



OPEN DOOR
REHABILITATION CENTER

COVID-19 Preparedness Plan

August 2020

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PLAN AND PREPARE

Open Door Rehabilitation Center (ODRC) is committed to providing a safe and healthy workplace for all stakeholders. To ensure a safe and healthy workplace, ODRC has developed the following plan in response to the COVID-19 pandemic. All staff members are equally responsible for supporting, implementing and complying with all aspects of this plan. ODRC's goal is to mitigate the potential for transmission of COVID-19 in the workplace and community, and that requires full cooperation across all ODRC stakeholders. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our facility.

This plan focuses on planning and preparing in six core areas: emergency preparedness, transportation, preventing the spread of infection, person-centered planning, training and support, and community-based services. The ODRC Preparedness Plan follows the guidance and advisories of current Federal, State and County mandates in order to help ensure the safety of our individuals, staff and community.

AGENCY WIDE

Emergency Preparedness

1. Procedures: for COVID-19

The following COVID-19 specific procedures are included in this plan:

- Communications (contacts, signage, supporting documents)
- Visitor policy
- General operational protocols
- Timelines and persons responsible for implementing/reviewing plan
- Delivering services in facility and community setting
- Quality assurance
- Other relevant procedures as identified by ODRC

2. Resources: COVID-19 Preparedness Plan

Federal, State, and County public health advisories for COVID-19 have been reviewed and incorporated into ODRC's COVID-19 Preparedness Plan. This plan will be updated to reflect current information from resources, such as executive proclamations and public health advisories.

Illinois COVID-19 Hotline: 1-800-889-3931 or dph.sick@illinois.gov (for reporting and/or questions)

DeKalb County Health Department: 815-748-2449, Stacia Runge, MSW

3. Monitoring: COVID-19 Resources

Kourtney Herren, staff member, will be responsible for monitoring Federal, State, and County public health advisories for COVID-19. She will regularly review information published by the Centers for Disease Control (CDC), the Occupational Safety and Health Administration and the Illinois Department of Human Services.

4. Updating: COVID-19 Preparedness Plan
The ODRC management team, along with staff member, Kourtney Herren will update the ODRC COVID-19 Preparedness Plan as needed.
5. Availability: COVID-19 Preparedness Plan
The ODRC COVID-19 Preparedness Plan is available to all stakeholders in the following forms:
 - Posted on the ODRC website: www.odrc.org
 - Posted on Asana (an agency-wide communication tool)
6. Resources for Suspected COVID-19 Infection
General information about COVID-19. Source: Illinois Department of Public Health: <https://dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus/symptoms-treatment>

How to prevent the spread if you are sick. Source: Centers for Disease Control (CDC): <https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>
7. Staff Assigned to Communicate COVID-19 Information to Stakeholders

| Name | Title | Phone Number | Email Address |
|---------------|--------------------|-------------------|-----------------------|
| Rita Potter | Executive Director | 815-786-8468 x226 | Rita@odrc.org |
| Gene Stephens | Associate Director | 815-786-8468 x239 | genestephens@odrc.org |

Preventing the Spread of Infection

Screening

All entry doors are kept locked due to COVID-19 safety measures.

COVID-19 symptom poster is posted at all building entrances.
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/Please-Read.pdf>

SCREENING STATIONS are set-up at ODRC building entrances, with the following supplies on hand: extra medical masks, screening procedure sheet, symptom poster, no-touch thermometer, alcohol wipes, and ABHR.

1. Procedure for Screening ALL Persons Upon Entering ODRC Buildings
 - a. Procedure for Health Screening
 - Screener and person being screened must wear a mask (even with a face shield). No buffs.
 - Screener asks the following health questions and follows these procedures:
 - Have you been advised to self-quarantine because of exposure to COVID-19?
 - Do you have one or more symptoms of COVID-19 such as: 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, or diarrhea? (If so, the individual is not permitted to enter.)
 - Take persons temperature and if it registers as 100.4 degrees or higher, they have a fever and are not permitted to enter.
 - Clean the thermometer with an alcohol wipe between each person, before and after use.
 - Both screener and person being screened must clean their hands with ABHR after screening procedure.

Individual being dropped-off for services:

- Individual must remain in their vehicle during screening.

Individual who walks to ODRC:

- Screener performs health check with individual as they stand outside and to the side of the front door entrance.

Residential Consumers returning from an outing:

- Screener performs health check with individual as they stand outside and to the side of the front door entrance.

