 degrees, I will not enter.
7. If I have symptoms of Covid-19, I should contact my doctor and follow instructions regarding care and testing.
8. Part of my job includes monitoring the people we support for signs and symptoms of Covid-19.
9. Visitors are allowed in a Beacon program of office as long as they are performing an essential function.
10. Social Distancing includes remaining 6 ft in distance from others. It also includes avoiding prolonged contact with others.
11. We might need to move furniture or chairs so people are facing the same direction instead of toward each other.
12. When cooking, 1 staff should be in the kitchen preparing the meal.
13. Sharing of food, plates, and utensils should be avoided.
14. Opening windows introduces fresh air. We should do this as often as possible remembering also that we should not be creating airflow which blows across people from one person to another.
15. When providing transportation, vehicles will be sanitized before and after each ride. I also should remember that I need to limit the number of people in a vehicle at one time.
16. This plan is posted in a prominent location at all Beacon MN programs and offices.