



SAFETY POLICIES AND PROTOCOLS AT THE TRAINING CENTER

During the time of the COVID-19 Pandemic
As of July 9, 2021

These safety policies and protocols have been created and endorsed by the Pawsitive Teams Rebound Task Force. This document may be revised at any time.

Because Pawsitive Teams serve many communities, it is important to realize not everyone has yet been vaccinated and it is vitally important that our Training Center stays safe. Prior to entering the Center, all visitors including scheduled guests such as class members, maintenance team members, etc. and regardless of vaccination status are required to check in with a PT Staff Member or Volunteer. *Note: If you are a Pawsitive Teams Staff Member or Volunteer and have been officially issued a key to the Center, you may enter the Center alone as long as it's for an essential activity.*

Pawsitive Teams adheres to the following CDC and CA definitions of fully vaccinated: You are fully vaccinated if it has been 2 or more weeks since you received your one shot J&J vaccine or your 2nd dose of the Moderna or Pfizer vaccines.

Everyone is responsible for following these procedures.

GENERAL RESPONSIBILITIES OF EVERYONE ENTERING THE TRAINING CENTER

1. **Facial covering:** If you are NOT vaccinated, you MUST BRING YOUR OWN and WEAR IT the entire time you're in the Center. Your face covering must extend from your nose to under your chin. A face shield by itself is not enough, although you can wear it with a mask underneath.
2. **Distancing:** We urge six feet of physical separation whenever possible but understand there may be occasional activities which require closer interactions.
3. **Handwashing:** Everyone should wash their hands or use hand sanitizer IMMEDIATELY upon entering and JUST PRIOR TO leaving the facility. There is a large pump bottle of gel sanitizer at the sign-in desk. Handwashing can be done in either of the two restrooms or at the kitchen sink (wash for a minimum of 20 seconds). There is liquid disinfectant soap in the wall-mounted dispensers next to each sink.
4. **Gloves:** There may be an occasional need for gloving up, depending on the activity. We encourage volunteers to bring their own gloves, but we have some available at the Sign-In Desk.

5. Because we often work with immune-compromised individuals we ask that if you travel outside of California for business or pleasure even if you are fully vaccinated, you self-quarantine for 3 to 5 days after you return to San Diego. On your first trip back to the Center, please enter using the non-vaccinated protocol (i.e., temperature and symptom check) just in case.

AS YOU ENTER THE TRAINING CENTER

- If you are not vaccinated, put a facial covering on before entering the Training Center and only enter through the front door.
- Maintain a social distance of at least six feet while approaching the building entrance.
- Enter the building one person at a time (still maintaining a minimum of six feet apart) and go directly to the Sign-In Desk on your immediate right as you enter the Center.
- Do not shake hands, hug, or engage in unnecessary physical contact.
- DO NOT ENTER THE BUILDING IF YOU HAVE A COUGH OR FEVER OR IF YOU FEEL ILL!!

TIP
Open the front door by using your body to avoid touching the handles on either side.

SIGN-IN PROCEDURE

If you are not yet fully vaccinated, you must follow this entry procedure at the Sign-In Desk every time you enter:

IMPORTANT NOTE: If you are in a group of two or more, identify one person as the Activity Leader (AL) while you're in the Center. Otherwise you can check yourself in and out on the Attendance Log at the Sign-In Desk. The Activity Leader is the only one who should check his/her group members in and out.

THERE ARE FOUR ELEMENTS OF THE CHECK-IN PROCESS:

1. The AL will ask you the posted Health Questions. If you answer Yes to any of them, you will not be allowed to enter. If you have travelled outside California, you must refrain from entering the building for three days after your return.
2. The Activity Leader will take your temperature with a contactless thermometer. If your temperature is 100°F or higher, you will not be allowed to enter.
3. The Activity Leader will record the following in the Attendance Log:
 - a. Date

TIP
You CAN come to the Center alone, but be sure to check yourself in and out and follow all safety protocols!

- b. Your Name
 - c. Reason for your visit
 - d. Whether you are using a face covering
 - e. Temperature check completed
 - f. Your response to the Health Questions
 - g. Arrival time and any notes
4. Immediately wash your hands: Use either three pumps of the sanitizing gel at the Sign-In Desk OR head straight to a restroom or the kitchen sink to wash your hands for 20 seconds with the disinfectant soap provided.

If you are fully vaccinated, you may simply enter the building and check in with your Activity Leader.

WHILE YOU'RE IN THE CENTER

- **General Protocols:** As stated before, always wear a facial covering if you are not fully vaccinated and maintain a social distance of at least six feet as often as possible.
- **High-touch surfaces:** Use disinfecting spray (under the kitchen sink) and/or disinfecting wipes found throughout the Center as often as you feel is necessary.
- **Hand Cleanliness:** Wash your hands and/or use sanitizing gel as often as you feel it's necessary.
- **Using Pens:** If you use a pen or marker, put it in the "Dirty Pens" container at the Sign-In Desk OR wipe it with a sanitizing wipe at the Sign-In Desk and return it where you got it.

RESPONSIBILITIES OF EACH PERSON LEAVING THE BUILDING

1. Using sanitizing wipes or spray, **wipe down every surface you have touched** (including chairs, chair cushions, wheelchairs, pens, tables, counters, door handles, etc.). This activity keeps the Center as clean as possible for the next visitors.
2. If you have made extensive use of any training equipment, please clean it and return it where you found it in the Center.
3. Just prior to leaving the Training Center, either wash your hands with disinfectant soap for 20 seconds OR use sanitizing gel.
4. Be sure to record your departure time at the Sign-In Desk (or your Activity Leader will do so for you).