



Home Care Services

Authorized Veterans Administration Provider for Home Bound Veterans
Board of Nursing Authorized Home Health Aide Training Facility
info@SunlightCare.com
www.SunlightCare.com

To: NJ Board of Nursing, Division of Consumer Affairs

Date 09/03/2020

RE: Sunlight Care HHA Training Program Restart Plan

Sunlight Care will resume On-Site instruction for the HHA Training Program according to the policies described in this Restart Plan. Sunlight Care offers both On-Line and In-Person classroom training. The On-Line training requires some In-Person time, as well, for Clinical Laboratory instruction. For the near future, Sunlight Care is offering limited In-Person instruction.

Sunlight Care HHA Training Program Restart Plan

General Policies

- All employees of Sunlight Care are asked to confirm daily via automated text messaging service and response processing if they have a fever. This service is provided by provided by Employee Support Services' STARR Portal. Any employee having symptoms of any illness are told to stay home until cleared nursing with by negative Covid-19 test and being symptom free.
- Limit staff and applicant from being in the facility on days of Clinical Laboratory instruction.
- Post sign within the facility of the symptoms of COVID-19
- All visitors to the Sunlight Care facility shall:
 - Be quizzed about having any symptoms of Covid-19 as published by the CDC
 - Have their temperature taken
 - Sign in and provide contact information.
- The Program Administrator shall maintain a log of classroom schedules and attendance for students and faculty.
 - This employee is commissioned with the task of keeping current on the policies of all state and federal agencies including, but not limited to, the CDC and Division of consumer affairs that effect the safe delivery of HHA training in NJ.
 - This employee will coordinate resolving all issues effecting the implementation of this plan and promulgating changes as needed to all company staff and students.
- HHA Training Faculty shall maintain attendance records for all class room and clinical laboratory attendance.

Guidance to Students and Faculty

All Students and Faculty entering the facility shall:

- Upon arrival and departure utilize the hand sanitizer stations (containing at least 60% alcohol) to sanitize their hands.
- Upon arrival and prior to departure wash their hands in the school kitchen for at least 20 seconds
- Wear face masks while in the facility.
- Observe respiratory etiquette by coughing or sneezing into the elbow or a tissue
- Maintain social distancing which include limiting attendance and designated seating according to CDC guidelines.
- After each training class, all used equipment, shared surfaces and high touch areas will be sanitized.

Burlington, Camden Gloucester Counties
505 S. Lenola Rd., Suite 111
Moorestown NJ 08057
Tel: 856-780-4000, Fax 856-793-7885





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A copy of this plan shall be posted in conspicuous places within the school and on Sunlight Care's NJCHHATraining.com Web site

If visitors have any questions about school policies or procedures they should talk to their instructor or the on-site Program Administrator. If not on-site, call 856-780-4003 with your questions.

CC: All Sunlight Care faculty, All Sunlight Care staff, posted for all students

Vance Propati, President
Sunlight Care LLC

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