



Pandemic Response and Re-Opening Safety Plan for Residential

Residential Workforce Members at a minimum will follow all agency, local, regional, state and federal guidelines necessary for re-opening from a pandemic.

Workplace Practices:

Remote Work: Workforce Members will continue to work from remote locations. If access to office space at the 3 Commerce Lane location is necessary, then appropriate prior arrangements must be made with the Human Resource department to ensure limited capacity order is followed.

Re-Start of Programs: Programs will be restarted under the OPWDD directives and guidance. Workforce Members will be provided the appropriate tools needed to work remotely once Day Habilitation Services program reopens. This will ensure that the agency is meeting limited capacity and social distancing requirements, while still providing the necessary services to the people we support.

Shared Staffing: If there are staffing shortages that would adversely impact the operation of the program then staff can travel between sites.

Health Practices:

Practice Social Distancing during confirmed or suspected cases of COVID-19: Keep a safe distance of **6 feet** from others when possible. It is recognized that during times of personal care for people that are supported, social distancing may not be possible. However, social distancing should be practiced at all other times including during meal times.

Screening: All visitors entering the facility will be screened upon arrival. The screening will include temperature checks and being asked if they have:

1. Symptoms of cough, shortness of breath or difficulty breathing, diarrhea, nausea, vomiting, loss of taste or smell, fever of 100.4 degrees or higher, headache, chills or sore throat within the last 10 days,
2. Positive COVID-19 test within the past 10 days,
3. Currently awaiting results from a COVID-19 test,
4. Been diagnosed with COVID-19 by a licensed healthcare provider in the past 10 days,
5. Been told that you are suspected to have COVID-19 by a licensed healthcare provider in the past 10 days



Workforce Members who begin to exhibit symptoms, including a temperature greater than or equal to 100.4 F, while at work should notify their supervisor immediately to provide appropriate coverage and the Workforce Member should be sent home.

Workforce Members exhibiting symptoms are to stay home from work, follow their program guidelines to notify their supervisor, and contact the HR Department for further direction.

Individuals answering “Yes” to any of these questions should not report to work until further evaluation is conducted.

Workforce Members working remotely, and who have no contact with other employees or service recipients during the remote work hours, are not required to be screened each workday.

Individual Health Checks for All Settings: Health checks should be implemented for all individuals living in a residential facility certified or operated by OPWDD. Check each individual twice daily in the am and pm, and as needed, for fever of 100.4 degrees or higher (as measured with a thermometer), cough, shortness of breath, diarrhea, nausea, vomiting, loss of taste or smell, headache, chills, sore throat and document findings. COVID-like illness should be immediately isolated to their room and the RN or provider contacted for further instructions.

Staff must actively monitor all individuals in affected homes, once per shift. This monitoring must include a COVID-related symptom screen and temperature check. The site should maintain a written log of this data. If the individual’s symptoms worsen, notify their healthcare provider that the individual has suspected or confirmed COVID-19. If the individual has a medical emergency and you need to call 911, notify the dispatch personnel that the individual has, or is being evaluated for, COVID-19. Note that during the overnight shift, individuals do not need to be woken up in order to perform the health check. Instead, staff should quietly enter the individual’s bedroom and do a bedside check, ensuring that the individual does not appear to be in any distress (i.e., breathing does not appear to be labored, individual does not appear to be sweating). If any symptoms are noted while an individual is sleeping, the on-call RN should be contacted immediately for further direction

Personal Protective Equipment: PPE is used by healthcare personnel, including direct support staff and clinicians, to protect themselves, individuals, and others, when providing care. PPE helps protect staff from potentially infectious individuals and materials, toxic medications, and other potentially dangerous substances used in healthcare delivery. The agency determines and provides appropriate PPE to staff based on their location and type of work. Staff are to use PPE as required. PPE should be disposed of in the designated receptacle.

