

Summary of Beacon Conference Call with ADDPC

July 10, 2020

1. How many Discovery hours did each person receive? Who was involved (e.g. family members, friends, teachers) in the Discovery process and how will it be documented?

Beacon does document various data points related to Encore Project. These data points were listed in the third narrative report. In addition, Beacon is required to report on certain Administration on Intellectual & Developmental Disabilities (AIDD) performance measures. However, to understand each person that is going through the Encore Project, there is other data to gather and report on. This can be in the form of case studies of each participant. These stories will tell a bigger picture of the Encore Project and how it impacts each participant, their family, self-determination, and work environment.

2. What types of businesses are involved in the CE process? Are they the same businesses for all the participants?

Beacon contacts various employers, based on the interests and skills of the participants; employers involved are not the same ones contacted. Beacon is also utilizing the AZ First Initiative to help expand contacts with the local business community. Joe Cox meets frequently with local businesses.

3. What were the 3 overarching themes identified for each person? Based on the themes identified, what customized job was created?

Beacon tracks each participant's theme (i.e. goals, skills, or interests) to help develop a customized job and will be reported in future narrative reports.

4. What strategies will be used to increase the number of work hours? How likely is it that 20 hours will be achieved?

Beacon stressed that each participant proceeds through the Encore Project and a individualized plan is crafted. The goal is for all participants to work 20 hours per week, and earn minimum wage. Beacon stressed it is important to have accommodations with each participant, understanding that some participants will still be in school and have limited hours to work. Some participants that are further along with school or have more experience will gain more work hours. This data point is also tracked.

5. Must use the CE model to call it CE. Must maintain fidelity.

Beacon stated that the Encore Project is following a customized employment model for each participant and not utilizing a form of Supported Employment. Beacon contacts Griffin-Hammis for support and technical assistance. Beacon does not have contractual agreement with Griffin-Hammis.

6. Must be clear on the CE process. Is the Encore Project using the CE model developed by Griffin Hammis? Did Beacon staff go through Griffin-Hammis CE training?

Beacon staff Joe Cox and Frances Miller have both been certified by Griffin-Hammis. The intent by Beacon is to utilize the customized employment model for each participant.

7. Must provide documentation for each person involved in the program.

Beacon will provide written documentation (short stories and report on data points) in each narrative report. For the remainder of this year, the contract is in place October 31, 2020 and Beacon will report additional information with the next narrative report and in subsequent narrative reports.

8. Are TAYIDD individuals with severe disabilities? Case studies for the individuals would be good to have.

Beacon identifies each participant as having moderate or significant disabilities.

9. Beacon needs to use appropriate terminology and accurate description of the type of service provided.

Beacon previously addressed this concern in #5, #6.

10. Would like to follow up with the high schools that are referring students. Obtain their perspective of the CE model and practices the Encore Project is using. What recommendations do they have?

Beacon welcomes additional discussions between the schools and ADDPC. Michael Leyva will follow up with Beacon to set up future teleconference meetings. These will be to gain their perspective on the Encore Project.

11. Sustainability Plan:

Beacon stated that they plan to research and apply for future funding that will support the project. If funded for year 2, Beacon will use this period of time to search for other sources of funds. The ADDPC staff will forward leads of potential funding to Beacon. If the Encore Project is not funded for a second year, Beacon stated the project could not continue.

- 12: Covid-19 Plan:

By July 24, ADDPC asked Beacon to submit a plan on processes that are in place or will be in place to ensure the safety of participants and for the ADDPC to understand how employers will keep participants safe from Covid-19 exposure.

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Encore Program COVID-19 Response Plan

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Background

Beacon Group is committed to providing a safe environment for all clients, employees, guests, customers, and other stakeholders while still fulfilling its mission of creating opportunities for people with disabilities. It is particularly important during this time of the COVID-19 Pandemic that Beacon is taking proactive steps to attempt to minimize the risk of exposure. According to the CDC, the virus spreads mainly from person-to-person. This means it may spread between people who are in close contact with one another (within about 6 feet), or through respiratory droplets when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly inhaled into the lungs. COVID-19 may spread by people who are not showing symptoms. The best way to prevent illness from COVID-19 is to avoid exposure to the virus, as there is currently no vaccine to prevent COVID-19.

