

DEVELOPING POTENTIAL, INC.



COVID-19 Response Plan

Updated as of 9-1-2022
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Introduction

To limit the spread of COVID-19 and other highly contagious communicable diseases, DPI has adopted the below policy and procedure with guidance from the CDC and DMH, as the situation continues to evolve. The policies and procedures contained in this plan are intended to supplement existing policies, procedures, and training except where indicated. Where indicated, they supersede existing policies, procedures, or training with the intent of providing additional or more intensive measures to maximize safety.

Administrative Staff (Admin) is referenced throughout this document. Here are contact names/numbers for the purpose of this document:

- Rebecca Case, Executive Director, 816-914-6843; 816-525-6000 ext. 101
- Brittian Rhodes, Director of Community Engagement & Quality Assurance, 816-525-6000 ext. 201
- Lynette Weatherford, HR Advisor, MA SPHR SHRM-SCP, 877-894-0202 ext. 4

Please note: this plan may be revised at any time to meet the needs of the organization, direct the effective delivery of services, and maintain the health and safety of everyone.

During a pandemic, DPI will experience higher than normal call-in's as staff may be unable to report to work due to illness, childcare issues due to schools being shut down for extended periods, etc. It is important to note that staffing may have to be changed to provide support during a pandemic. This could include a change to staffing levels and/or modifying schedules. Prior to DPI contacting an individual served to stay home due to modified schedule, the ED or DCEQA must approve. DPI will make accommodations as the need arises and as coverage dictates changes to normal operations.

Staff Risk Assessment for COVID-19

Based on CDC guidelines, healthcare staff can be classified into exposure risk categories based on PPE worn by COVID - 19 positive individuals and PPE worn by staff. This risk assessment guidance will be used during contingency staffing situations. During crisis staffing situations, the agency may direct asymptomatic, medium risk to continue working, with additional restrictions in line with CDC guidelines, asymptomatic staff may continue to work in a staffing crisis.

The CDC risk categories for asymptomatic direct care staff are listed below:

1. High Risk category if
 - a. Individual who tested COVID-19 positive was not wearing a facemask; and
 - b. Staff member was in close contact with the COVID-19 positive individual and
 - c. Staff member was not wearing a facemask.
2. Medium Risk category if
 - a. Individual who tested COVID-19 positive was not wearing a facemask; and
 - b. Staff member was in close contact with the COVID-19 positive individual and
 - c. Staff member was wearing facemask but no eye protection.
3. Low Risk category if
 - a. Individual who tested COVID-19 positive was wearing a facemask; and
 - b. Staff member was in close contact with the COVID-19 positive individual and
 - c. Staff member was wearing a facemask or
 - d. Staff in close contact with the COVID-19 positive individual was wearing a facemask even if the COVID-19 positive individual was not wearing a facemask.

4. No Identifiable Risk category if
 - a. Staff walk by an individual or who have no direct contact with the individual or their secretions/excretions.
 - b. Staff have no contact with the individual.

Symptoms of COVID-19

DPI will monitor signs and symptoms of COVID-19 for all individuals served and staff daily.

DPI closely follows the CDC updated guidelines in regards to updates to the ever-changing COVID-19 virus. COVID-19 illness may be mild to severe. Symptoms may appear as soon as 2 days and as long as 14 days after exposure. At the time of this policy, the CDC reports possible symptoms of COVID 19 to be the following:

- *Fever of 100.4 or higher*
- *New onset of cough/shortness of breath or difficulty breathing not related to smoking/allergies or chronic illness*
- *Muscle pain or body aches*
- *Headache*
- *Sore throat*
- *New loss of taste or smell*
- *New stomach issues (nausea, vomiting, diarrhea)*
- *Congestion*
- *Runny nose*

DPI shall follow the recommendations of the CDC in regards to seeking medical attention immediately by calling 911 if an individual supported or staff member show emergency warning signs:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

Response to Observation of Potential Symptoms and/or Positive Test Result

Per CDC recommendation, DPI ED or DCEQA will notify the appropriate health department promptly about:

- Individuals/staff with confirmed COVID-19,
- Individuals/staff with severe respiratory infection resulting in hospitalization or death, and
- ≥ 3 Individuals/staff with new-onset respiratory symptoms within 72 hours of each other.

DPI ED or DCEQA will also notify DMH DD, Jefferson City DMH, KCRO, eitas, transportation, and Health Department. DPI shall complete an EMT in the CIMOR EMT Reporting system for individuals served who test positive for COVID-19.

