

Community Action Commission of Fayette County: Infectious Disease Outbreak Plan

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**Purpose**

Community Action Commission of Fayette County (CACFC) is dedicated to protecting the health of those we serve and our staff in all possible capacities. As such, CAC has developed this Infectious Disease Outbreak Response Plan In an effort to help reduce exposure and community spread of viruses during a pandemic. This plan is provided to share resources and current information about the pandemic as they’re made available. This plan is also intended to provide education and best practice guidelines for preparing, preventing, identifying and managing outbreaks of the 2020 COVID-19 virus in our community.

**Specified Plan Objectives include**:

• Reduce potential exposure and transmission of COVID-19 among staff & those provided services

• Ensure best healthcare standards are practiced to protect those at higher risk

• Maintain business operations when and where possible

**Anticipated Plan Outcomes include**:

• A plan that is flexible and evolving

• Education in the plan includes opportunities to discuss implications and identify gaps

• The plan is shared with all employees

• Best practices are included & updated as they are identified

**SECTION 1: Personal Preparedness for Staff**

**What you should do now**

• **Ensure your contact information is correct** with your supervisor. In the event you need to be contacted regarding work or work locations, your supervisor must have current contact information to provide to the human resources department.

• **Clean your hands often** with soap and water for at least 20 seconds; at least once an hour, after using the restroom, before eating, etc.. Keep a bottle of sanitizer in your car for use after getting gas or touching other objects to use until you are able to wash your hands.

• **Make sure you have all of your prescription medications stocked-**preferably a month or more if you can. There is concern about the supply chain for medications.

• **Practice Social Distancing-** Keep a distance of 3-6 feet away from others when possible, always an arm’s length from another person. Avoid public gatherings such as movies, concerts, faith based services, community meetings, etc. when possible. Self-isolation and self-quarantine are also components of social distancing. These common healthcare practices are known to reduce and control the spread of an infectious and contagious disease such as COVID-19.

• **Routinely clean** all frequently touched surfaces in the workplace, such as phones, workstations, light switches, countertops, doorknobs, etc.

• **Stock up with non-perishable foods,** such as canned goods, pasta, crackers, cereal, hydrating fluids, etc., as well as over the counter meds, tissues, nasal spray, etc. to help alleviate symptoms of the virus, in case you need to quarantine.

\***Consider getting the flu shot, if you have not already done so.** While the flu vaccine **does not** provide any reduction of COVID-19 symptoms, the current flu vaccine is about 30-50% effective against the flu. A flu shot may help reduce symptoms of the flu & is worth considering.

**IF YOU BELIEVE YOU HAVE SYMPTOMS OR HAVE BEEN EXPOSED TO COVID-19**

1. Please contact your health care provider if you believe you are exhibiting symptoms**.**

*If your health care provider is unavailable, call urgent care for guidance.*

**DO NOT GO TO THE ER** if you think you have COVID-19, unless specifically instructed to by a healthy care professional. If you are told to self-quarantine by health care professionals, contact your supervisor/executive director by phone or e-mail immediately for instruction.

**Do not go to work** if you have been told to self-quarantine.

1. Contact your supervisor/site director by phone or e-mail for instructions if you believe you have been exposed to the COVID-19 virus. CACFC policy requires a medical note for absences of 3 days or more.
2. If you become ill at work and are exhibiting symptoms of COVID-19, please alert your supervisor/site director immediately and remove yourself from the proximity of your co-workers and/or persons served.

**IF YOU NEED TREATMENT FOR COVID-19**

There is currently no specific treatment or vaccine for COVID-19.

In most cases of COVID-19, people are able to utilize self-supportive care to help relieve symptoms as they would for other respiratory viral illnesses such as:

• **Drink plenty of warm liquids.** Choose water, juice, warm tea or coffee and warm soups to prevent dehydration.

• **Rest.** Get more sleep to help the immune system fight infection. Individuals may need to change their activity level, depending on the symptoms.

• **Consider** Tylenol or its Generic counterpart for fever, pain relief and achiness associated with the virus, as advised by your health care provider.