Prevention Strategies

Beacon has implemented the following strategies to reduce the likelihood of virus spread:

1. Employees and clients are required to stay home if they are sick or have symptoms, or have been in close contact with someone who is sick, has symptoms or has tested positive for COVID-19. If a client comes in sick, they will wait for their transportation to pick them up in the designated waiting area away from others. They should go to a designated quarantine area while waiting for their ride. Staff shall continue to monitor these clients. Trained staff will disinfect the designated area after the client leaves.
2. When arriving to Beacon locations, staff, clients, and visitors must get their temperature checked. Anyone with a temperature above 100.4 will wait approximately 5 minutes to verify the temperature. During this time, the person is given a chance to get out of the heat and have a drink of water. If the temperature still reads over 100.4, the individual must go home. Smaller crews can do multiple temperature checks, if feasible, during the work shift.
3. All staff and clients must partake in the verbal screening at the beginning of their work shift. These questions ask about whether someone has any symptoms or if they have been around anyone who is sick or who has tested positive for COVID-19. If anyone is sick, has had close contact with someone outside of work who has tested positive for COVID-19, or with someone with symptoms of COVID-19, they must not report to work.

The CDC defines close contact as:

- You were within 6 feet of someone who has COVID-19 for at least 15 minutes at a time
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (touched, hugged, or kissed)
- You shared eating or drinking utensils

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- They sneezed, coughed, or somehow got respiratory droplets on you
4. Beacon Group reminds employees and client to frequently sanitize and wash their hands. This reduces the likelihood of germs passing between people or from contaminated surfaces. In general, hand washing is required whenever significant hand contamination occurs or cross-contamination may occur.
 5. When a person with suspected illness has left the workplace, their work area, along with any other known place they have accessed on Beacon service locations, is thoroughly cleaned and disinfected.
 6. Employees shall not return to work until they are healthy and no longer infectious as evidenced by a doctor's release to return to work.
 7. While at Beacon facilities and working with Beacon Group staff, everyone must take the following precautions:
 - **Social distancing-**: Avoid close contact (being less than 6 feet for more than 15 minutes at a time). Practice social distancing by keeping at least 6 feet away from others at all times.
 - **Distancing in vehicles:** Only 2 people per row of seats in all vehicles (no one seated in the middle seats). Always keep your mask on.
 - **Facemasks:** Wear a face covering to cover your mouth and nose. Wear other PPE (like gloves), when handling shared equipment.
 - **Hand washing:** Wash your hands often with soap and water for at least 20 seconds. Avoid touching your eyes, nose and mouth with unwashed hands.
 - **Respiratory etiquette:** Practice good respiratory etiquette, including covering coughs and sneezes.
 - **Cleaning and disinfecting:** Clean and disinfect surfaces around your work area and work equipment frequently. Also, remember to clean tools between users. This includes vehicles - drivers are responsible for disinfecting and airing out their vehicles before and after each trip.
 8. Only two people permitted in the elevator at one time.
 9. Those unwilling or unable to follow the guidelines above may not participate in the program(s). The support coordinator and the guardian will be notified in these cases.

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10. Additionally, Beacon Group offers COVID-19 testing bi-weekly for all clients and staff, at the Beacon Group office, free-of-charge. Results are returned within 3 business days. This is an excellent way to be proactive and to identify asymptomatic individuals.
11. Furthermore, Beacon Group conducts contact tracing to identify anyone – staff and clients, who may have been in close contact with someone that tested positive for COVID-19.

Encore Program Specifics

With respect to the Encore Program specifically, Beacon has taken the following actions to reduce the likelihood of virus spread:

- Providing services in a telehealth/virtual manner as much as possible, including performing informational interviews, follow-up calls, and retention supports.
- Conducting Discovery Phase activities in a manner as to keep participants less exposed to possibility of infection. Activities occur at Beacon Group rather than in community. Performing activities outside and/or with social distancing practices.
- Staff and participants share transportation only when necessary. Wearing masks, seating the passenger in rear seat, and keeping windows open to create airflow are actions used in these situations.
- Program participants and staff follow the general Beacon Group guidelines relating to safety for all participants as described above.
- Staff reminds participants to remain vigilant.
- Clients may participate in the on-site bi-weekly COVID- testing, with guardian approval.

While on the worksite, staff ensures that the employer is practicing prevention strategies and that clients have the necessary Personal Protective Equipment as well. As needed, Beacon Group provides PPE to clients.

Summary

Beacon Group is committed to providing services to individuals in a range of programming, including the Encore Program, during the COVID-19 pandemic. Individuals with disabilities are disproportionately unemployed and under-employed, particularly during the pandemic. The Encore Program with its business partners continues to find customized employment opportunities while prioritizing safety during these challenging times.