Residential Consumers being dropped off for services from a group home:

- Screening took place when driver picked up the individual from their group home. Individual is cleared to enter as “announced” by the driver.

b. Visitors and Deliveries

- No visitors will be allowed in any ODRC buildings, without an appointment.
- All deliveries are routed through the administration building by calling 815-786-8468, unless pre-approved by the management team. *See CDS section for one exception for Production.

c. Screening Visitors and Deliveries

- No visitors or deliveries will be allowed inside ODRC buildings without individuals being properly screening for COVID-19.

d. When Staff and Individuals Should Stay Home

- If someone feels sick
- If they have one or more symptoms of COVID-19 such as: 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, or diarrhea
- If you know or think you have been exposed to COVID-19

2. Action Plans for person with COVID-19 Symptoms or Exposure

| | |
|-------------|-------------------------------------------|
| Appendix A: | Staff Member Symptomatic |
| Appendix B: | Staff Member Exposure to COVID-19 |
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| Appendix D: | Residential Consumer Exposure to COVID-19 |
| Appendix E: | Community Consumer Symptomatic |
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Social Distancing

3. Social Distancing Guidelines for Delivering Activities and Services

- a. In order to enforce social distancing, ODRC will be using a combination of tape on the floor as a visual cue and pre-arranged stations for delivering activities and services. We will be spacing all individuals at least six feet apart for programming.
- b. Staff and individuals will be assigned to group of 10 people or less in order to limit social contact.
- c. Staff and individuals must wear a mask (even with a face shield) at all times. No buffs.
 - Exception: Individuals living in group home, may remove their masks while at their home.

- d. Staff must clean their hands with ABHR before and after contact with any personal item that an individual utilizes, including a wheelchair or other device.
 - e. While providing support for an individual who has limited control of bodily fluids, staff member must utilize appropriate PPE, **INCLUDING a medical face mask** and practice proper hand hygiene.
 - f. Informational posters pertaining to social distancing are posted in the service and common areas. Some areas have been marked with tape on the floor for a visual cue for social distancing. <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>
 - g. Staff will monitor common areas, restrooms, waiting areas for transportation for social distancing.
 - h. While eating or taking breaks, all individuals will be at least six feet apart for social distancing. Individuals will eat in the location where they are either working or receiving programming.
 - i. Physical barriers will be installed, as needed.
4. Training on Social Distancing

ODRC staff has on-going training and support for individuals and staff to learn social distancing. Staff and individuals are trained on **social distancing** as follows:

- Maintain at least 6 feet of physical separation between yourself and others around you.
- Mark with signage or tape 6-foot spacing for staff and individuals to maintain appropriate distance from one another.
- Even if you are able to social distance, all staff **MUST** wear a mask when individuals are present.

Infection Control

5. Personal Protection Equipment (PPE) Availability:

PPE are readily available for all staff and individuals use. These supplies are located in each building at the following PPE Stations locations:

- ODE – shelving unit near restrooms
- ODW Production – shelving unit near front restrooms
- ODW Programming - shelving unit near lunchroom restrooms
- Administration Building – atop black file cabinets
- All Group Homes – varies per house

Supplies include: medical masks, gloves, Alcohol-based hand rub (ABHR)

6. Proper Hand Hygiene

- a. ODRC staff and individuals use an alcohol-based hand rub (ABHR) with 60-95% alcohol to clean hands. The CDC recommends this method over soap and water, unless hands are visibly soiled.

Procedure for Hand Washing: Wash hands with soap and water for at least 20 seconds under the following circumstances:

- Hands are visibly soiled
- Before eating
- After using the restroom

All sinks are cleaned and are restocked **daily**, with the following supplies:

- Liquid soap
- Paper towels
- ABHR

- b. Posters highlighting proper hand washing, properly covering when sneezing/coughing and avoidance of eyes/nose/face touching are posted near all sinks, food preparation stations and restrooms.

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>
<https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf>

- c. All staff are trained in proper hand hygiene.

7. Procedure for Wearing Masks and Gloves

Facemasks Do's and Don't poster is posted at each PPE Station and in the red COVID-19 folder at each group home. Source: CDC <https://www.cdc.gov/coronavirus/2019-ncov/downloads/hcp/fs-facemask-dos-donts.pdf>

Staff & individuals must wear masks (even when wearing a face shield). No buffs.

- a. How to Wear Masks Correctly:
- Wash your hands
 - Put face covering over your nose and mouth, then secure under the chin
 - Face covering should fit snugly against the sides of your face
 - Check to make sure you can breathe with ease
 - Don't wear covering under your mouth or nose
 - Don't adjust covering without washing your hands first
- b. Signage for wearing face coverings are posted near all PPE stations.
- c. All staff receive training on the use of face coverings and gloves.
- d. Donning and Doffing Personal Protective Equipment (PPE) is provided.

The following hand-out are located at each PPE Station and in the red COVID-19 folder at each group home:

- Sequence for Donning and Doffing PPE
- Gown Guidelines
- Fabric Face Covering Guidelines
- How to safely Wear and Take Off a Cloth face Covering
- N95 Guidelines
- Glove Guidelines
- Removing Gloves

8. Procedure for Proper Cleaning and Disinfecting

The following hand-out is located at each PPE Station and in the red COVID-19 folder at each group home.
<https://www.epa.gov/sites/production/files/2020-04/documents/disinfectants-onepager.pdf>

ODRC has a written procedure to ensure proper cleaning and disinfecting, particularly of high-touch areas and items and strategies have been identified to ensure adherence to procedures. Examples of high-touch surfaces and objects include doorknobs, tables/countertops, desks, light switches, handles, phones, keyboards, toilets, faucets and sinks.

