

## **Warren Achievement Center**

### **Emergency Preparedness Plan**

#### **COVID-19**

Policy Statement: Warren Achievement Center has adopted these agency protocols for responding to operating during COVID-19. This COVID-19 Emergency Preparedness Plan adheres to current Federal, State and County mandates, guidelines and advisories to help ensure the safety of individuals, staff and members of the community. This COVID-19 Emergency Preparedness Plan will contain at a minimum, operational direction of the following Core Elements: Transportation, Preventing the Spread of Infection (Screening, Social Distancing, and Infection Control), Person Centered Planning, Training and Support, and Community – Based Services.

The Chief Operations Officer and the Lead RN Nurse Trainer will be responsible for researching, updating and reviewing all Federal, State, and County public health advisories for COVID-19 guidance and have incorporated this information into the agency's COVID-19 Preparedness Plan. In addition, the Chief Operations Officer and the Lead RN will attend bi-weekly Health Department Conference Call meetings in order to stay informed of local statistics and resources. The Chief Operations Officer will be responsible for updating the agency's Emergency Preparedness Plan as the situation changes to reflect current information from resources such as executive proclamations and public health advisories.

Warren Achievement Center's COVID-19 Emergency Preparedness Plan will be made available to staff, guardians, families/individuals, stakeholders and surveyors via postings on the agency website, social media and through staff in-services.

Unexpected suspension of services, if it becomes necessary, will be communicated to families, individuals and staff via the agency use of emergency text alert system via Call Loop and or through individual phone calls to guardians and families who do not have access to the emergency text alert system. The agency President/CEO will follow up with a letter to the individuals and families notifying them of necessary interruptions of service delivery.

#### **Transportation Policy and Procedures:**

The following policies and procedures have been developed to assist individuals with their transportation needs to attend agency based programs and engage in community based activities. The procedures will be implemented to ensure the agency based transportation can be delivered in ways that keep individuals, staff and members of the community safe and to minimize the potential spread of infection.

The following strategies will be implemented to ensure social distancing and infection control during transportation when using agency vehicles or staff personal vehicles:

1. All agency staff, driver and individual, will wear face masks at all times when driving agency and personal vehicles for individual transport.
2. Staff must screen all individuals before entering the transportation vehicle. This screening must consist of taking a temporal temperature of the individual before they get onto the vehicle. If the individual has a temperature above 100.4 they will not be allowed to be transported. They must stay home.
3. Staff will observe for any signs and symptoms of COVID-19 illness before being allowed to enter the vehicle.
4. Hand Sanitizer will be provided at the entrance of the vehicle and staff will assist the individual in sanitizing their hands prior to boarding the vehicle.
5. The interior of each vehicle will be sanitized before and after each use by individuals and staff.
6. Staff will ensure individuals coming from an agency group residence or congregate setting will be transported together, as appropriate.
7. Agency drivers must maintain social distancing when loading and unloading the vehicle by limiting contact as appropriate.
8. Agency drivers must encourage individuals to sit in staggered rows (one individual per seat, per row) UNLESS all are household members.
9. Individuals must maintain social distancing from NON-Household members while in the vehicle. Place individuals to sit in every other row if transporting mixed groups.
10. If a rider in the vehicle is identified as being COVID-19 positive, CDC cleaning and disinfecting protocol must be performed as soon after the confirmation as practical and before the vehicle is put back in service.
11. Other riders who were transported in a vehicle with another rider who tested positive for COVID-19 should not participate in the Community Day Services program until symptom free according to the most recent IDPH guidance (14 days).
12. All vehicles will be disinfected before and after each trip on a daily basis. (Spray Steriphene and wipe down all areas of frequent contact such as door handles, seat belts/bars, window control buttons, steering wheel, tie downs, etc. Use agency checklist as a guide.
13. All vehicles will be deep cleaned once a week using the agency's Clorox 360 electrostatic sprayer.
14. Agency drivers are responsible for keeping a supply of cleaning supplies, hand sanitizer and PPE available at their disposal on hand for every trip.

