

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

I. **Employee:** Stephan Williams      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 & MOMA 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 <input type="checkbox"/> Individualized Training <input type="checkbox"/> Team Meeting <input checked="" type="checkbox"/> Beacon Inservice <input type="checkbox"/> Other: _____	Written: _____ Oral Presentation and Dialogue <input type="checkbox"/> Guided Observation <input type="checkbox"/> Guided Practice <input type="checkbox"/> Other: _____	<input type="checkbox"/> Knowledge Testing (Quiz) <input type="checkbox"/> Observed Skill Assessment <input checked="" type="checkbox"/> Other: <u>Fill in the blank guide</u>

IV. **Date(s):** 7/20/20      Trainer/Position: Stephan Williams  
 (M/D/Y)  
**Time(s):** 1:00 - 2:00      Trainer Signature: [Signature]  
 (AM or PM)

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

Employee Signature: [Signature]

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.

Time 3-4



# COVID-19 Preparedness Plan Fill in the blank

## Demonstration of competency

Name: Cashew Williams

Date: 7/27/20

1. Beacon Specialized living created this plan with the intent of minimizing the spread and propagation of illness. As a company we have created consistent guidelines through the use of this plan.
2. Information about Covid-19 can change frequently. This plan was created under the guidance of the MN and CX Department of Health.
3. The best way to prevent the spread of illness is wear mask wash <sup>Hands</sup>. 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. clean my checklist
5. I know that I will be cleaning well, and cleaning often. I will follow a protocol that identifies surfaces and areas that have been disinfected. I will ensure cleaning products remain in surface contact for at least 10 minutes to ensure organisms are killed.
6. Before entering a Beacon program or office, I am expected to take temperature myself for symptoms, and to take my temperature. If my temperature is over 100 degrees, I will not enter.
7. If I have symptoms of Covid-19, I should contact Physician supervisor and follow instructions regarding care and testing.
8. Part of my job includes monitoring the people we support for symptoms <sup>symptoms</sup> and Signs of Covid-19.
9. Visitors are allowed in a Beacon program of office as long as they are performing an site cleanup / wear mask - social distancing.
10. Social Distancing includes remaining 6 feet in distance from others. It also includes avoiding close 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 utensil 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.