- a. Cleaning and Disinfecting Mobility and Other Assistive Devices: Before a staff member makes any contact with an individual's assistive device, that person must first use an ABHR or wash their hands.
- b. All non-essential items have been removed from the workshop public areas to reduce the challenges with cleaning and disinfecting those items.
- c. All clutter and non-essential items have been removed from flat surfaces to allow for easier cleaning.
- d. ODRC is avoiding the use of items that are not easily cleaned, sanitized, or disinfected.
- e. Maintaining Cleaning Schedule: All ODRC are thoroughly cleaned and disinfected at the conclusion of each session of programming.
- f. Maintaining supplies: Joey Benter, Inventory & Supply Specialist, maintains all ODRC supplies. He has identified a minimum supply level that triggers a reorder for cleaning and disinfecting products.
- g. Staff are trained on the use of **cleaning and disinfecting products** as follows
Steps for safe and effective cleaning and disinfecting **hard, non-porous surfaces** with disinfectant cleaner (especially of high-touch surfaces):
 - Pre-clean surfaces by washing with soap and water
 - Wash your hands. Glove up. Ensure adequate ventilation, do not mix disinfectant with other chemicals.
 - Shake aerosol can well before each use.
 - Hold can 6-8" above surface to be treated
 - Spray until surface is thoroughly wet.
 - Allow surface to dry for a minimum of ten minutes before wiping.
 - When used on food surfaces, thoroughly rinse with water

Steps for safe and effective cleaning and disinfecting **hard, non-porous surfaces** with **bleach solution** (especially of high-touch surfaces):

- Wash your hands. Glove up. Ensure adequate ventilation
- Prepare bleach solution: 1/3 cup bleach per gallon of room temperature water
- Pre-clean surfaces by washing with soap and water
- Ensure contact time of at least 1 minute with bleach solution
- *Bleach solution remains effective for 24 hours

Steps for safe and effective cleaning and disinfecting **electronics**.

- Use alcohol-based spray, daily.

Steps for safe and effective cleaning and disinfecting **linens, clothing and other laundry items**:

- Wash according to manufacturer's instructions
- Use warmest water setting possible and dry items completely.
- Keep ill persons laundry separate.
- Clean and disinfect hampers/ laundry baskets as you would any other hard surface.

9. Plan for Maintaining PPE and Infection Control Supplies

ODRC has a plan and supplier for maintaining an adequate supply of PPE (face coverings, gloves, etc.) and other infection control supplies for staff and individuals.

a. Joey Benter, Inventory & Supply Specialist, monitors and re-stocks supplies. He has identified a minimum supply level. That level is measured weekly and when an items inventory number falls below that predetermined number, stock is re-ordered to re-supply ODRC inventory.

b. **Resources** to Purchase PPE and Infection Control Supplies:

- First Mark All-Purpose Cleaner w/Bleach (#243671)
IND/COM Disinfectant Cleaner (#064154)
Performance Food Group, 630-621-0140
- Disposal Gloves(#2611-2614)
Hand Sanitizer
Zepole Supply Company, 630.783.1239
- Medical Masks
DeKalb County Health Department, 815-895-7126
Advantage Advertising, dan@advantageadvertising.us

c. All of the PPE utilized by ODRC is disposable except for fabric face coverings and goggles.

Reprocessing Eye protection:

- While wearing gloves, carefully wipe the *inside*, followed by the *outside* of the goggles using a clean cloth saturated with neutral detergent solution or cleaner wipe.
- Carefully wipe the *outside* of the goggles using a wipe or clean cloth saturated with disinfectant solution.
- Wipe the outside of goggles with clean water to remove residue.
- Fully dry (air dry or use clean absorbent towels).
- Remove gloves and perform hand hygiene.

d. All staff and individuals are trained on use of PPE and supplies in accordance with CDC guidelines.

Training and Support

1. Staff Training in COVID-19 Protocols

ODRC staff and individuals are trained at the earliest opportunity in essential pandemic operational protocols (hygiene, social distancing, use of PPE, cleaning and recognizing symptoms of COVID-19) prior to the opening of day services. Training will be provided in-person or via video conferencing. Training will be reinforced on an as needed basis.

- a. Staff and individuals are given access to a copy of the ODRC Preparedness Plan.
- b. ODRC staff and individuals are trained on proper hand hygiene, social distancing, proper use of PPE and on the use of cleaning and disinfecting products.
- c. ODRC staff and individuals are trained to recognize the signs and symptoms of COVID-19.
- d. Self-care Instructions: for anyone who is sick or thinks they might have COVID-19:
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

2. Documentation of Staff Training

Staff and individual trainings are documented.