**Do NOT use IBUPROFEN!**

Maintain communications with your with your health care provider**.** Your health care provider will help you determine when, and if, you need hospital care.

**DIRECTIONS FOR RETURN TO WORK**

The guidance on this is changing constantly, therefore, those diagnosed with or quarantined due to COVID-19 infection or exposure should not return to work until released by medical personnel.

**SECTION 2: COVID-19 General Information**

***COVID-19 SYMPTOMS MAY DEVELOP WITHIN 2-14 DAYS OF EXPOSURE AND INCLUDE:***

**Cough Fever Shortness of Breath**

**(100.4 or higher) (or heaviness in chest)**

People with COVID-19 generally develop signs and symptoms, including mild respiratory symptoms, fever (100.4 or higher), loss of taste and smell or diarrhea an average of 5-6 days after exposure. Possible risk factors for progressing to severe illness may include, but are not limited to; older age, and underlying chronic medical conditions such as lung disease, cancer, heart failure, cerebrovascular disease, renal disease, liver disease, diabetes, immunocompromising conditions, and pregnancy.

The virus that causes COVID-19:

• Usually spreads from close person-to-person contact through respiratory droplets from coughing and sneezing.

• May also spread through airborne transmission, when tiny droplets remain in the air even after the person with the virus leaves the area.

• Can only be diagnosed with a laboratory test.

**THE BEST WAYS TO PROTECT YOURSELF!**

* Wash your hands frequently and thoroughly, using soap and water for at least 20 seconds. Use alcohol-based hand sanitizer, if soap and water are not available.

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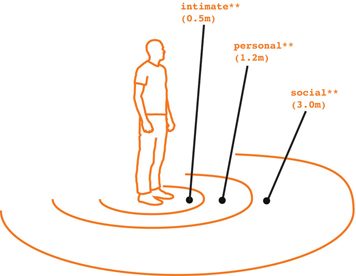
* Cough or sneeze into a tissue or flexed elbow, then throw the tissue in the trash

* Avoid touching your eyes, nose, or mouth with unwashed hands



* Avoid close contact with people who are sick, coughing or sneezing & always maintain a social distance of 6 feet.



* Stay home when you are sick



* Clean & disinfect surfaces & objects that people frequently touch



* ONLY wear a facemask if you have respiratory symptoms or are caring for someone with respiratory symptoms



**SECTION 3: Preparation, Response, Recognize, Monitor**

Effective outbreak management has four phases:

1. **Preparation**: A plan is in place
2. **Response**: Activate the infectious disease outbreak plan & responsibilities
3. **Monitor Exposure Process**: Assess and report exposure control activities
4. **Conclusion**: Declare the exposure over, review events for potential plan improvements
5. **Preparation**

CACFC developed this Infectious Disease Outbreak Plan specific to our agency that will guide staff and program needs in regards to operating through a pandemic. A component of the plan may identify alternative work sites for specific programs, as guided by HUD and CDC.

Administrative services will require ongoing assessment of the needs of the organization as the circumstances evolve and will be determined through coordination with the executive director, Fiscal and Human Resources departments.

For CACFC, essential business activities that require ongoing assessment include:

• Ability to bill for services

• Necessity to pay bills

• Communication with public health officials, community partners, board members and planning bodies

• Ongoing communication with employees and those we serve

• Maintain a line of succession for necessary decision-making on behalf of the agency in the event of illness or incapacity

• Technology supports to ensure communication and teleworking when possible.

1. **Response**

Infectious Disease Outbreak Plan Activation

CACFC will activate the system-wide Infectious Disease Outbreak Response Plan with consideration to the following:

• A state of emergency is called by the Governor of the State of Ohio;

• In consultation with the county or state health department(s);

• An exposure or series of exposures is identified at one or more public service sites;

• An exposure threat is evidenced by a community partner(s) such as the local public schools in the same area as our agency; or,

• The plan can be fluid as to be activated for a specific site, county or region wide.

The procedure for activating the system-wide/site-specific Infectious Disease Outbreak Response Plan will be conveyed electronically to all impacted employees via CACFC website and inter agency e-mail. Special instructions for agency leadership and staff have been outlined in this plan. Additional instructions or notifications may also be provided as guided by HUD and CDC recommendations.

