



Attachment III

**SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP)**

**HOST AGENCY RE-OPENING ASSESSMENT FORM**

**Host Agency:**

**Host Agency Address:**

**Host Agency Phone:**

**Host Agency Email:**

**Host Agency Supervisor(s) Interviewed:**

**Host Agency Assessment Questions**

(Note: Provide yes, no, and comment box for each question)

<p>Are you willing to have SCSEP participants return to in-person assignments at this time?</p> <p>If no, do you anticipate being able to accommodate SCSEP trainees with in-person assignments in the future?</p> <p>If yes, please provide an approximate date.</p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>	<p>Comments:</p>
<p>Is your organization aware of the Federal, State, and or local requirements for re-opening?</p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>	<p>Comments:</p>
<p>Have furloughed or laid off employees returned to work?</p> <p>If no, what date will they return?</p> <p>If no, what were their job titles?</p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>	<p>Comments:</p>
<p>Have you completed a safety check of the building that would include a thorough cleaning?</p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>	<p>Comments:</p>
<p>Will start times, break, and lunch time schedules be staggered to reduce the number of people in breakrooms and common areas?</p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>	<p>Comments:</p>
<p>Will common areas be marked to enforce social distancing?</p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>	<p>Comments:</p>

Are there proper building sanitation practices being enforced such as regular cleaning of all common, hightraffic areas and commonly used frequently touched objects, equipment, and surfaces conducted routinely, up to but not limited to every 4-6 hours, with proper supplies provided to staff/volunteers?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
Is your organization compliant with enhanced and disinfection practices according to CDC guidelines for individuals who may have confirmed having COVID-19 at the Host Agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
Are you prepared to monitor occupancy limits based upon current requirements (if required by current ordinance)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
Will you require staff, customers, vendors, and SCSEP participants to wear Personal Protective Equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
Will require staff and SCSEP participants to answer questions for a daily health check?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
Will outside customer wait areas and entrances be marked to enforce social distancing?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
Is public transportation currently available to the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
Will you provide safety training to returning or new SCSEP participants?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:

Comment on any workplace safety, sanitation, and any potentially unsafe aspects of the Host Agency Site:

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**Host Agency Supervisor Name:** \_\_\_\_\_

**Host Agency Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**SCSEP AJCC Representative Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_