- a. Staff and individual trainings are documented in training folders.
- b. During training, staffs competency on each skill is measured and adequate time is allotted for questions and answers.
- c. Training documentation is accessible for review.

3. Support for ODRC Stakeholders

ODRC is committed to maintaining a healthy environment for the individuals we serve, our staff and families. Our policies reflect how to best prevent and reduce transmit COVID-19. ODRC has plans in place to support staff, individuals, and families/caregivers that includes the following areas:

- a. All staff members are encouraged to contact their supervisor for any concerns regarding any questions or concerns with COVID-19 and the workplace prior to returning to work and continuing forward.

Workplace Guidelines for ALL Staff:

- Daily health checks are performed upon entrance to the building.
- All staff are **REQUIRED** to wear masks when in the presence of an individual's we serve. No buffs. Staff who wear face shields are also required to wear a mask.
- Staff who cannot maintain a distance of six feet from other staff members, **MUST** wear a mask, even if an individual we serve is not present.
- All staff are to practice social distancing in the workplace, when possible.
- Do not use coworkers' phones, desks, offices or other work tools and equipment, if possible.
- Contact among workers has been minimized by replacing face-to-face meetings with virtual conferencing.
- If you are entering an ODRC building that you do not regularly work in, you **MUST** wear a mask. *Meeting outside is strongly encouraged.

- b. Health and safety measures in place are communicated to all staff and individuals, which includes, but it not limited to the following:

- Daily health checks are performed upon entrance to the building
- Staff are encouraged to wear face coverings in the workplace
- All staff are **REQUIRED** to wear face coverings when in the presence of an individual's we serve.
- All staff are to practice social distancing in the workplace, when possible

c. Sick employees must stay home:

Staff with symptoms should notify their supervisor and stay home. Symptoms include: 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, or diarrhea.

d. Protocol: Sick Individual or Staff Member:

Sick employees and individuals should not return to ODRC. They should:

- Stay home except to get medical care
- Separate from other people and pets in your home.
- Monitor symptoms.
- When to seek emergency medical attention:
 - Trouble breathing
 - Persistent pain or pressure in the chest
 - New confusion
 - Bluish lips or face
 - Inability to wake or stay awake
- Call ahead before visiting doctor
- Wear a face covering over nose and mouth (especially when coughing/sneezing)
- Clean hands often
- Avoid sharing personal household items
- Clean all “high-tough” surfaces daily

Transportation

ODRC encourages families to **provide** transportation to and from Open Door, whenever possible.

ODRC has completed an assessment and identified strategies to ensure social distancing and infection control during transportation when using agency vehicles or staff personal vehicles.

1. Strategies for Preventing the Spread of Infection During Transport

a. Health Screening **BEFORE** Loading Vehicle and **BEFORE** Departing from CDS or an Activity

Procedure for Health Screening:

- Screener and person being screened must wear a mask. No buffs.
- Screener asks health questions and follows these procedures:
 - Have you been advised to self-quarantine because of exposure to COVID-19?
 - Do you have one or more symptoms of COVID-19 such as: 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, or diarrhea? If so, person cannot load vehicle.

- Take persons temperature and if it registers as 100.4 degrees or higher, they have a fever and are not permitted to enter.
- Clean the thermometer with an alcohol wipe between each person, before and after use.
- Both screener and person being screened must clean their hands with ABHR after screening procedure.
- Staff member is required to use an alcohol-based hand rub (ABHR) to clean hands **before and after** any contact with an individual's personal belongings.

b. Symptoms of Illness at Pick-up or Departure

- Pick-up: No individual with symptoms of COVID-19 will be allowed to enter an ODRC vehicle and their parent/guardian will be immediately notified.
- Departure: No individual with symptoms of COVID-19 will be allowed to transport. The individual will be moved to our isolation area immediately. The individual's parent/guardian will be notified immediately and asked to pick their loved one up from the CDS as quickly as possible.

c. Procedures for Pick-up and Drop-off:

- Individuals are picked-up and dropped off at the same location

d. Procedure for Transporting Individuals Who Use Wheelchairs or Other Devices

- Both staff member and individual **MUST** wear a mask during both loading and unloading
- Staff member is required to use an alcohol-based hand rub (ABHR) to clean hands
 - Staff cleans hands before contact with device
 - Cleans device with disinfectant after contact
 - Staff cleans hands after contact

2. Strategies for Social Distancing During Transport

a. Social Distancing During Transport

- Vehicle occupancy is limited to six or less per bus (less with a wheelchair user), one per car
 - Individuals must sit in alternating rows on bus, in back seat of a car
 - Arrival and departure times will be staggered
- When transporting individuals exclusively living in one group home, individuals may sit as they please on the bus when, but must wear face coverings and social distance from the driver