**Leadership Responsibilities during Plan Activation**

* Share & distribute this plan and all communication updates related to COVID-19 with all staff.

If you or one of your staff has underlying health conditions that increase their susceptibility to COVID-19, please contact Human Resources for guidance. Encourage employees with symptoms of an acute respiratory illness to stay home during the COVID-19 pandemic.

If an employee is confirmed to have COVID-19, inform other employees of their possible exposure in the workplace while maintaining confidentiality.

Supervisors will need to complete daily notifications to the executive director and Human Resources once an employee reports absent due to COVID-19. Health officials may require information related to reporting confirmed cases of COVID-19.

Supervisors and agency leaders should inform employees and persons served that some people may be at higher risk for severe illness, such as older adults and those with compromised immune systems.

CACFC Director and agency leaders should emphasize respiratory etiquette and hand hygiene by all employees at all times:

* + Place posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to your site and in other areas where they are likely to be seen.
  + Maintain adequate supplies of soap and water and alcohol-based hand sanitizers in your workspace.
  + Place hand sanitizer in multiple locations throughout the facility where traffic occurs.
  + Routinely clean all frequently touched surfaces, such as workstations, countertops, and doorknobs. Use cleaning agents that are usually used and follow directions on the label.

Eliminate or reduce unnecessary congregating by staff and program participants and emphasize Social Distancing practices.

* Ensure that county assigned Access Points adjust Diversion & Coordinated Entry processes through guidance & recommendations of the Ohio BoSCoC.
* Ensure that congregate facilities and scattered site programs adjust daily processes and case management protocols through the guidance & recommendations of the Ohio BoSCoC.

Re-evaluate the necessity of hosting or attending community events, meetings and programs.

Consider alternatives to all face-to-face meetings (go to meetings, skype, phone calls, conference calls, etc.)

Share prevention strategies with persons served at your site and in your programs.

Actively monitor/observe persons served for COVID-19 symptoms.

COC Point of Contact person should be in close contact with the public health authority in their area, the Ohio BoSCoC and be prepared to respond to local requirements as they evolve. The POC will inform the executive director/Human Resources of any local requirements as they emerge.

1. **Monitoring Exposure Process**

* COVID-19 exposure among CACFC Staff:

When one (1) or more persons served who has been on-site and/or any employee who exhibits or reports exposure to symptoms of COVID-19 report to a supervisor or site director, the supervisor should immediately contact their supervisor/executive director and Human Resources. The executive director/supervisor will confirm the early stage of exposure and follow the detailed site-specific plan regarding potential site closure, notifications and ancillary protocols, including self-quarantine. Prompt detection of exposures allows for early implementation of control measures.

If the exposure is confirmed while the employee is present at CACFC service site, the symptomatic employee should be isolated if medical care is needed or assisted in making transportation arrangements if they are unable to make their way home on their own.

If the supervisor is notified by an employee via phone, email or text that they are symptomatic of COVID-19, has phoned a medical professional and been advised to quarantine at home, the supervisor should notify their executive director/supervisor and Human Resources to implement the CAC plan regarding potential site closure, notifications and ancillary protocols.

Once employees begin to notify the site director that they are in self-quarantine, the supervisor should begin to submit individual absences (by the close of business each day) to their supervisor and Human Resources. Human Resources will present a daily report by 9:00 a.m. to the executive director.

If a supervisor is notified by a person served, a vendor or a visitor via phone or email that they are symptomatic of COVID-19, they should advise the individual to contact their medical professional and contact the executive director/supervisor to implement this CACFC plan regarding potential site closure, notifications ancillary protocols.

Using an abundance of caution, employees may choose to self-quarantine if they have been in contact with an individual who has symptoms of COVID-19 or a family member who is self-quarantined due to travel outside of the United States to highly impacted countries.

* COVID-19 exposure of clients who present at CACFC site, or at CACFC scattered site, for services:

CACFC should follow HUD & CDC recommendations as provided. Social distancing should always be practiced and case management done via phone or email. Avoid all non- essential face to face interviews or case management until otherwise guided by public health officials.

