



# **Camden County Developmental Disability Resources**

## **COVID-19 Plan**

(Revised 11/12/2020, 07/08/2021, 08/26/2021)

# **Exposure Prevention, Preparedness, and Response**

Camden County Developmental Disability Resources (CCDDR) takes the health and safety of our clients and employees very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus, CCDDR must remain vigilant in mitigating the outbreak. CCDDR provides Targeted Case Management (TCM) services, which many have deemed “essential” during this declared emergency. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented, to the extent feasible and appropriate. CCDDR has also identified a team of employees to monitor the related guidance that the U.S. Center for Disease Control and Prevention (CDC), Missouri Division of Developmental Disabilities (DDD), Missouri Department of Health and Senior Services (DHSS), Camden County Health Department, and other local, state, or federal agencies continue to make available. This Plan is based on information available at the time of its development and is subject to change based on further information provided. CCDDR may also amend this Plan based on operational needs.

## **Responsibilities of Managers and Supervisors**

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must set a good example by following this Plan at all times. This involves practicing good personal hygiene and safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

## **Responsibilities of Employees**

CCDDR is asking every one of its employees to help with prevention efforts while at work. In order to minimize the spread of COVID-19, everyone must play their part. As set forth below, CCDDR has instituted various housekeeping, social distancing, and other best practices. All employees must follow these. In addition, employees are expected to report to their managers or supervisors if they test positive for COVID-19, are experiencing signs or symptoms of COVID-19, or have been exposed to a person who has tested positive for COVID-19 as described below. If you have a specific question about this Plan or COVID-19, please ask your manager or supervisor. If they cannot answer the question, please contact CCDDR’s Human Resource Officer or CCDDR’s Executive Director.

The following control and preventative guidance have been implemented to help prevent and reduce the risk of exposure to COVID-19:

- Frequently wash hands with soap and water for at least 20 seconds - when soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching eyes, nose, or mouth with unwashed hands
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes
- Avoid close contact with people who are sick
- Maintain social distancing (at least 6 feet apart from other people)
- Wear a facemask/cloth face covering if needing to be around other people
- The use of nitrile, latex, vinyl, or other similar gloves is encouraged if practical and possible

In addition, employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- Fever or chills

- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If employees develop any of these symptoms, they are to call their supervisor and **DO NOT GO INTO ANY CCDDR OFFICE OR PHYSICALLY CONTACT ANYONE AS RELATED TO THEIR CCDDR DUTIES**. We also recommend employees contact their healthcare providers right away. Likewise, if employees come into close contact with someone showing these symptoms, call your supervisor, and we recommend you call your healthcare provider right away.

### **Fully Vaccinated Employees**

Fully vaccinated employees will be required to wear a facemask/cloth face covering and maintain social distance (at least six (6) feet between the employee and other individuals) while working in CCDDR offices when not alone in their assigned workstations or in high traffic areas, public/common areas (including restrooms), hallways, moving about the office, when with clients, and wherever it is not possible to maintain six (6) feet of social distance and at the Keystone facility, unless and/or until guidance provided by the CDC, DDD, DHSS, and/or federal, state, local, tribal, or territorial laws, rules, and regulations change. When conducting CCDDR business outside of the CCDDR offices and Keystone facility, employees will follow the guidance provided by the CDC, DDD, DHSS, and/or federal, state, local, tribal, or territorial laws, rules, and regulations, including local business and workplace guidance. The Executive Director shall periodically update employees on facemask/cloth face covering protocols while working in and when conducting CCDDR business outside of the CCDDR offices and at the Keystone Facility as guidance changes and issue directives as necessary to help prevent the spread of COVID-19, including the need to wear facemasks/cloth face coverings while working alone in their assigned workstations should circumstances warrant. In general, employees are considered fully vaccinated:

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

Fully vaccinated employees must provide proof of vaccination to CCDDR's Human Resource Officer; otherwise, an employee will be considered not fully vaccinated (see below).