3. Procedure for Proper Cleaning and Disinfecting of Vehicles

a. COVID-19 Supply Kit is kept in every ODRC vehicle for each trip. Each box contains the following supplies:

- 10 medical masks
- 5 pair of disposable gloves
- 1 bottle of ABHR
- No-contact thermometer
- Alcohol wipes
- 1 box of Kleenex
- 1 roll of paper towels
- 1 roll of garbage bags
- 1 can of disinfectant spray

- b. Before and after each transport trip, all high touch surfaces are disinfected including, but not limited to: door handles and railings, seat bars and belts, steering wheel and all control buttons.
- c. Each vehicle is cleaned after each use.
- d. Deep cleaning after transporting an ill/symptomatic person:
 - All high touch surfaces are disinfected including, but not limited to: door handles and railings, seat bars and belts, steering wheel and all control buttons
 - All seat coverings are cleaned with disinfectant

| |
|-------------------------------------|
| COMMUNITY DAY SERVICES (CDS) |
|-------------------------------------|

Emergency Preparedness

1. Staff Assigned to Communicate COVID-19 Information to Stakeholders

| Name | Title | Phone Number | Email Address |
|---------------|-------------------------|-------------------|-----------------------|
| Barb Erickson | Day Program Coordinator | 815-786-8468 x260 | Barberickson@odrc.org |
| Jim Porter | Production Manager | 815-786-8468 x246 | Jporter@odrc.org |
| Rita Potter | Executive Director | 815-786-8468 x226 | Rita@odrc.org |

2. Suspension of CDS

Barb Erickson, Day Program Coordinator, will communicate any unexpected suspension of services with individuals and staff in the follow manner:

- Direct communication with staff at the CDS site
- Posting notice on When-to-Work, agency-wide communication software
- Posting notice on Asana, our agency-wide communication software
- Mass email sent to all ODRC stakeholders
- Posting on the ODRC Facebook page

Preventing the Spread of Infection

Screening

1. PRODUCTION Visitors and Deliveries

- No visitors will be allowed in the Production Area without an appointment.
- No deliveries will be accepted at the West Workshop.
 - EXCEPTION: Production deliveries will be accepted through service entrances when arranged and supervised by Jim Porter, Production Manager. Masks and social distancing protocol will apply.

2. Process for Identifying/Supporting a Sick Individual or Staff Member

- a. Signage is posted to alert staff and individuals of COVID-19 symptoms
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/Please-Read.pdf>

- b. Staff and individuals are trained to recognize the symptoms of COVID-19
 - Staff should also note any changes in normal behavior and listen for vocal cues when monitoring individuals for COVID-19
 - c. Staff and individuals are made aware of the ODRC pick-up policy for anyone who develops COVID-19 symptoms during service delivery:
 - **Individual with symptoms:** The individual we serve will be moved to the ODRC isolation area immediately. The individual's parent/guardian will be notified and asked to pick their loved one up from the CDS as quickly as possible and supervisor is notified.
 - **Staff member with symptoms:** Staff member should ALERT other staff members and their supervisor of the situation, while still socially distancing and wearing a face covering. Once the staff member is assured that their shift is covered, they should exit the service site. The staff member is advised to head home and notify their healthcare provider.
3. Isolation Area for Symptomatic Individual Awaiting Transfer
 The following hand-out are located at each isolation area:
- ODRC Check List for Preparing Isolation Area
 - ODRC Supply Check List for Isolation Area
 - Using PPE when Caring for Suspected COVID-19 (as follows)
https://www.cdc.gov/coronavirus/2019-ncov/downloads/A_FS_HCP_COVID19_PPE_11x17.pdf
- a. Individual with symptoms shall be moved to the isolation room with the **door closed**.
 - b. Individual with symptoms shall continue to wear a facemask. *Staff must utilize a N95 face mask at this point. Designated staff member shall perform hand hygiene before and after all patient contact, contact with potentially infectious material, and before putting on and after removing PPE, including gloves. Hand hygiene after removing PPE is particularly important to remove any pathogens that might have been transferred to bare hands during the removal process.
 - c. Supervisor should be contacted and staff should begin to document all individuals and staff who have had close contact with the symptomatic person, including vehicles and rooms the individual has accessed.
 - d. Emergency contacts are called immediately so that the person can be transported to the appropriate setting as soon as possible.
 - e. Isolation area is cleaned and disinfected. Any linens that were utilized are bagged and labeled to be washed separately in a hot-water laundry cycle with detergent for at least 25 minutes. All garbage should be bagged and discarded immediately. Double-bag if necessary.
4. Meals and Eating
- ODRC will not be furnishing lunches or snacks. Individuals must bring their own sack lunch, snacks and drinks. **ODRC will furnish disposal eating utensils and drinking water that will be dispersed by staff only.** Staff will be utilized to fill individual's refillable water bottles. Refrigeration will be provided, but may only be accessed by staff. Individuals and staff must eat at their own work station.