If staff encounters a client that presents for services, who appears to have potential symptoms of COVID-19, they are to exit the client from their workspace and instruct the symptomatic client to call their local primary healthcare provider for instructions.

If the symptomatic client has no primary healthcare provider, then staff will instruct the client to call ahead to an Urgent Care facility and follow their recommendation. Staff will **NOT** refer symptomatic client to the ER. If symptomatic client appears to need emergency medical attention, staff will call 911.

* Employee Temperature & Monitoring Policy

State requirements require that all employees’ take their temperature PRIOR to reporting for work. Acceptable body temperatures are less than 100.4. Employers can take the temperature the staff person on site, or the staff person can take their own temperature at home and text in a photo of the reading to the assigned CACFC monitoring person. In addition, the following screening questions will be used with employee temperature monitoring;

***Do you have any of the following: fever, sore throat, cough, or new shortness of breath?***

***Have you been around anyone with confirmed COVID -19?***

If a staff person answers yes to either question, or reports a fever over 100.4, they are to stay home and NOT report to work, or be sent home if they have presented on site for temperature screening.

CAC has created a Temperature Log that will be utilized to document compliance with this policy.

* Guidelines for CACFC Site Closure

If it is recommended by federal, state, or public health governing authorities that CACFC close, the executive director will review the CACFC Infectious Disease Outbreak Response Plan and make a recommendation to the appropriate governing authority.

CACFC will authorize the activation of their site closure and coordinate with agency leadership on how to proceed, with potential to operate offsite by utilizing alternative work sites for services as permitted with guidance from governing authorities.

* Leave

CACFC offers sick and personal hours to all employees. CACFC understands that time off my be required if an employee has been exposed to the COVID-19 virus, is symptomatic of COVID-19 and needs to self-quarantine, or is caring for a COVID-19 quarantined dependent. Such affected staff will communicate with their supervisor via phone or email to determine leave time options available to them.

* Business Travel

CACFC will suspend all out of town business related travel until further notice.

In the case where an employee is traveling out of town for personal reasons, they are to notify their supervisor of the location/region of their travel. The supervisor is required to notify the executive director and Human Resources who is responsible to track travel during the activation of this plan. Should an employee choose to conduct out of town personal travel, they are required to contact their executive director/supervisor prior to returning to work for review of exposure to the COVID-19.

* Communication

CACFC will utilize their specific agency website page to share timely and accurate information regarding the COVID-19 virus. All staff will have access to the materials and links provided to increase information sharing and knowledge, and decrease fear. Links for the information on the lead agency site will be available on the main page.

Pubic communication will also be coordinated with local digital and media venues as available in the community.

1. **Closing of Infectious Disease Outbreak Response Plan**

CACFC will announce when the Infectious Disease Outbreak Response Plan is to be closed, in conjunction with consultation with local health officials. The executive director will activate a lessons learned process for the organization to participate in to inform the Ohio BoSCoC Point of Contact of opportunities for improvement to the infectious disease planning process.

**SECTION 5: Conclusion**

The 2020 COVID-19 pandemic is a fluid situation and, as such, CACFC’s plan will need to be updated as the situation evolves. We appreciate the patience and teamwork necessary to ensure all employees, persons served and vendors entering our service sites are safe. As always, if you have any questions or concerns please reach out to your supervisor, executive director, or the following individuals and resources:

• **The CACFC Infectious Disease Outbreak Response** **Plan**: Dreama Brown at 740.636.1374 or email [dbrown@cacfayettecounty.org](mailto:dbrown@cacfayettecounty.org)

• **Leave Policy:** contact Angela Siler, Fiscal Officer at 740-335-7282 or email [kbrown@cacfayettecounty.org](mailto:kbrown@cacfayettecounty.org)

• **To report a COVID-19 Absence**: contact your direct supervisor, executive director, Bambi Baughn, email [bbaughn@cacfayettecounty.org](mailto:bbaughn@cacfayettecounty.org) or Kathy Brown, Human Resources (see contact info above).