Symptomatic persons served with COVID-19 should remain in Transmission-Based Precautions until either:

- *Symptom-based strategy*: At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and, at least 5 days have passed *since symptoms first appeared*
- *Test-based strategy*
 - Resolution of fever without the use of fever-reducing medications and
 - Improvement in respiratory symptoms (e.g., cough, shortness of breath), and
 - Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS- CoV-2 RNA from at least one respiratory specimens

Persons served with laboratory-confirmed COVID-19 who have not had any symptoms should remain in Transmission- Based Precautions until:

- *Test-based strategy*: Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for

detection of SARS-CoV-2 RNA from at least one respiratory specimens. Note, because of the absence of symptoms, it is not possible to gauge where these individuals are in the course of their illness. There have been reports of prolonged detection of RNA without direct correlation to viral culture.

Screening Tools and Procedures for Individuals/Staff when/if Tested for COVID-19

Any person entering the building shall be screened utilizing the appropriate screening tool. If cleared to enter, all persons entering must wash hands for at least 20 seconds, or use appropriate hand sanitizer if hand washing is not feasible. Staff must also wear mask. Individuals will be offered a mask.

Individuals/staff must complete a 'symptom checker screening tool' prior to entry to the building including but not limited to having temperature taken with DPI thermometer.

For questions regarding individuals served, site managers shall notify the nursing team for guidance.

Daily Screening Procedure for Individuals Served (Day Hab):

1. Individuals served and his/her transportation provider (i.e. family member, residential staff member, etc.) shall remain in the vehicle.
2. A designated staff will go to the vehicle to have the individuals and/or his/her support person complete the Screening Tool.
3. Designated staff will take temperature of the individual. The tool for the temp check is a no contact thermometer.
4. If the individual is cleared for entry based on the screening tool and does not have a fever of 100.4 or higher, the individual will be supported by DPI staff out of the vehicle and into the building.
5. DPI employee shall help the person use hand sanitizer on hands prior to entering the building.
6. If the individual has a temperature of 100.4 or higher currently or self-reports a fever of 100.4 within the last 72 hours, the individual will be asked go home and instructed to follow the Flow-Chart.
7. If the individual and/or support person indicates 'Yes' on new cough, difficulty breathing, loss of taste or smell, or two or more other symptoms listed on the screening tool, the individual will be asked to go home and instructed to follow the Flow-Chart.

Transportation services have their own policies regarding screenings and other precautions. Upon arrival of the DPI individuals served to the program, DPI staff will also take the temperature of the DPI individuals served and document, monitor for notable symptoms and make the decision to allow entranced to the building (DPI staff will notify the site management or nursing team of any concerns and may hold person at door before allowing person inside DPI. (Example- Person may start running a fever on the bus).

DPI may provide transportation via DPI Owned Vehicle. Temperature will be taken along with symptom checker prior to supporting the person into DPI vehicle. DPI staff will clean the van with appropriate cleaner when person exits the vehicle.

Daily Screening Procedure for Individuals Served (CE):

