

COVID-19 PREPAREDNESS AND RESPONSE PLAN FOR I.M.P.A.C.T.

Updated 05/28/2021

COVID-19 (Coronavirus) Preparedness and Response Plan

This interim guidance is based on what is currently known about the coronavirus disease (COVID-19) as provided by the Centers for Disease Control and Prevention (CDC). The CDC will update their guidance as additional information becomes available. <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Definitions:

“Close Contact” means someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

“COVID-19” means coronavirus disease 2019, a severe acute respiratory disease characterized by symptoms including fever, cough, fatigue, and shortness of breath which may progress to pneumonia, multi-organ failure, and death.

“Known Cases of COVID-19” means persons who have been confirmed through diagnostic testing to have COVID-19.

“SARS-CoV-2” means severe acute respiratory syndrome 2, the virus which is the causative agent of COVID-19.

“Suspected cases of COVID-19” means persons who have symptoms of COVID-19 but have not been confirmed through diagnostic testing or persons who have had close contact with a person who has been confirmed through diagnostic testing to have COVID-19.

“Fully Vaccinated persons” means persons for whom at least 2 weeks have passed after receiving the final dose of an FDA-approved or authorized COVID-19 vaccine.

The following policies/procedures have been put in place to prevent employee exposure to COVID-19.

Screening and policies for employee exhibiting signs and symptoms of COVID-19

1. Worksite Protocol:

- I.M.P.A.C.T. will display signage regarding Wellness Tips at all workplaces, restrooms, lobbies, etc. where allowed.
- Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19.
- **Employees have been informed of and are encouraged to get vaccinated with one of the FDA-approved or authorized COVID-19 vaccines.**
- **Employees who have been vaccinated are less likely to contract or transmit COVID-19.**
- Supervisor and/or designee will assess employee’s health status prior to entering the workplace by asking the following questions:
 - Do you have any one of the following not explained by a known medical or physical condition: a fever, uncontrolled cough, and shortness of breath; or at least two of the following not explained by a known medical or physical condition: loss of taste or smell, muscle aches (“myalgia”), sore throat, severe headache, diarrhea, vomiting, and abdominal pain?
 - Have you, or anyone in your family, been in contact with a person that has tested positive for COVID-19?
 - Have you, or anyone in your family, been in contact with a person that is in the process of being tested for COVID-19?
 - Have you, or anyone in your immediate family, traveled outside of the USA within the last two (2) weeks?
 - Temperature will be taken to verify absence of fever (employee with a temperature of 100.4 or higher will not be allowed into the workplace). Temperatures do not need to be checked at the Administration Building.

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- Per CDC recommendations, if any answer is “yes”, the employee is to be removed from the workplace immediately and will only be allowed to return to work after they are no longer infectious according to the latest guidelines from the CDC.
- CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during their shift be separated from other employees and customers and be sent home immediately. The Supervisor is to send any employee home if there are any observed symptoms of sickness and report this information to the Human Resources Manager.
- Supervisors are instructed to prevent stigma and discrimination in the workplace. Do not make determinations of risk based on race or country of origin.
- A Supervisor/designee (Assistant Supervisor, Lead Tech, staff assigned to administer medications, Safety Committee member) will always be on-site when employees are present at the worksite to implement, monitor, and report on the COVID-19 strategies developed in this plan.

2. General Protocol:

I.M.P.A.C.T. will actively encourage sick employees to stay home:

