

# Community Infectious Disease Crisis Plan

## COVID-19

This plan is subject to change as needed. Center for Disability Services will follow the guidance/requirement of the CDC, State of Ohio, Ohio Dept. Of Developmental Disabilities and the Licking Co Dept of Developmental Disabilities during a community infectious disease crisis which may supplement this plan.

Center for Disability Services follows this service provision plan during a community infectious disease crisis.

### PHASE 1: PREVENTION

#### General Information

- Remind staff to report any symptoms immediately to supervisor and report who they have worked with recently.
- Symptomatic employees are requested to contact health care provider and follow their instructions.
- Ill employees cannot return to work until fever free for 24 hrs without a fever reducer medication. Directors, or designee, will review return to work on a case-by-case basis.
- Employees who are not sick, but are caring for someone in their household who is sick, must report this information to their supervisor immediately.
- For all meetings not cancelled or rescheduled, employees are to call 24 hours before the meeting to check for illness symptoms. May need to specifically ask if anyone attending the meeting has fever, body aches, sneezing, coughing, etc.

#### Administration Building

- The agency will contact staff through text, email and MITC.
- Cancel all unnecessary / reschedule internal meetings.
- People will work from home as much as possible.
- Administrative staff will meet each Monday to review, plan and schedule the week's activities
- Follow infectious disease sanitizing checklists
- Main entrance door will remained locked to reduced visitors in building. Due to a reduced number of employees in the building, a sign will be put on the door with instructions and phone numbers.
- Visitors will gain access to the administration building only if absolutely necessary.
- Contact numbers for administrative employees and program directors, coordinators and house managers will be updated and redistribute to all appropriate staff.
- Mail will be picked up daily if staff in office. Mail will be put in a locked, secure place, preferably the safe, until appropriate staff can access and distribute it. The person who locks up the mail will notify admin by email.
- Receptionist will monitor outside cameras to assist visitors without entering building.

#### Non-Medical Transportation

- Transportation will be provided as usual, as needed.
- Clean vehicles per checklist, at end of each route.
- Tissues and hand sanitizer are available in each vehicle.
- If someone is obviously ill, transportation will evaluate need for travel, possibly denied.
- If services are stopped, each person will be notified by agency in timely manner

## Employment

- Use phone calls email, face time, etc for meetings as much as possible to avoid face to face meetings.
- Director will maintain contact with individuals and their guardians/home staff regarding individual specific needs, or schedule.
- Will align interviews, etc. with each businesses ' current policies also

## Adult Day Services

- Adult Day Services will remain open unless an individual is infected or a staffing crisis occurs.
- Director will evaluate daily the need to limit or close ADS services.
- Service hours and staff schedules may be adjusted during the crisis.
- Community based activities are cancelled or postponed until crisis ends.
- Combine sites is a possible way to keep open ADS open
- Directors will continually evaluate the risk to Individuals who are medically fragile and/or risks to the individual's family for the possible necessity of limiting or stopping Adult Day Services for that individual.
- Directors will track individuals who do not attend ADS because of the crisis situation
- If ADS closes, employees will be offered work shifts in Supported Living.

## Creative Housing

- Only emergency, health and safety related maintenance needs will be addressed during the crisis.
- All other will be resumed at the end of the crisis
- The Creative Housing Director, or designee, will notify the appropriate persons (house managers, families, etc) when implementing the crisis plan.

## Supported Living Dept.

### Level 1

- Possible ways to provide essential services may be to combine service with other individuals
- Call 24/hours before services and right before leaving agency to provide services, to ensure individual does not have symptoms of illness.
- Service hours and staff schedules may be adjusted during the crisis
- Directors will continually evaluate the risk to Individuals who are medically fragile and/or risks to the individual's family for the possible necessity of limiting or stopping HPC services for that individual.
- Directors will track individuals who do not receive HPC services, or receive reduced services, due to the crisis situation
- Each individual receiving Level 1 services will be evaluated to determine if services are essential or not.
- If outbreak or staff shortage, level 1 services will be the first to cancel non-essential services.
- Utilize Colvin House washer and dryer when possible.
- Will ensure that each individual home has the needed supplies and sufficient food to cover the crisis period.

