

**Beacon Specialized Living
Training Summary Form**

I. **Employee:** Judy Griffith **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:**

Training Format

X Self Study
 Individualized Training X
 Team Meeting
 Beacon Inservice
 Other: _____

Instructional Methods

Written: _____
 Oral Presentation and Dialogue
 Guided Observation
 Guided Practice
 Other: _____

Demonstrated Competency

Knowledge Testing (Quiz) _____
 Observed Skill Assessment
 X Other: Fill in the blank guide

IV. **Date(s):** 7-13-2020

(M/D/Y)

Time(s): 4 p-5 p

(AM or PM)

Trainer/Position: _____

[Handwritten Signature]

Trainer Signature: _____

[Handwritten Signature]

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

Employee Signature: _____

[Handwritten 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.

Demonstration of competencyName: Judy Gr. R. 44Date: 7-13-2020

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 frequent handwashing. 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 check list that identifies surfaces and areas that have been disinfected. I will ensure cleaning products remain in surface contact for at least 5-10 minutes to ensure organisms are killed.
6. Before entering a Beacon program or office, I am expected to self 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 Tel Doc 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 or office as long as they are performing an essential function.
10. Social Distancing includes remaining 6 feet 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.