### **Not Fully Vaccinated Employees**

If an employee does not meet the conditions identified in the Fully Vaccinated Employees section above, the employee is **not** fully vaccinated. Until an employee is fully vaccinated, the employee must keep taking all precautions as articulated in this Plan, including maintaining at least six (6) feet of social distance when possible and wearing a facemask/cloth face covering when not alone in their assigned workstations or in high traffic areas, public/common areas (including restrooms), hallways, moving about the office, when with clients, and wherever it is not possible to maintain six (6) feet of social distance; at the Keystone facility; and when conducting CCDDR business outside of the CCDDR offices and Keystone facility. The Executive Director shall periodically update employees on facemask/cloth face covering protocols while working in and when

conducting CCDDR business outside of the CCDDR offices and at the Keystone Facility as guidance changes and issue directives as necessary to help prevent the spread of COVID-19, including the need to wear facemasks/cloth face coverings while working alone in their assigned workstations should circumstances warrant. Please note that according to CDC Guidance, an employee who has a condition or is taking medications that weaken the immune system should talk to the employee's healthcare provider to discuss the employee's activities, as those employees may need to keep taking all precautions to prevent COVID-19.

### **Protective Measures & Precautions**

CCDDR has instituted the following protective measures and precautions at its offices and applicable portions of buildings, and in the performance of employee job functions and work-related activities.

1. Support Coordination services shall be conducted in accordance with guidance and/or directives issued by the DDD.
2. Employees, Board members, and visitors are required to self-monitor their personal health daily for COVID-19 symptoms. Employees shall not report to work, or shall promptly leave work, if they feel they are experiencing COVID-19 symptoms.
3. Management will monitor employees, Board members, and on-site visitors who enter any CCDDR building or CCDDR event/meeting beyond the lobby area or event/meeting entry area for symptoms of COVID-19. Any employee, contractor, Board member, or visitor in any CCDDR office or building showing any symptom of COVID-19 will be asked to leave. Employees sent home for having any symptom of COVID-19 should contact CCDDR's Human Resource Officer or Executive Director for any questions regarding available leave and steps that must be taken before returning to work.
4. CCDDR offices and applicable portions of buildings may remain open to the public, but access will be limited to lobbies and/or other designated areas. CCDDR may close its offices to the public or restrict employee entry should circumstances warrant. The general rule of thumb for restricting access to offices and buildings, excluding portions of buildings leased to third parties, shall be based on the testing positivity rate associated with COVID-19 testing in Camden County and other pertinent factors. If data is insufficient or unavailable, CCDDR will make decisions based on best practices, available industry standards/recommendations, and management's best judgement. Additional employee entry restrictions will be evaluated based on the circumstances, including restricting employee entry to designated personnel only.
5. CCDDR's cleaning service will be cleaning and disinfecting the office lobbies and bathroom areas (accessible by the public) on a regular basis. Additional cleaning and disinfecting may be required periodically and when warranted as well. The cleaning service will be required to utilize appropriate PPE and to disinfect all appropriate surfaces (doorknobs, counter tops, etc.). Designated personnel will disinfect kitchen, break, and common use areas on a regular basis.
6. All communications with visitors to the offices shall be done through the communication port through the security glass or in the lobby areas. In the event there is no one in the offices to receive phone calls, office phones will be forwarded to designated personnel, and the office door lock will be initiated remotely if no one is working at the front desks. Designated personnel will take messages and notify the appropriate staff member for whom the call was intended. Employees should use their cell phone's feature and mechanism to conceal their cell phone numbers on the receiver's end when returning calls.
7. Contractors may be allowed to enter restricted areas, which are beyond the lobby areas and point of entry to employee designated work areas, offices, and workstations, only if necessary and required to perform their duties. Contractors entering restricted areas will be required to wear facemasks/cloth coverings. Please contact the Executive Director if there is any uncertainty about contractors entering restricted areas.
8. Employee and Board meetings may be held by telephone or video conferencing, if possible. If employee and Board meetings are conducted in-person, attendance will be collected verbally or visually,

if possible. Attendees, employees, and Board members should avoid physical contact with others and should direct others to maintain personal space to at least six (6) feet, where possible. During any in-person Board meeting, all attendees will be encouraged to wear facemasks/cloth face coverings and maintain social distance. Employees must wear facemasks/cloth face coverings and maintain social distance (personal space at least (6) feet) while at in-person employee and Board meetings unless current protocols dictate otherwise.

