



2023 Annual Policies to Review

When new or revised policies are issued, as an Avenue II employee you are required to thoroughly reviewed these policies and understand how they affect your work routines and responsibilities, as well as the individuals whom you support. Please read the policies listed below, initial to acknowledge that you have read and understand them. Copies of policies are available at people’s home, the Main Office, and on Avenue II’s website (www.avenueii.com).

Employee Name: _____

Date: _____ Due Date for Completion: October 20, 2023

Return to: Tammy St. Denis Email Address: tammys@avenueii.com

	POLICY	SUBJECT	DATE READ	STAFF INITIALS
1.	AD000	Abuse		
2.	AD155	Protocol for a Serious Occurrence		
3.	CR000	Hand Washing- Client		
4.	CR001	COVID-19- If I Become Sick Social Story		
5.	CR002	COVID-19- My Housemate has Coronavirus Social Story		
6.	CR003	COVID-19- Information By and For People with Disabilities		
7.	HR023	Confidentiality		
8.	PPP001 *REVISED*	Protocol for Deliveries and Staff Shopping		
9.	PPP002	Client Screening Protocol and Sample of Tool		
10.	PPP003	Staff Screening Protocol and Sample of Tool		
11.	PPP004	Visitor Screening Protocol		
12.	PPP005 *REVISED*	Client Transport		
13.	PPP006	Protocol for Cleaning and Disinfection of Residential Work Locations		
14.	PPP007	Seeking Medical Attention during COVID-19		
15.	PPP008 *REVISED*	COVID-19 Symptoms Developed While at Work		
16.	PPP009	Point of Care Risk Assessment/ Personal Protective Equipment during the Pandemic		
17.	PPP010	COVID-19 Vaccination		
18.	PPP011	Carbon Dioxide		
19.	PPP012	Rapid Antigen Testing (RAT) on Clients by Staff		
20.	PPP013	Rapid Antigen Testing (RAT) Frequency Law- Staff		
21.	SR000	COVID-19 Reference Document for Symptoms		
22.	SR001	How to Properly Wear Your Mask		
23.	SR003	COVID-19 How to Prevent the Spread		

24.	SR004	How to Use Lerkonn Infared Thermometers		
25.	SR005	How to Put On and Take Off Personal Protective Equipment (PPE)		
26.	SR006	Hand Washing		
27.	SR007	Hand Sanitizing		
28.	SR008	Cleaning Guidelines Highmark Cleaner		
29.	SR009	Cleaning Guidelines Spray Nine		
30.	SR010	Cleaning Guidelines Quat Plus		
31.	SS000	Service Principles and Statement of Rights		
32.	SS001	Complaints/ Feedback Process		
33.	SS002	Mission Statement		
34.	SS160	Intrusive Behavior – Intervention (Physical Restraint)		

STAFF TRAINING REVIEW

[HTTP://WWW.AVENUEII.COM/](http://www.avenueii.com/)

(LOCATED UNDER “OUR ORGANIZATION” TAB, UNDER “STAFF TRAINING” HEADING)

	TRAINING	DATE TRAINING COMPLETED	STAFF INITIALS
1.	“Recognizing and Preventing Abuse, Neglect, and Exploitation” Video https://www.youtube.com/watch?v=UU94N2yi294		
2.	How to use a COVID-19 Antigen Test at Home		
3.	Donning and doffing a PPE		
4.	Putting on Flatfold N95 Respirator		
5.	Taking off Flatfold N95 Respirator		
6.	IPAC Training		
7.	Hand Washing Video		