

Beacon Specialized Living
Training Summary Form

I. Employee: Jannah Musa

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

Self Study
 Individualized Training
 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 _____
Other: X Fill in the blank guide

IV. **Date(s):** 01-13-2021
(M/D/Y)
Time(s): 10am-10pm
(AM or PM)

Trainer/Position: _____

Trainer Signature: _____



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

Employee 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: Jannah MooreDate: 12-22-2020

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 routine 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 hand - washing. If soap and water are not available, an alternative is the use of hand sanitizer.
4. I am expected to wear a gloves & PPE while I am at a Beacon program.
5. I know that I will be cleaning well, and cleaning often. I will follow a cleaning list 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 self assess myself for symptoms, and to take my temperature. If my temperature is over 100.0 degrees, I will not enter.
7. If I have symptoms of Covid-19, I should contact a supervisor 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 feet in distance from others. It also includes avoiding physical contact with others.
11. We might need to move furniture or chairs so people are facing the side ways instead of toward each other.
12. When cooking, one staff should be in the kitchen preparing the meal.
13. Sharing of food, plates, and beverages should be avoided.
14. Opening windows introduces fresh air. We should do this as often as possible remembering also that we should always 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.