Face Masks: Staff or person are to wear well fitted face coverings if suspected of having or recovering from COVID-19. Staff should contact their Immediate Supervisor or HR Department if face coverings are needed.



Gloves: Put on clean, non-sterile gloves upon entry into an individual's room or care area. Change gloves if they become torn or heavily contaminated. Remove and discard gloves when leaving the individual's room or care area, and immediately perform hand hygiene.

Cleaning:

Routine Cleaning: All frequently touched surfaces in the environment, such as workstations, electronic devices, countertops, phones, toilets, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label. If the residence requires the use of a shared bathroom, bathroom surfaces must be cleaned after every use. Avoid sharing household items with the individual. Individuals should not share dishes, drinking glasses, cups, eating utensils, towels, bedding, or other items. After the individual uses these items, wash them thoroughly. Workforce Members will document the required cleaning on the Disinfectant Checklist.

Personal Space: Workforce Members will provide assistance to people supported to ensure their personal space is cleaned and disinfected on a weekly basis. The workforce member will document the assistance provided with cleaning in the person's habilitation plan daily note.

Family Communication and Family Visits:

Communication: The Residential Management team will continue to contact family and discuss changes to service plans, increased safety protocols to prevent both the exposure and spread of COVID-19, make timely notifications of a possible exposure or positive tests. Workforce Members will assist people supported with maintaining family contact utilizing emails, phone calls, social media, Face time or another form of technological means.

IRA Visits: Visits by family members at the residence:

- Prior to each visit, visitors must undergo symptom and temperature checks by facility staff and shall be denied visitation if they report any symptoms or have a temperature over 100.4 degrees Fahrenheit.
- Visitation must not occur with any individuals who are currently in mandatory quarantine or isolation.
- Any areas of the facility utilized by the visitor(s) shall be disinfected immediately following the visit and documented on the cleaning sheet.
- All family visits will be documented on the visitor log which shall include names and contact information.

Home Visits: Home visits may recommence for individuals living within OPWDD certified residential facilities, consistent with the restrictions herein.

- Family Members will be screened upon arrival to pick people up for home visits.



Individuals may participate in home or family visits only if all of the following circumstances are met for each visit:

- The individual is not suspected or confirmed to have COVID-19, and is not under any quarantine or isolation requirements.
- The location(s) of the visit does not include: any household member suspected or confirmed to have COVID-19 or any household member displays any symptoms of COVID-19 in the preceding 10 days.
- Visits shall be denied if person reports any of the following: COVID-related symptoms during the prior 10 days or having a temperature over 100.4 degrees Fahrenheit.

The following measures will be required for agency vehicles used to transport individuals to home visits for each visit:

- After each trip is completed, the interior of the agency vehicle should be thoroughly cleaned and disinfected before additional individuals are transported.

Public Community Events: Interim Guidance Regarding Outings for Individuals Residing in Certified Residential Facilities.

Interim Restrictions for Community Trips from Certified Residential Facilities for each trip:

- After each trip is completed, the interior of the vehicle should be thoroughly sanitized and disinfected before additional individuals are transported.

Financial:

Finance department: Will track service expenses related to COVID-19 to comply with government requirements and grants or low-cost loan programs that supplement government funding.

Residential: The management team will bill for habilitation services based on current OPWDD memorandums and submit to the finance department.

Trainings:

All workforce members will be trained on COVID-19 infection control by their immediate supervisors and documented on a training record. Copies of the training records are submitted to the Director of Residential Services for review.

Responsibilities:

Workforce Members:

1. Required to participate in all trainings/educational activities and document their attendance.



2. Follow all guidance issued by OPWDD, local, state and federal governments.
3. Follow all safety plans issued by the agency including social distancing, wearing PPE and hygiene requirements.
4. Workforce Members should report non-compliance with safety protocols to their immediate supervisor.

Plan Review:

The Pandemic Response and Re-Opening Safety Plan for Residential will be periodically reviewed and updated as factors change related to the State of Emergency.

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