### 24/7 homes

- Services will continue as long as staffing allows.
- Discuss with guardians to limit/prohibit visitors during crisis
- Possible ways to provide essential services may be to combine service with other individuals
- If individual is ill, or CDS experiences a staffing crisis, any of the following solutions may be implemented:
  - Reach out to family members to care for individual

- Services being combined with other individuals/homes
- Recruit staff from other community providers
- Request to expand remote monitoring services
- Directors will track individuals who do not receive HPC services, or receive reduced services, due to the crisis situation

### **Payee Services**

- Limit people coming into office by mailing all checks
- Staff will take checks with them to give to individual instead of bringing the individual to office for pickup
- If agency receives a call for a check for an emergency, the ability to pick up the check will be evaluated on a case by case basis.
- Director, or designee, will call the payee individuals to let them know checks will be mailed
- Individuals will be asked to mail in checks that need deposited into their accounts.

### **Plan Distribution**

- Facebook
- Website
- Email to our customers list.

### **INFECTIOUS DISEASE PREVENTION PROCEDURES**

Center for Disability Services observes the following precautions during community infectious disease situations. Community infectious disease situations include cold and flu season and/or other situations as directed by community health organizations.

#### **Daily Office Disinfection Routine**

The building is sanitized twice weekly. In addition to this general cleaning, office staff will share the cleaning/sanitizing duties listed on the Infectious Disease Cleaning Checklist.

- Each Employee will clean their own office.
- Secretary/Receptionist is responsible for the Lobby, reception area and large conference room
- All other areas will have checklists so that the person who sanitizes the area can indicate when last cleaned.

#### **Vehicle Disinfection/Transportation Exceptions**

Vehicles are cleaned on a regular basis. During infectious disease situations, drivers take the following additional precautions against the spread of illness.

- Individuals who are sick or symptomatic at the time of pick up will be denied transportation.
- Each vehicle will be sprayed with Lysol after each route
- The steering wheel will be wiped with a sanitizing cleaner before and after each route
- Staff who are sick or symptomatic are asked to leave work or not report to work

#### **Adult Day Services Locations (ADS)**

ADS staff clean surfaces at each location daily. Staff take the following extra precautions during infectious disease situations.

- Staff and individuals who are sick or symptomatic are asked to leave. They are isolated from the group until they leave. Staff sanitize the area and surfaces in their vicinity immediately after they leave the premises.
- Activities in the community may be postponed or cancelled until the situation resolves.
- Staff perform additional cleaning/sanitizing during infectious disease situations as specified on the Infectious Disease Sanitizing Checklist

### **Other Activities**

Agency sponsored activities, such as dances and Gears-N-Company will take as many precautions against the spread of infectious disease as possible, including but not limited to:

- sanitizing shared surfaces before and after the activity
- encouraging individuals and staff to not attend if sick or symptomatic
- asking persons who are obviously symptomatic to leave
- advising vulnerable people to consider staying home
- encouraging individuals and staff to use extra precautions when coughing, sneezing, etc
- reminders to frequently wash hands and/or the use of hand sanitizer
- postponing/cancelling

### **ACTIVE INFECTION**

Center for Disability Services will follow this plan should an employee or individual supported by CDS contract the crisis related disease. If CDS reaches a crisis in our ability to care for individuals due to their being sick or staff shortage, we will reach out to the county board for assistance.

**Isolation Site:** Colvin House ADS may be used as a site to help isolate sick individuals from roommates and unexposed staff. Colvin House may be used for multiple sick individuals at one time. It may also serve as a quarantine center for exposed individuals and their exposed staff during the incubation period. Isolation and/or quarantine will end based on the recommendation of the CDC or other authoritative guidelines outlined for the crisis.