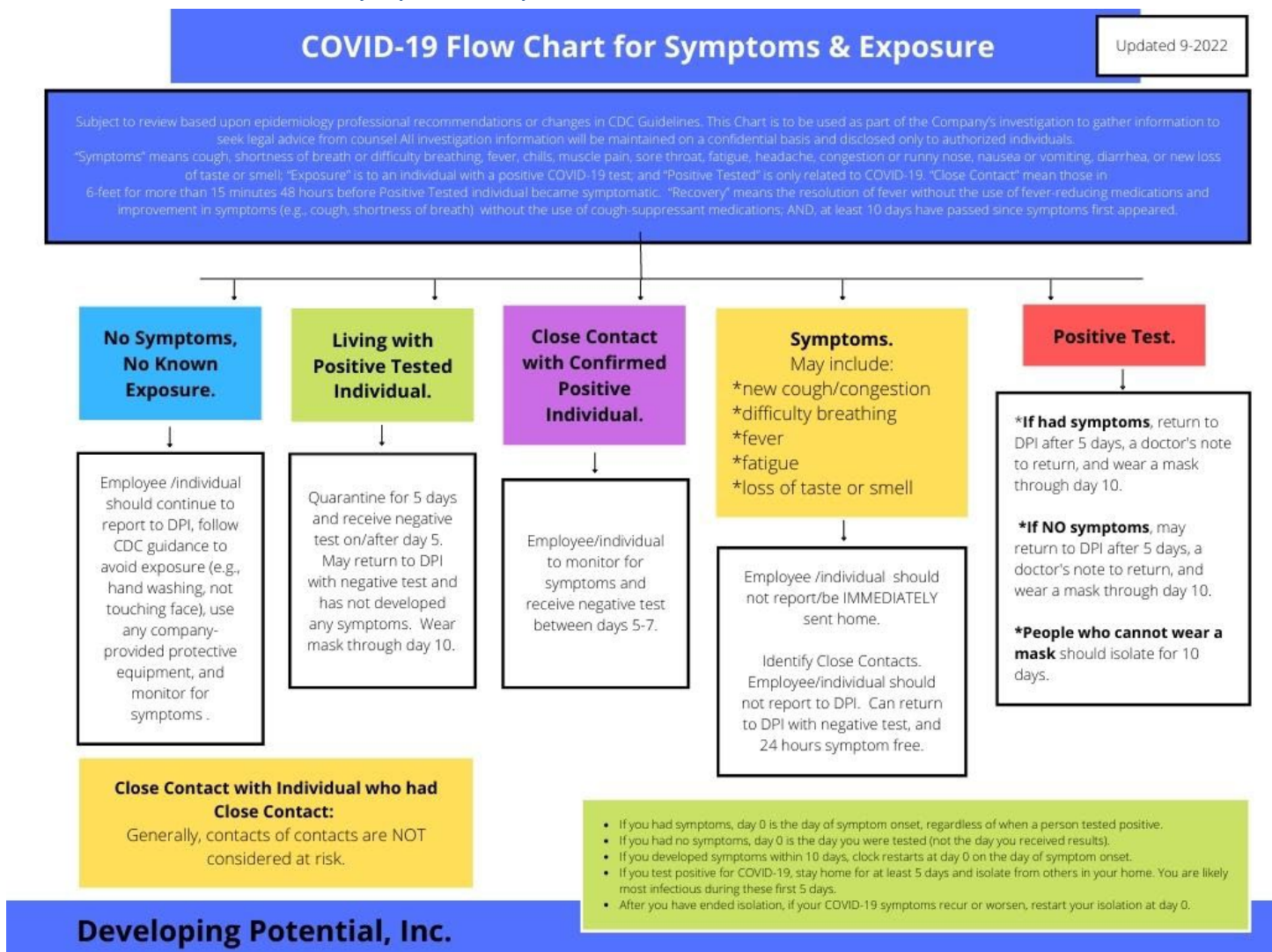
1. Designated staff will take temperature of the individual. The tool for the temp check is a no contact thermometer.
2. If the individual is cleared for entry based on the screening tool and does not have a fever of 100.4 or higher, the individual is able to be supported with employment activities for the day.
3. DPI employee shall help the person use hand sanitizer.
4. If the individual has a temperature of 100.4 or higher currently or self-reports a fever of 100.4 within the last 72 hours, the individual will be asked go home and instructed to follow the Flow-Chart.
5. If the individual and/or support person indicates 'Yes' on new cough, difficulty breathing, loss of taste or smell, or two or more other symptoms listed on the screening tool, the individual will be asked to go home and instructed to follow the Flow-Chart.

* Due to the nature of CE, individuals who are employed and receive services while at his/her job, DPI CE Staff follow the guidance of the individuals' employer. If the staff observe, or individual self-reports a fever or other symptoms, the CE staff will notify the place of employment and follow the DPI Flow-Chart.

Daily Screening Procedure for Employees:

1. Employees shall complete a self-screen at the entrance to the building and/or when beginning shift.
2. Employees shall stand social distance while awaiting turn.
3. If the employee has a temperature of 100.4 or marks 'yes' on the screening tool, the employee shall follow the procedures as laid forth in this manual.
4. If the employee indicates 'No' on the questions on screening tool and does not have a fever of 100.4 or higher, the employee will be permitted to enter the building and follow the protocol of wearing a mask and sanitizing hands. Staff shall complete temperature checks at 2 points throughout the day.
 - a. CE staff shall submit screening form at end of the shift to Admin for filing in the separate health record.
 - b. DSP staff are responsible for submitting the screening tool to the Site Coordinator. Site Coordinator shall review and forward to Admin for filing in the separate health record.
 - c. An electronic system may be utilized to track the daily screening tools, and will be maintained electronically following HIPAA guidelines.

COVID-19 Flow Chart for Symptoms Exposure



If an employee/individual has symptoms of COVID, the employee shall immediately notify Admin and follow the chart.

- The employee shall send an email or scomm to Admin (ED, RN, DCEQA, HR) stating this information. Employees may take accrued sick and/or vacation time if unable to report to work.
- The individual served (family member/residential staff) will be requested to submit a statement in writing to Admin.