### **Preventing the Spread of Infection Policies and Procedures:**

COVID-19 spreads mainly among individuals within close contact of one another for prolonged periods of time and when droplets from an infected person are launched into the air and/or onto surfaces. It is important to implement proper screening, social distancing, hand hygiene, face coverings, cleaning and disinfecting to reduce the risk of exposure and limit the spread of infection. The policies and procedures

in this section utilize recommendations made by public health experts to assure health and safety in our community and within our agency.

**Screening:**

1. There will be signage posted in the front entry to the Community Day Services program located at 1340 S. Main Street, reminding individuals and staff to wash their hands and maintain appropriate social distancing. A table with hand sanitizer and masks will be made available. All individuals will be required to take their temperatures. Anyone with a temperature above 100.4 will not be allowed access to the building and will be assisted to be screened for a COVID-19 Test.
2. All staff and individuals will be screened for COVID-19 symptoms which include cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or above, chills, muscle pain, headache, sore throat, new loss of taste or smell, or other CDC identified symptoms.
3. No staff or individual will be allowed to attend the Community Day Services program if they are COVID-19 positive, have symptoms of COVID-19 or have had a recent exposure to someone who is COVID-19 positive. They must have a clearance from a medical doctor prior to returning.
4. This screening process listed above in steps 1 through 3 will be completed on all staff and individuals prior to transport and/or participating in programming.
5. Sick or symptomatic staff and individuals will be asked to seek testing for COVID-19 at a State or local testing center, healthcare center or other testing locations.
6. A sign will be posted in each area throughout the CDS site designating the maximum number of persons that can be accommodated in each space/area.
7. Tape will be affixed to the floor with an "X" spaced six feet apart to visually demonstrate social distancing.
8. Arrows may be placed on the floor if appropriate, that will indicate the direction of traffic throughout the building.
9. All staff and individuals, as appropriate, will wear face masks that cover their nose and mouth during program hours. Exception will be made where accommodations are appropriate per the agency RN.
10. Visitors to the program will be discouraged. All allowed visitors will follow the same guidance as staff and individuals, including screening, having their temperature taken and the donning of a face covering.
11. Loading and unloading of individuals will take place in several locations to avoid crowding on ingress and egress. These locations will be the front of the building at Achievement Industries, the South Door at the Developmental Training 1 Program Area, the North side entry by the Secretary's Office and the South West Door for individuals who work on the workforce.
12. If a known exposure to COVID-19 has occurred, the Community Day Service Program site will be closed and will immediately be deep cleaned using the agency's Clorox 360 electrostatic sprayer.

13. Social distancing of at least 6 feet will be maintained between individuals who do not live together. Starting September 1, 2020 two or three group homes will attend the CDS at a time on alternating days and will go to classrooms at opposite ends of the facility. Individuals living in the same group home will be in the same classroom. Individuals will eat their lunches in their classroom. There will be no intermingling at this time.

### **Procedure on How to Support an individual who is Sick with COVID-19 Symptoms during Service Delivery**

1. If an individual begins to show signs and symptoms of COVID-19 illness such as cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or above, chills, muscle pain, headache, sore throat, new loss of taste or smell, or other CDC-identified symptoms, staff should immediately contact an agency nurse for an assessment.
2. The agency nurse will put on the appropriate PPE and transport the individual to the CDS Sick Room for assessment and observation in order to prevent exposure to others while awaiting transport.
3. If appropriate, the agency nurse will arrange for staff and transportation of individual to be taken for a COVID-19 test at a local healthcare provider or testing site. The agency nurse will instruct staff on donning the appropriate PPE during contact with the individual and during transportation.
4. The agency nurse will be responsible for making sure the Sick Room is Disinfected and Cleaned properly utilizing the agency Clorox 360 electrostatic sprayer and then wiping down all high touch surfaces such as the door handle, light switches, change and wash bedding etc.
5. The agency nurse will wait for results of the COVID-19 test and will work with the local Health Department for contact tracing if appropriate.
6. The agency nurse will be responsible for contacting guardians with results and for instructing residential staff on isolation and/or quarantine procedures.
7. If the individual tested positive for COVID-19 the CDS site will immediately be closed for a deep cleaning of the site as well as a deep cleaning of agency vehicles that may have been used for transport.

