



# Coronavirus Response Plan

## **Introduction:**

This response plan is based on what is currently known [about the coronavirus disease 2019 \(COVID-19\)](#) as of 6/3/2021. The Arc of Calhoun County will update this guidance as needed and as additional information becomes available.

CDC is working across the Department of Health and Human Services and across the U.S. government in the public health response to COVID-19. This plan is based on the CDC most recent data and suggested guidelines.

## **Corona Virus Definition:**

Coronaviruses are a large family of viruses that are common in humans and many different species of animals, including camels, cattle, cats, and bats. Rarely, animal coronaviruses can infect people and then spread between people. The virus that causes COVID-19 is spreading from person-to-person in China and some limited person-to-person transmission has been reported in countries outside China, including the United States. However, respiratory illnesses like seasonal influenza, are currently widespread in many US communities.

The following response plan will be used to help prevent workplace exposures (both employees and participants) to acute respiratory illnesses, including COVID-19, in non-healthcare settings. The guidance also provides planning considerations if there are more widespread, community outbreaks of COVID-19.

To prevent stigma and discrimination in the workplace, use only the guidance described below to determine risk of COVID-19. The Arc does not make determinations of risk based on race or country of origin, and be sure to maintain confidentiality of people with confirmed COVID-19. Updates are available on CDC's web page at [www.cdc.gov/coronavirus/covid19](http://www.cdc.gov/coronavirus/covid19)

## **Current strategies for The Arc of Calhoun County:**

- **Provide vaccination information and locations to the employees and participants**
  - COVID-19 vaccines will be required of direct service employees (exclusive ADA and Title VII considerations)
  - Direct service employees will have until August 1<sup>st</sup> to be vaccinated.

- Proof of vaccination is required by all employees; documentation will be kept in a confidential employee file.
- **Mask requirement:**
  - Masks will be required for all employee's that are not fully vaccinated.
  - Masks will be required in The Arc vehicles while with passengers, regardless of vaccination status.
  - Masks will be required while working with participants, regardless of vaccination status.
  - Employees who have been fully vaccinated may not wear a mask inside the office, except if interacting with participants.
- **We will actively encourage sick employees to stay home:**
  - Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of symptoms for at least 24 hours, Employees should notify the Executive Director and stay home if they are sick.
  - We will request a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work.
- **Emphasize staying home when sick, respiratory etiquette and hand hygiene by all employees:**
  - Posters that encourage [staying home when sick](#), [cough and sneeze etiquette](#), and [hand hygiene](#) are located throughout The Arc's building.
  - The Arc will provide tissues and no-touch disposal receptacles for use by employees. As well as hand sanitizer and ample amounts of soap. Employees will be instructed to wash their hands for 20 seconds, often.
  - Hand sanitizer is available in all of The Arc vehicles, as well as at the entrance of the building via a touch-free device.
- **Perform routine environmental cleaning:**
  - Employees will be reminded to routinely clean all frequently touched surfaces in the workplace, and program locations; such as workstations, countertops, and doorknobs using the cleaning agents (disinfectant wipes, etc) that have been provided.
  - The Arc will provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before and after use.
- **Additional Measures in Response to Currently Occurring Sporadic Importations of the COVID-19:**
  - Employees who are well, but who have a sick family member at home with COVID-19 should notify the Executive Director and refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.
  - If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace, but maintain 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. For program staff, guardians of individuals served will also be provided with information about the possible exposure to their loved one. All information related to individuals and their health status is considered confidential and must be protected under HIPPA regulations. No HIPPA information is to be shared.

## **Planning Considerations**

**Communication:** The Executive Director will communicate with employees and program participants regarding the COVID-19 Virus. These communications will be based on information received from either the Calhoun County Department of Public Health and/or the CDC. Communications will include:

- (a) reducing transmission among staff,
- (b) protecting people who are at higher risk for adverse health complications (including participants)
- (c) maintaining operations at The Arc;
- (d) minimizing adverse effects on other entities in the community.

Some of the key considerations when making decisions on appropriate responses are:

- Disease severity (i.e., number of people who are sick, hospitalization and death rates) in Calhoun County, where The Arc is located;
- Impact of disease on employees'/program participants that are vulnerable and may be at higher risk for COVID-19 adverse health complications. Inform employees that some people may be at higher risk for severe illness, such as older adults and those with chronic medical conditions.

### **The Arc will:**

- Ensure the response plan is flexible.
- Share our plan with employees and the community.

### **Outbreak Response Plan:**

- Policies will be reviewed to ensure policies and practices are consistent with Calhoun County Public Health recommendations and are consistent with existing state and federal workplace laws, based on organizational policies. Non-Exempt will be paid for hours worked and/or PTO can be used, if there is a need to be absent from work.
- Essential functions of The Arc include:
  - Administration- management of PTO policies and use
  - Finance- managing cash and reserves in the event that there is a financial need
  - Billing - to ensure ongoing financial resources (if programming is not interrupted)
  - Technology – ongoing monitoring to ensure infrastructure intact
  - Programs –If needed, Volunteer Program will close
- The Executive Director will maintain contact with local health officials to identify any triggers that would increase The Arc's risk.

If there is evidence of an outbreak in the immediate area (Calhoun County and the adjacent Counties), programs and meetings will be cancelled.

Plan date: 6/3/21

Initials: LO