9. Attendees at in-person meetings will be encouraged to wear facemasks/cloth face coverings where six (6) foot distancing cannot be consistently maintained or other circumstances exist making facemask/cloth face covering use essential. Employees must wear facemasks/cloth face coverings and maintain social distance (personal space at least (6) feet) while at in-person employee and Board meetings unless current protocols dictate otherwise.
10. Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time.
11. Employees should limit the use of coworkers' equipment or other tools. To the extent equipment or other tools must be shared, employees should clean and disinfect equipment or other tools before and after use. When cleaning and disinfecting equipment and other tools, consult manufacturing recommendations for proper cleaning techniques and restrictions.
12. CCDDR may restrict/prohibit employees from attending work-related events, meetings, or activities not sponsored by CCDDR should circumstances warrant.
13. Employees may work remotely, when possible, practical, and approved by their supervisor. **DO NOT BRING CHILDREN, FAMILY MEMBERS, OR OTHER VISITORS INTO THE WORKPLACE.** If possible, employees should use the employee-only entrance when entering and exiting the Camdenton office. CCDDR may implement staggered shifts for employee entry into and use of its offices and applicable portions of buildings should circumstances warrant.
14. Employees are encouraged to minimize ride sharing while performing CCDDR-related duties. While in vehicles, employees should ensure adequate ventilation and will be required to wear a facemask/cloth face covering when traveling with other employees unless current protocols dictate otherwise.
15. Employees should sanitize their work areas upon arrival, throughout the workday, and upon departure.
16. Employees should sanitize their hands before starting and after completing their workday. Employees should also sanitize their hands periodically throughout the workday, whenever warranted and appropriate.
17. In-person contact with clients not established or defined in DDD guidance or directives for conducting Support Coordination duties (including, but not limited to, transporting clients) must be approved by the TCM Supervisor or Executive Director. Approval will be reserved to **EMERGENCY CIRCUMSTANCES ONLY**. If clients indicate they may be sick, please have them contact the appropriate health care professional(s), provider(s), caregiver(s), or EMS. Employees may assist them remotely in contacting the appropriate providers/caregivers or EMS.

## **Exposure Situations**

### **Employee Exhibits COVID-19 Symptoms**

If an employee exhibits COVID-19 symptoms, the employee must leave the workplace immediately if at work when the employee first experiences symptoms or stay at home if the employee first experiences symptoms outside of the workplace.

An employee experiencing COVID-19 symptoms may work remotely (if possible) and may return to work when:

- At least 10 days have passed since the onset of symptoms;
- At least 24 hours have passed with no fever without the use of fever-reducing medication; and
- Other symptoms of COVID-19 are improving (the loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation)

Employees may be required to be tested and/or provide CCDDR with appropriate documentation from their medical provider before returning to the office. If an employee receives a negative COVID-19 diagnostic test and wishes to return to work before 10 days have passed since the onset of symptoms, the employee must provide CCDDR with appropriate documentation regarding negative test results.

### **Employee Tests Positive for COVID-19**

An employee who tests positive for COVID-19 will be directed to stay at home and work remotely, if possible. Employees who test positive and are directed to care for themselves at home may return to work when:

- At least 10 days have passed since the employee's positive test;
- At least 24 hours have passed since last fever without the use of fever-reducing medications; and
- CCDDR is provided appropriate documentation from the medical provider confirming it has been at least 10 days since the employee's positive test

If an employee has tested positive, CCDDR will conduct an investigation to identify co-workers and work-related third parties who may have been in close contact with the confirmed-positive employee in the prior two (2) days and may direct those employees who were in close contact with the confirmed-positive employee to work remotely for 14 days from the last date of close contact with that employee and monitor their symptoms. If applicable, CCDDR will also notify any contractors, vendors/suppliers, visitors, or clients/client families who may have been in close contact with the confirmed-positive employee.

