



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:

Precautions for Individuals Exposed to COVID-19: Individuals residing in an Individual Residential Alternative (IRA) who are exposed to, close to someone who has COVID-19 for a least 15 minutes within 24 hours, or are in close contact, was less than 6 feet away from an infected person for a cumulative total of 15 minutes or more over a 24-hour period, with a person diagnosed with COVID-19 no longer need to quarantine. This is regardless of vaccination status.

Any individual who has been exposed to, or who has been in close contact with a person diagnosed with COVID-19 must start the following precautions immediately:

- Wear a mask as soon as the exposure is known.
- Masks should be worn for a full 10 days.
 - Day 0 is the day of your last exposure to someone with COVID-19
 - Day 1 is the first full day after your last exposure
- Do not go places where you are unable to wear a mask.
- Take extra precautions if you will be around people who are more likely to get very sick from COVID-19



(i.e., those who are immunocompromised).

- Get tested on day 6 (even if symptoms do not develop).

Isolation and Precautions for Individuals with COVID-19: Regardless of vaccination status, individuals diagnosed with COVID-19 must isolate from others. Additionally, if symptoms develop, the following precautions must be followed:

- Isolate immediately.
 - Get tested.
 - Remain in isolation until results are received.
- If the test is negative, isolation can end
- If the test is positive, the individual must isolate for 5 days. The following precautions should be followed during an isolation period:
- All individuals should stay home, in a separate room from other household members, if possible, for at least 5 full days (day 0 is the first day of symptoms, or the date of the positive test results for those who are asymptomatic).
 - Wear a high-quality mask when around others in the residence.
 - Individuals should not attend programming or other community activities.
 - Use a separate bathroom if possible.
 - Take steps to improve ventilation at home if possible.
 - Don't share personal household items, like cups, towels and utensils.
 - Monitor symptoms and if an individual has an emergency warning sign (including trouble breathing), seek emergency medical care immediately.

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.



Ending Isolation Ending: isolation is currently based on how serious the COVID-19 symptoms were:

If there were NO symptoms:

- Isolation may end after day 5. If there WERE symptoms:
- Isolation may end after day 5 if the following criteria are met:
 - The individual is fever-free for 24 hours, without the use of fever-reducing medication 3
 - Symptoms are improving (*Note that loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation)

Removing Masks After Isolation: The CDC continues to recommend masking for the full 10 days for an individual who has tested positive for COVID.

The following guidelines should be followed for masking:

- Individuals who have tested positive should be encouraged to wear a well-fitting mask for the full 10 days (5 days of isolation and days 6-10 after isolation ends).

Individuals who cannot tolerate the wearing of masks because of their disability may be exempt from masking requirements. In this instance, such individuals may not attend programming for days 6-10

Masking: Effective September 7, 2022, OPWDD is no longer requiring that masks be universally worn in OPWDD certified or operated programs by staff and visitors. However, staff should wear a well fitted mask when working with people who have suspected or confirmed cases of COVID-19. Staff should contact their Immediate Supervisor or HR Department if face coverings are needed.

Social Distancing: While social distancing is no longer mandatory, it is important to try and maintain space and distance between individuals and others.

Screening: The screening process is no longer required by staff and visitors in OPWDD certified or operated programs.

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.

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.

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:

- 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.

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.

Transportation: Masking and social distancing is not required for individuals on non-public transport vehicles.

- Note that those individuals who have been exposed and are required to wear a mask for other reasons (i.e., post-isolation period) should wear a mask during non-public transportation.
- Any individual utilizing public transportation should be encouraged to mask.
- 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: 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.

Revised 1/24/23