### **Social Distancing Procedures**

1. Signs and floor tape will be posted through the CDS site to use as a visual cue to staff and individuals to use social distancing while traveling throughout the building.
2. Staff will routinely practice social distancing activities in the classroom by talking about keeping their chairs at least 6 feet away from peers and watching a video on the practice of social distancing. Furniture will be arranged to enforce limited contact with others and enforce social distancing.
3. Classrooms will contain individuals who live in the same residential setting in order to limit social contact with others.
4. Staff will monitor common areas, restrooms, waiting areas for transportation keeping social distancing in practice.

5. Individuals will eat in their classrooms in order to minimize the spread of germs.
6. Physical barriers will be installed within the classroom if appropriate.

## **Infection Control Procedures**

### **Hand washing**

1. Individuals will be asked and assisted to wash their hands frequently during program hours.
2. Sinks will be kept clean and well-stocked with soap and paper towels for hand washing.
3. Alcohol based hand sanitizer will be available throughout the building.
4. Staff will remind individuals to practice good daily hygiene by washing hands frequently, properly covering when sneezing/coughing, and avoiding touching their eyes/nose and face.
5. Staff may post signs in their classrooms reminding individuals how to practice daily good hygiene if appropriate.
6. Staff will be responsible for maintaining an appropriate supply of hand sanitizer, paper towels, soap and any other items needed for hand washing.
7. Supplies will be ordered from the agency janitor/custodian every two weeks.

### **Face Coverings**

1. All staff and individuals will be required to wear face masks during CDS hours of operation. If individuals from the same residential setting are the only individuals in the classroom then they do not have to wear a mask. A mask will be required if they walk out of the classroom to other areas of the building and during transportation.
2. Staff will be responsible for maintaining an adequate supply of gloves and face masks for their classrooms.

### **Cleaning and Disinfecting**

1. The agency has purchased three Clorox 360 electrostatic sprayers that will be used on a weekly basis to deep clean and sterilize the building.
2. The custodian/janitor will develop a schedule to use the electrostatic sprayer to disinfect all surfaces.
3. Focus will be put on disinfecting high-touch areas such as doorknobs, tables/countertops, desks, light switches, handles, phones, keyboards, toilets, faucets, water fountains and sinks.
4. Classroom staff will be responsible for cleaning and disinfecting mobility and other assistive devices such as wheelchair handles, walkers, etc.
5. Prior to opening the CDS, classroom staff will be responsible for removing non-essential items from their classroom such as, removing soft, porous materials, area rugs and seating to reduce the challenges with cleaning and disinfecting them.
6. Classroom staff will be responsible for removing clutter and non-essential items from flat surfaces to allow for easier cleaning.
7. Classrooms will be sanitized throughout the day and then sprayed with Steriphene before leaving for the day.

8. Classroom staff will be responsible for maintaining an adequate supply of cleaning supplies to keep on hand for their classroom.

### **Managing an Adequate Level of PPE and other Infection Control Supplies for Staff and Individuals**

1. The agency Janitor/Custodian will be responsible for ordering and maintaining an adequate amount of PPE (face masks, gloves, etc) and other infection control supplies (hand sanitizer, paper towels, hand soap, Steriphene, Clorox Wipes (Minute wipes) etc.
2. The Janitor/Custodian will work directly with their supervisor and Chief Operations Officer to keep everyone informed of ordering guidelines and identifying an appropriate supplier of products.
3. The Janitor/Custodian will coordinate with their supervisor and COO on establishing a Minimum Supply Level to trigger re-order and re-supply.
4. The Janitor/Custodian will be responsible for identifying resources to purchase PPE and Infection Control supplies.

### **Person –Centered Planning**

Our agency has contacted each participant and/or family/guardian, and the ISC to discuss our plan to reopen and resume services and the participant's transition and phase-in of services in the facility and/or community.