- If employees are exhibiting any of the following symptoms or behavior associated with these symptoms, they will be asked to leave the jobsite and/or office and call (or go to) the doctor:
 - Fever (100.4 F or higher)
 - Uncontrolled cough
 - Shortness of breath
 - Sore throat
 - **New** Loss of taste or smell
 - Muscle aches (“myalgia”)
 - Severe headache
 - Diarrhea
 - Vomiting
 - **Abdominal pain**
- Employees who have symptoms of acute respiratory illness are required to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (i.e. Tylenol, cough suppressants) or 10 days have passed since their symptoms first appeared or were tested positive.
- Employees should immediately notify their Supervisor and stay home if they are sick.
- Per CDC recommendations, employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day will be separated from other employees and be sent home immediately.
- I.M.P.A.C.T. will communicate the following **information** to its employees:
 - Serious respiratory illnesses like influenza, respiratory syncytial virus (RSV), whooping cough, and severe acute respiratory syndrome (SARS) and COVID-19 are spread by:
 - Coughing or sneezing
 - Unclean hands: Touching your face after touching contaminated objects and touching objects after contaminating your hands.
 - To help stop the spread of germs:
 - Cover your mouth and nose with a tissue when you cough or sneeze.
 - Put your used tissue in a waste basket.
 - If you do not have a tissue, cough or sneeze into your upper sleeve, not your hands.
 - Remember to wash your hands after coughing or sneezing.
 - Avoid unnecessary contact with others.
 - Use disposal paper tissue and no-touch disposal trash receptacles.
 - Clean hands often with an alcohol-based hand sanitizer that contains at least 60- 95% alcohol, or wash hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.

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- Perform routine environmental cleaning:
- Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use Environmental Protection Agency (EPA) approved disinfectants that are expected to be effective against SARS-CoV-2 based on data for hard to kill viruses.
- Follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, and personal protective equipment).
- Use disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.
- Employees should immediately report unsafe working conditions to their Supervisor and/or the HR Manager.

3. COVID-19 Measures:

- Employees who are well and **not vaccinated** but who have a sick family member at home and/or have been in close contact with a person with COVID-19 must stay home and notify their Supervisor and refer to CDC guidance for how to conduct a risk assessment of their potential exposure. <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- If an employee is confirmed to have COVID-19, they must contact their Supervisor and must stay home. The Supervisor and/or designee will immediately notify the local public health department and any contractors or suppliers who may have come into contact with the employee with a confirmed case of COVID-19 within 24 hours.
- The Supervisor/and or HR Manager will inform fellow employees of their possible exposure to COVID-19 in the workplace within 12 hours while maintaining confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure. <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- I.M.P.A.C.T. will immediately establish a plan for disinfection in accordance with CDC guidance if it is suspected or confirmed that an employee, visitor or individual served has a known case of COVID-19.
- An employee with a known or suspected case of COVID-19 will be allowed to return to work after they are no longer infectious according to the latest guidelines from the CDC.
- I.M.P.A.C.T. will monitor and respond to absenteeism at the workplace. We will implement plans to continue essential business functions if we experience higher than usual absenteeism.
- We will cross-train personnel to perform essential functions so that the workplace is able to operate if key employee members are absent.

4. Travel Protocol:

I.M.P.A.C.T. advises employees before considering travel to take certain steps:

- Check the CDC's Traveler's Health Notices for the latest guidance and recommendations for each country or region to which you will travel. <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>
- Check yourself for symptoms of acute respiratory illness before starting travel and stay home if you are sick. <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- Employees who become sick while traveling must notify their Supervisor and should promptly call a healthcare provider for advice.
- **I.M.P.A.C.T. will enforce a mandatory 14-day self-quarantine upon returning from travel outside the United States and potentially domestic locations to be determined.**
- Inform Supervisor prior to scheduling any travel.

5. Residential and Supported Living Protocol:

- Residential only: Visitors are only allowed in accordance with the MDHHS Epidemic Orders: Requirements for Residential Care Facilities which can be found at MDHHS.gov [Coronavirus - May 21](https://www.mdhhs.gov/Coronavirus-May-21).

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[2021 - Requirements for Residential Care Facilities - Rescission of March 17, 2021 \(michigan.gov\)](#)

- Residential only: Employees will wear Personal Protective Equipment in accordance with MDHHS Epidemic Orders: MHDDS Long Term Care Guidance to Protect Residents
Residential only: Staff will follow the protocols outlined in the MHDDS Long Term Care Guidance to Protect Residents, if an individual has been in close contact with a person with COVID-19 or the individual has been diagnosed with confirmed case of COVID-19.
- I.M.P.A.C.T. will inform other individuals, employees and legal guardians of the possible exposure to COVID-19 in the residence while maintaining confidentiality as required. Individuals, employees, and legal guardians exposed to an individual with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure. <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- SLA Only: Employee will wear at minimum a cloth covering over their face and nose while inside the workplace and outside when social distancing is less than 6 feet.
- No large group meetings will be held. Technology such as Microsoft Teams, Lifesize and Zoom will be used.
- Perform routine environmental cleaning:
 - Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use Environmental Protection Agency (EPA) approved disinfectants that are expected to be effective against SARS-CoV-2 based on data for hard to kill viruses.
 - Follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, and personal protective equipment)
 - Use disposable disinfecting wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.
 - When arriving home from caring for others, remove shoes before entering home, as Covid-19 can travel on shoes for long periods of time per the CDC.
 - Remove clothing worn to care for clients and wash clothes separately in hot water.
 - Disinfect phone and any other items that were touched or exposed to possible contamination.
 - All non-essential visits by vendors, subcontractors, etc. are suspended.
 - Follow all CDC, MDHHS and St. Clair County Health Department protocols as applicable.