Social Distancing

5. PRODUCTION Social Distancing Guidelines
 - a. In order to enforce social distancing, ODRC will be using a combination of tape on the floor as a visual cue and work stations for production. We will be spacing all individuals at least six feet apart.
 - Individuals working production will do their work at an assigned station.
 - All stations are cleaned and disinfected by staff, when an individual is finished working at a station.
 - Staff will act as “runners” if an individual needs additional work supplies or materials. This will reduce the amount of people each individual comes into contact with on the production floor.
 - b. Staff and individuals will be assigned to group of 10 people or less (a work pod) to limit social contact.
 - Individuals will REMAIN in these assigned pods at all times. No more than 8 individuals and two staff may be in a pod.
 - **Each pod is assigned to a designated restroom, in order to avoid cross-infecting another pod.**
 - c. Extra support will be provided for individuals with limited mobility and language. Staff and individuals must wear face coverings. Staff must clean their hands with ABHR before and after contact with any personal item that an individual utilizes, including a wheelchair or other device.
 - d. While providing support for an individual who has limited control of bodily fluids, staff member must utilize **MEDICAL MASKS** and appropriate PPE and practice proper hand hygiene.
 - e. Informational posters pertaining to social distancing are posted in the service area. Some areas have been marked with tape on the floor for a visual cue.
 - f. Staff will monitor common areas, restrooms, waiting areas for transportation for social distancing.
 - g. Physical barriers will be installed, as needed.

Person-Centered Planning

While ODRC administration remains optimistic, we also emphasizes that Community Day Services (CDS) can be a vector (path) for the spread of illness if not opened carefully and thoughtfully. External factors, such as hospital capacity and appropriate progress through the Restore Illinois Phases, could engender a stricter response or close CDS temporarily again. ODRC will continue to rely on best practices through these very difficult times.

The following conditions should be followed in order for a phased in approach to be successful:

- All employees and individuals must follow “**social distancing (6 feet away from others) ” and “masking”** practices through all phases
- Higher levels of **safety precautions** specified by the IDPH, CDC, OSHA, and the DDD must be followed through all phases
- Individuals at **higher risk** must continue to minimize time and contacts outside the household through all phases

ODRC planning and implementation of CDS will ensure:

- Organization-wide systematic implementation
- Support for an individual's needs and choice
- The safety of individuals, families, caregivers and provider staff
- Proper training for staff to support individuals as they phase back into services

Important Considerations:

- Not everyone will come back to services at the same time
- Being knowledgeable about risk and adhering to changing guidance will be critical to navigating the COVID-19 pandemic.

1. Communicating Reopening Plan with Individuals and Their Families/Guardians

- a. A survey modeled after the "Illinois Risk Benefit Tool" was mailed to each household.
- b. Concerns and comfort level with resuming services at ODRC and the community were evaluated after the survey results were collected.
- c. The timeframe for reopening is fluid due to the volatile nature of the virus's impact on our community. ODRC will open in two phases once the ODRC management team feels it is safe to proceed.
- d. Day Program Transition Plans

Phase I: Beginning September 1, 2020

- Criteria for individuals to return
 - Able to work in production
 - Have no CDC high-risk health conditions
 - Able to follow all safety protocol: social distancing, masks
 - Indicated wanting to return on survey
 - Do not live in a group home
- At ODW only
- No more than 8 individuals per group
- Groups will be spread out at least 30 feet apart

Phase II: Start Date TBD (pending COVID-19 numbers and results of Phase I)

- Will begin by bringing one house at a time to either ODE or ODW, 1 day per week
- Provide Personal Support Worker (PSW) and offer 1:1 services or very small group services of 2-3 individuals (pending available staff) to individual living with families who did not return in Phase I
- Provide virtual services to individuals who are able to participate.

Phase III: Start Date TBD (not anticipated to happen before spring 2020 or safe vaccine)

- Return high-risk individuals to day setting
- Continue with smaller groups and more community services
- Group Home clients will do mixture of 37U, 31U and 31C per individual plan

2. Needs Assessment for Transitioning Individuals to Day Services
ODRC has a process to assess the needs of each participant for consideration in planning the transition and phase-in from home or congregate residential settings to day services. Our process involves engagement with all stakeholders. Stakeholders contact information is routinely updated
 - a. Each individual's health status and risk level for COVID-19 has been assessed. Underlying medical conditions and other circumstances have been addressed by each family/guardian and ODRC QIDP's.
 - b. Any important changes that may have occurred during time away from the center or community were taken into account when assessing the return of each individual to CDS.
 - c. QIDP's will work with ISC's to update any changes or updates to each individual's preferences, activities that may affect services.
 - d. ODRC will assess staff availability to meet the needs of the individual on a case-by-case basis.
3. Communicating ODRC Wide - Program Changes
Our goal is to mitigate the potential for transmission of COVID-19 in our facility and communities. ODRC is serious about protecting the safety and health of all our stakeholders. ODRC QIDP's will be communicating program changes to all stakeholders prior to opening via phone calls, email or direct mailing of letters.