1. The Adult Day Program Administrator and the Lead Case Manager have completed the "Illinois Risk Benefit Tool" assessment on all participants by engaging individuals, their families and/or guardians to determine their concerns and comfort level with returning to the CDS.
2. During the assessment process, the Adult Day Program Administrator and the Lead Case Manager, evaluated the Individual's Health status and risk level for COVID-19, in addition to taking note of any changes that may have occurred during the time away from the CDS program and considered any changes that need to be made to their Program Plan and Implementation Strategies.
3. The agency will plan on re-opening the CDS for a small sample of less than 10 individuals who work on the work floor starting Monday August 3, 2020. These individual's Personal Centered Plans will be revised to include their desire to return to work. Other goals will be temporarily placed on hold in order to slowly phase the transition back into the CDS program. These other goals will resume at a later time which is not known currently.
4. Beginning Tuesday September 1, 2020, all individuals who reside in the agency's residential settings will begin to phase back into the CDS. Two or three group homes per day will attend two or three separate classrooms at the CDS. Individuals residing in the same group home will attend the same classroom. Their attendance will be altered to allow all eight group homes to come each week. (two/three homes per day) This schedule will expand to include more homes per day as the situation safely allows based on current County COVID-19 statistics.

5. Staff schedules will vary to accommodate the needs of each individual. Several individuals have made a decision to stay enrolled in their 37U At Home Day Program and will receive day services from their home and in the community setting.
6. During the assessment process, the Administrator and the Lead Case Manager have updated contact information for each individual.
7. Individuals, families/guardians, caregivers and other can access information on how the CDS program services have been changed or altered by reading Warren Achievement Center's COVID-19 Emergency Preparedness Plan on the agency's website.

### **Training and Support Policies**

1. All Staff will receive in-service training on the agency's COVID-19 Emergency Preparedness Plan prior to the delivery of day service.
2. Items included in this Plan are information on Hygiene, Social Distancing, Use of PPE, Cleaning and Disinfecting, and recognizing symptoms of COVID-19.
3. Training will be delivered using a variety of media such as in-person training, videos and/or handouts from trusted public domains. Training will be reinforced as needed.
4. In-service Sign in sheets will be collected at every training session and kept on file with the Director of Human Resources for review during audits/reviews and monitoring visits. The Director of Human Resources will issue a Certificate of Competency to each employee after their training is completed.
5. Administrative staff will be available to answer any questions or concerns staff or individuals may have with returning to work.
6. Administrative staff will encourage anyone who is sick to stay home.
7. The Chief Operations Officer and the Lead RN Nurse Trainer will be responsible for updating and communicating changes in CDC guidance for maintaining a safe and healthy work environment.

### **Community-Based Services**

Individuals may need additional supports and training to navigate the community safely, such as learning to practice social distancing and infection control. The statements and considerations listed below focus primarily on issues that are specific to small groups; however, many are applicable and should be considered for all services in the community whether delivered as 1:1 or in small groups.

1. Staff will be responsible for researching the availability of access to community resources and settings prior to scheduling an outing. Staff will pay attention to limited hours of operation, limited number of people allowing in at one time and make adjustments accordingly.
2. Staff will research ahead of time the information on the location of public restrooms and check to see if they are open to the public.
3. Staff will ensure proper hygiene, hand washing /sanitizing, following of social distancing guidelines, ensuring those who can wear face masks safely are doing so while monitoring their tolerance during all community activities.

4. Staff will coordinate schedules and adjust or stagger access to community setting if appropriate focusing on small groups.
5. Staff will schedule outings based on individual preference/choice and prepare individuals that outings may change with short notice based on current COVID-19 precautions.
6. Staff will prepare a bag that is ready to take with them on the outing that has extra PPE (face masks, gloves, hand sanitizer, soap, hand towels etc. )for staff and individuals.
7. Staff will monitor individuals for illness while on the community outing and will notify the agency nurse to report COVID-19 symptoms if applicable.
8. Staff will be responsible for sanitizing the agency vehicle after using for community outings. Staff will utilize the Cleaning and Disinfecting a Vehicle Checklist.
9. Staff will follow the guidelines listed in the Transportation Policy and Procedure section of this COVID-19 Emergency Preparedness Plan.

**Policy Adopted on 7/30/2020**