The Centers for Disease Prevention and Control ("CDC") have stated that some individuals who test positive for COVID-19 may remain infectious longer than 10 days. Specifically, the CDC has advised that those who test positive for COVID-19 and: (1) who experience more severe illness and symptoms; or (2) who are severely immunocompromised, may be contagious for longer than those who tested positive for COVID-19 but experience mild symptoms and/or who are not immunocompromised.

Employees who test positive for COVID-19 and who: (1) experience severe COVID-19 symptoms; or (2) have a medical condition that renders them severely immunocompromised, should contact CCDDR's Human Resource Officer or Executive Director to discuss safely returning to work and potential accommodations that may be available to them.

Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care provider. CCDDR must be provided the appropriate documentation from the medical care provider before returning to work.

### **Potential Exposure: Employee Has Close Contact with an Individual Who Tested Positive for COVID-19**

Employees who learn they may have come into close contact with an individual who has tested positive for COVID-19 (a “Potential Exposure”) must alert a manager or supervisor. Employees who have a Potential Exposure (co-worker or otherwise) will be directed to work remotely, if possible. Employees who have a Potential Exposure are directed to monitor their symptoms at home and may return to work when:

- If the employee does not undergo a diagnostic test, then:
  - At least 10 days have passed since the Potential Exposure; and
  - The employee has not developed any symptoms consistent with COVID-19.
- If an employee does undergo a diagnostic test, then:
  - The employee takes the diagnostic test no sooner than 5 days after the Potential Exposure;
  - The employee receives a negative test result;
  - At least 7 days have passed since the employee’s Potential Exposure; and
  - The employee has not developed any symptoms consistent with COVID-19.

Employees with a Potential Exposure must continue to monitor their symptoms for 14 days after the Potential Exposure, regardless of whether or not the employee received a negative test result. If an employee develops symptoms and/or tests positive after a Potential Exposure, then the isolation procedures applicable to those with symptoms and/or who test positive will apply to that employee. An employee must immediately report any symptoms the employee experiences to Human Resources after a Potential Exposure. Additionally, employees with a Potential Exposure must continue to adhere to social distancing and mask protocols for 14 days after the Potential Exposure.

Close contact is defined by the CDC as someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more in a 24-hour period starting from 2 days before illness onset (or, for asymptomatic people, 2 days prior to the positive specimen collection) until the time the infected person meets the criteria for discontinuing home isolation. The CDC provides the following examples of “close contacts”:

- You provided care at home to someone who is sick with COVID-19;
- You had direct physical contact with someone who is sick with COVID-19 (hugged or kissed them);
- You shared eating or drinking utensils with someone who is sick with COVID-19; or
- Someone who is sick with COVID-19 sneezed, coughed, or somehow got respiratory droplets on you.

Employees may refer to applicable CCDDR FMLA, Paid-Time-Off, or other Leave of Absence Policies if unable to work remotely.

### **Confidentiality/Privacy**

Except for circumstances in which CCDDR is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. CCDDR reserves the right to

inform other employees an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health. CCDDR also reserves the right to inform contractors, vendors/suppliers, visitors, or clients/client families an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.

This COVID-19 Plan shall remain in full effect until rescinded or revised by the CCDDR Board of Directors. However, should the CDC or any other local, state, or federal regulatory entity issue revised guidance or recommendations regarding COVID-19, the Executive Director may revise this Plan, and any such revisions will take immediate effect until the Board is able to take action to formally modify and adopt any changes in this Plan at its next regularly scheduled Board meeting.