Programming changes made to keep individuals safe:

- Emergency COVID-19 preparedness plan is in place that reflects current Federal, State and County mandates, guidelines and advisories to help ensure the safety of all ODRC stakeholders
- Transportation changes include protocols to keep stakeholders and the community safe by minimizing the potential spread of infection.
- To prevent the spread of infection, procedures in the following categories have been put in place: proper health screening, social distancing, hand hygiene, face coverings, and cleaning and disinfecting protocol to reduce the risk of exposure and limit the spread of infection.

Community-Based Services

1. Assessing Community-Based Service Sites
ODRC has a system to assess the community locations where individuals have typically received community-based services to identify strategies for supporting individuals in accordance with CDC guidelines. Program Coordinator, Laurie Wisdom, assesses a site before community-based services are scheduled by utilizing the following checklist:

Site Assessment Checklist

- a. Call site to learn hours and the establishments COVID-19 rules
- b. Inquire into restroom accessibility and availability
- c. Inquire about facilities for proper hand washing
- d. Request information on social distancing practices within their facility and mask requirements

- e. Use of PPE: Evaluate the activity to access length of time individuals will need to wear face coverings and the need for disposable gloves.
 - f. ODRC modified staff to individual ratio is currently 1:4, but can fluctuate depending on individual's needs.
 - g. Community-based activities are scheduled as permitted, as concerns for exposure to COVID-19 remain fluid.
 - h. Scheduled community activity may change on short notice due to COVID-19 concerns. If a scheduled activity has to be cancelled on a short notice, some of our go to activities include: drive through coffee and a visit to a park, a drive through lunch or calling ahead to another site that we are familiar with for a different activity.
2. Procedure for Participation in Community Activities
 ODRC has a written procedure and has trained staff to follow during community activities with individuals.
- a. Staff takes a **COVID-19 Supply Kit** to all community activities which contains the follows supplies:
 - 10 medical masks
 - 5 pair of disposable gloves
 - 1 bottle of ABHR
 - No-contact thermometer
 - 1 box of Kleenex
 - 1 roll of paper towels
 - 1 roll of garbage bags
 - 1 can of disinfectant spray
 - b. Proper Hand Hygiene will be practiced and social distancing protocol will be followed.
 - c. Staff and individuals will be trained on proper use of PPE and will review those skills as needed.
 - d. Develop Symptoms During an Activity: If an individual starts to exhibit or express concerns about a symptom of illness, that individual is promptly isolated from the group by a staff member and an ODRC supervisor is called. The supervisor will arrange for transport back to ODRC.
 - e. Using a public restroom: Staff member provided assistance as needed. Staff member reminds individual of hand washing steps as follows:
 - Wet your hands
 - Get soap
 - Scrub hands
 - Rinse hands
 - Turn off facets with a paper towel
 - Dry hands
 - Use a paper towel to open exit
 - g. Upon arrival at site, if predetermined parameters of the site or activity do not align with ODRC's guidelines as planned, activity plan may be changed. Go to activities include: drive through coffee and a visit to a park, a drive through lunch or calling ahead to another site that we are familiar with for a different activity.

RESIDENTIAL PROGRAM

Emergency Preparedness

1. Staff Assigned to Communicate with Stakeholders

| Name | Title | Phone Number | Email Address |
|---------------|---------------------------------|-------------------|-----------------------|
| Gene Stephens | Associate Director | 815-786-8468 x239 | genestephens@odrc.org |
| Alicia Nelson | Residential Program Coordinator | 815-786-8468 x250 | Alicianelson@odrc.org |

Preventing the Spread of Infection

Visitors and Deliveries

All house doors are kept locked due to COVID-19 safety measures.

1. Visitors

- No visitors will be allowed to enter ODRC group homes, due to the COVID-19 pandemic. **NO EXCEPTIONS**
- If a parent/guardian needs to drop something off at a group home, they must make advance arrangements with their assigned QIDP.
- Visiting a loved one: Visits may be arranged by appointment by advanced scheduling with a QIDP. Visitors **MUST** wear a mask and practice social distancing rules by keeping a six feet distance from all individuals and staff members. Face covering must cover a person's mouth and nose for the duration of the visit.
- Visits must occur outside or at the ODE building.

2. Deliveries

- All deliveries will be "porch" drop-off deliveries during COVID-19.

Infection Control

All staff **MUST** self-screen before they enter **ANY** Open Door building.

All staff **MUST** wear a **medical mask** when doing personal care for an individual served.

All staff **MUST** wear a face covering when in the presence of an individual we serve.

Exceptions: When eating/drinking or when sleeping during 3rd shift.