6. CLS and Respite Services Protocol:

- Call and screen your client for symptoms before visiting, when possible.
- Ask the client and any other people living in the household if in the last 14 days they have been exposed to someone diagnosed with Covid-19 or with Covid-19 symptoms.
- Ask if in the last 14 days they, or anyone in the household have traveled out of state or the country.
- Ask if in the last 14 days they, or anyone in the household, experience any of the following symptoms:
 - Fever (100.4 F or higher)
 - Uncontrolled cough
 - Shortness of breath
 - Sore throat
 - Loss of taste or smell
 - Muscle aches ("myalgia")
 - Severe headache
 - Diarrhea
 - Vomiting
 - [Abdominal pain](#)
- If client has any suspected symptoms of Covid-19, instruct them to contact their primary care physician or State of Michigan Department of Health to obtain testing.
- Check client temperature if client has suspected Covid-19 symptoms on arrival.

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- If a client has reported or presents with any Covid-19 symptoms, staff should not work and/or leave the client's home immediately and inform their direct Supervisor.
- Employee will wear at minimum a cloth covering over their face and nose while inside the workplace (client's home) and outside when social distancing is less than 6 feet.
- When arriving home from caring for others, remove shoes before entering home, as Covid-19 can travel on shoes for long periods of time per the CDC.
- Remove clothing worn to care for clients and wash clothes separately in hot water.
- Disinfect phone and any other items that were touched or exposed to possible contamination.
- Follow all CDC, MDHHS, and local Health Department protocols as applicable.

7. Administration and Prevention Protocol:

- I.M.P.A.C.T. **may** require essential and non-essential employees to work remotely via the VPN network for all tasks that can be completed remotely. Please review with your immediate Supervisor for specific details for your position.
- Meetings should be conducted by use of technology such as Microsoft Teams, Zoom, Lifesize and conference call, etc. in lieu of in- person meetings. If an in-person meeting is necessary, the meeting must take place in the Conference Room with no more than 4 attendees. Social distancing must be maintained, and all individuals must wear face mask.
- All non-essential visits by vendors, subcontractors, customers, etc. to the administration office are suspended.
- Keep employees and patrons who are on premises at least six feet from one another to the maximum extent possible.
- Cloth masks must be worn when in the common areas of the administration office **only if not vaccinated.** (employee may pull down the mask if alone in their office)
- Employees are prohibited from using other employee's phones, desks, offices, or other work tools or equipment whenever possible.
- I.M.P.A.C.T. to display signage regarding Wellness Tips throughout the office, restrooms, meeting rooms, lobby, etc.
- Perform routine environmental cleaning:
 - Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use Environmental Protection Agency (EPA) approved disinfectants that are expected to be effective against SARS-CoV-2 based on data for hard to kill viruses.
 - Follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, and personal protective equipment)
 - Use disposable disinfecting wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.
- Follow all CDC, MDHHS and St. Clair County Health Department protocols as applicable.

I.M.P.A.C.T. is committed to the safety of its employees, vendors, subcontractors, clients, and the general public. The above action plan is consistent with the CDC's Interim Guidance and MDHHS Guide which can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>
<https://www.michigan.gov/coronavirus>

Thank you for your help in preventing the spread of COVID-19 and all illnesses and your understanding and cooperation. I.M.P.A.C.T. is committed to providing the best work environment possible for all employee and workplaces and we will continue to monitor the CDC and MDHHS websites for updates. We will revise this policy as updated information is available.