### **Individual Supported**

Based on the individual's needs and service plan, the following may occur:

- If not already in place, staffing level and/or staff hours will be reduced to a minimum.
- Individual's symptoms will be monitored and logged each shift, or at least twice daily, for worsening condition and the need for additional medical care.
- If the individual does not have 24/7 supports, staff will check-in with the individual in a manner best suited to maintain the individual's health and welfare. This may include phone calls, drop-ins, remote monitoring, etc.
- If available, family members may be asked to care for the individual, or supplement staff.
- If the individual lives with a roommate, the infected individual will be isolated from the roommate by not using shared living spaces (kitchen, living rooms, etc.) as much as possible. Isolation will end based on the recommendations of the CDC or other authoritative guidelines outlined for the crisis.
- Bathrooms will be sanitized after each use by the infected person.
- When the individual uses shared spaces, the individual should wear a mask to help prevent the spread of germs.
- The individual should wear a mask when staff are with them in their isolation room. If individual cannot or will not wear a mask, staff will wear a mask when in the isolation room.

- Staff will wear a mask and other Personal Protective Equipment (PPE), if available, when assisting individual to restroom, eating, etc.
- Staff will sanitize the isolation room twice daily during isolation period, if possible.
- Staff will follow personal protection requirements, (change clothes, wash hands, etc.) before working with the next individual/roommate.
- Recovery may have been achieved based the following:
  - Three days (72 hrs.) fever free without the use of fever-reducing medications and
  - Improvement in respiratory symptoms (e.g., cough, shortness of breath) or other associated symptoms, and
  - At least 7 days have passed since the onset of symptoms.
- Or, negative test results as recommended by the CDC or other governing authority.

### **Employee**

- Employees are NOT to report to work if symptomatic, sick.
- Employees must report any and all symptoms to their supervisor immediately upon deciding they “don’t feel well.”
- Upon reporting to supervisor that an employee is sick, the following information will be requested:
  - What individuals have you been in contact with, on or off the clock, during the previous three days, or the pre-symptom contagious period of the crisis-related disease
- What staff have you been in contact with, on or off the clock, during the same period of time
- Staff should follow all quarantine recommendations.
- Recovery may have been achieved based the following:
  - Three days (72 hrs.) fever free without the use of fever-reducing medications and
  - Improvement in respiratory symptoms (e.g., cough, shortness of breath) or other associated symptoms, and
  - At least 7 days have passed since the onset of symptoms.
  - Or, negative test results as recommended by the CDC or other governing authority.
- Staff may be required to have a doctor’s release and/or negative test result to return to work.

### **PHASE 2– SHUT DOWN / STATE STAY-AT-HOME ORDER**

In compliance with the State of Ohio’s COVID-19 stay-at-home order, Center for Disability Services is:

1. Closing the administrative office to visitors.
2. CDS will maintain minimal staff at the building to conduct vital business transactions that cannot be completed from home.
3. All administrative staff have been provided with VPN access to the agency server and their specific computer station for the purpose of working from home.
4. All staff working from home must log any agency equipment or documents that are removed from the building on the “Removed from Office Tracking Sheet” on S drive.
5. All cleaning/sanitization procedures listed in Phase 1 will continue.
6. Staff who enter the building will continue to take and log their temperature upon entering.
7. CDS will follow the recommendations of the State of Ohio, DODD and/or the Licking County Board of DD regarding the closing/suspension of services to individuals.
8. Community based services are suspended until reinstated by the State, DODD or LCBDD.
9. Adult Day Services closed until permitted to reopen per State of Ohio, DODD or LCBDD.
10. Critical HPC services will continue following COVID-19 requirements.
11. Non-critical HPC services will either be suspended or done on-behalf-of the individual.
12. Employment Services will be either be suspended, done on-behalf-of, or conducted by phone or video conference.

### **PHASE 3 – RE-OPENING / RESCINDING OF STAY-AT-HOME ORDER**

Center for Disability Services will resume normal functions as permitted by the State of Ohio, DODD and/or LCBDD.

The following re-opening activities are implemented as of 6/1/2020:

1. Administrative staff will schedule work time in the office. Staff are asked to still work from home when possible.
2. Visitors to the administrative office will be limited to only those necessary. Visitors will be required to take their temperature and encouraged to wear a mask.
3. All cleaning/sanitization procedures listed in Phase 1 will continue.
4. Staff who enter the building will continue to take and log their temperature upon entering.
5. Staff will wear masks in common areas except under pre-approved circumstances.
6. ADS and NMT services are open on a limited basis and operating under specific COVID-19 restrictions and DODD recommendations and requirements.
7. HPC services remain the same at this time.
8. Employment Services will be conducted as preferred by the individual being supported.