In each red COVID-19 folder at each group:

- ODRC Infection Control Procedures
 - Cleaning Areas Checklist.
- #### 3. Procedure for Health Screening
- Screener and person being screened must wear a mask. No buffs.
 - To be completed at the start of every shift (at least every 12 hours)
 - Screen all consumers and yourself, including temperature
 - Screener asks health questions and follows these procedures:

- Do you have one or more symptoms of COVID-19 such as: 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, or diarrhea? If so, call the on call Q or your supervisor.
- Take persons temperature and if it registers as 100.4 degrees or higher, it is considered a fever and should be reported to on-call QIDP at once.
- Clean the thermometer with an alcohol wipe between each person, before and after use.
- Both screener and person being screened must clean their hands with ABHR after screening procedure.

4. Caring for an Individual with Flu-Like Symptoms

Steps to take:

- Isolate the individual in their room. If they tolerate it, have the individual wear a mask. Staff **MUST** wear a **N95 mask** and gloves when entering their room or when providing direct care. Keep ALL other individuals out of contact with the ill person.
- Notify the QIDP or after hours the on-call QIDP who will seek assistance from a medical professional, such as the individual's primary care physician, as needed
- Answer and questions the medical professional may have and document and follow all directions given.
 - DSP may be directed to continue to isolate the individual, administer PRN medications and monitor his/her condition and report back to the medical professional
 - DSP may be directed that individual should be taken to the hospital for further evaluation/testing. If so, the QIDP or on-call QIDP will handle hospital visit. Answer all questions and provide medical history and supporting documents as needed.

5. Action Plans for an Individual with COVID-19 Symptoms or Exposure

- Appendix C: Residential Consumer Symptomatic
- Appendix D: Residential Consumer Exposure to COVID-19

6. Proper Cleaning and Disinfecting

ODRC has a written procedure to ensure proper cleaning and disinfecting, particularly of high-touch areas and items and strategies have been identified to ensure adherence to procedures. Examples of high-touch surfaces and objects include doorknobs, tables/countertops, desks, light switches, handles, phones, keyboards, toilets, faucets and sinks.

- a. Cleaning and Disinfecting Mobility and Other Assistive Devices: Before a staff member makes any contact with an individual's assistive device, that person must first use ABHR or wash their hands.
- b. Maintaining Cleaning Schedule: Each ODRC dwelling is cleaned and disinfected sometime during each work shift (or every 12 hours). A check list is provided for each shift.

7. Plan for Maintaining PPE and Infection Control Supplies

Joey Benter, Inventory & Supply Specialist, monitors and re-stocks supplies. Residential staff alert Joey of the minimal amount. If a house does run out of a supply, they are to contact the on call QIDP.

ADMINISTRATION BUILDING

Emergency Preparedness

1. Staff Assigned to Communicate COVID-19 Information to Staff:

| Name | Title | Phone Number | Email Address |
|---------------|--------------------|-------------------|-----------------------|
| Rita Potter | Executive Director | 815-786-8468 x226 | Rita@odrc.org |
| Gene Stephens | Associate Director | 815-786-8468 x239 | genestephens@odrc.org |

Preventing the Spread of Infection

Screening

All doors are kept locked due to COVID-19 safety measures.

No visitors are permitted inside the building, without an appointment.

All deliveries are accepted at the north, overhead door.

1. Procedure for Screening ALL Persons **BEFORE** Entering Administration Building

Procedure for Health Screening

- Screener and person being screened must wear a mask.
- Screener asks health questions and follows these procedures:
 - Have you been advised to self-quarantine because of exposure to COVID-19?
 - Do you have one or more symptoms of COVID-19 such as: 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, or diarrhea? If so, the individual is not permitted to enter.
 - Take persons temperature and if it registers as 100.4 degrees or higher, they have a fever and are not permitted to enter.
 - Clean the thermometer with an alcohol wipe between each person, before and after use.
 - Both screener and person being screened must clean their hands with ABHR after screening procedure.
- Everyone is required to wear a face covering if social distancing is not possible.
- ANYONE who does not work in the Administration Building on a daily basis, MUST wear a face covering.

2. Visitors

- MUST wear a face covering
- Knock on the south, entrance door
- Step away from the door
- Staff will come outside and assist the visitor

3. Drop-offs

- There is a drop box located at the south, entrance door: 8-4:30 each weekday
- There is a drop box located between the east, entrance double-doors: 24/7

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| MAINTENANCE |
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Emergency Preparedness

The ODRC management team will communicate any COVID-19 concerns or changes in protocols directly with all members of the maintenance team.

- Maintenance staff must wear a mask when entering any ODRC building, if staff or individuals served are present.
- Maintenance staff MAY NOT enter any of our residential homes if individuals are present, unless it is an emergency.
- Maintenance staff will practice social distancing of at least 6 feet and use proper hand hygiene.