If an employee/individual has been exposed to COVID-19 due to household member receiving a COVID-19 positive test result, follow the chart.

- The employee shall send an email or scomm to Admin (ED, RN, DCEQA, HR) stating this information. Employees may take accrued sick and/or vacation time if unable to report to work.
- The individual served (family member/residential staff) will be requested to submit a statement in writing to Admin.

If an employee/individual served has a household member who is exhibiting symptoms (new cough, difficulty breathing, loss of taste or smell, OR 2 or more other symptoms) as listed on the COVID symptom list:

- The employee must contact Admin immediately.
 - Employee may be requested to take a COVID-19 test, as determined on case to case basis.
 - The employee shall follow the instruction of the physician of the household member if the household member is advised to self-quarantine.
 - If the employee develops symptoms, follow the flow chart for instruction.
 - Employees may take accrued sick and/or vacation time if unable to report to work.
- The individual served must contact their site supervisor immediately, and the supervisor will communicate this information via email to Admin.
 - The individual shall follow the instruction of the physician of the household member if the household member is advised to self-quarantine.
 - If the individual develops symptoms, follow the chart for instruction.

If an employee/individual served has a household member who is being tested for COVID-19 due to symptoms (new cough, difficulty breathing, loss of taste or smell, OR 2 or more other symptoms) but not received results yet:

- The employee shall be requested to take a COVID-19 test.
 - If the household member test is negative, employees shall send an email or scomm to Admin stating the test was negative.
 - Employees may take accrued sick and/or vacation time if unable to report to work.
- The individual served must contact their site supervisor immediately, and the supervisor will communicate this information via email to Admin.
 - The individual served will be asked to remain home until the test results are received.
 - If the test results are negative, the individual may return to DPI with a written statement indicating the household member test was negative.
 - If the test results are positive, the guideline will be followed for living with person having positive test results.

If an employee/individual served has a household member who is guided to quarantine due to possible exposure:

- The employee must contact Admin immediately. If the employee is requested to quarantine, the employee shall obtain a negative COVID-19 test. If the employee develops symptoms, follow the flow chart for instruction.
- The individual served must contact their site supervisor immediately, and the supervisor will communicate this information via email to Admin. If the individual is requested to quarantine, the individual shall obtain a negative COVID-19 test. If the individual develops symptoms, follow the flow chart for instruction.

If for any reason an employee is tested for COVID-19, the employee shall immediately notify Admin.

- If an employee is being tested during a screening process, the employee does not need to quarantine or provide a doctor's release to return to work. The employee shall submit a copy of the test results to Admin.

- If the testing is being done due to possible exposure, the employee shall self-quarantine until results received, and submit test results to Admin.

If an employee/individual served develops COVID symptoms (new cough, difficulty breathing, loss of taste or smell, OR 2 or more other symptoms) while at DPI:

- The employee will be required to immediately leave the premises and notify his/her supervisor. Follow the procedure as indicated on the Flow-Chart.
- The individual will be supported to the designated quarantine room and the person's ride will be contacted to come pick him/her up. A designated staff will be assigned to support that person in the quarantine room until the person is picked up. The designated staff shall don the PPE from the Quarantine Room, including but not limited to gloves, gown, mask, goggles/face shield. Once the individual leaves the premises, thorough cleaning shall take place in the quarantine room to limit cross contamination. Staff shall don appropriate PPE for the cleaning process. The procedure for return for the individual shall be followed as indicated on the Flow-Chart.

If an employee/individual tests positive for COVID:

- Employee/individual should NOT report to DPI or be sent home immediately and self-isolate.
- Identify close contacts.
- Employee may return to DPI after:
 - At least 5 days have passed since the date of the positive test; AND
 - A doctor's release to return.
- Individual served may return to DPI after:
 - At least 5 days have passed since the date of the positive test; AND
 - A doctor's release to return.
 - Individuals who cannot wear a mask must isolate for 10 days.

DPI reserves the right to amend criteria to return to work at any time due to other circumstances (availability of testing, etc.).

Employees may take accrued sick and/or vacation time if unable to report to work. DPI may pay for the employees co-pay to obtain necessary doctor's release. A copy of the receipt shall be submitted to Human Resources for possible reimbursement. If an employee has an alternate diagnosis (e.g., tested positive for influenza), criteria for return to work should be based on that diagnosis. DPI at any point may request a doctor's note indicating may return with no restrictions for any symptoms listed on the CDC COVID-19 list for staff or individuals served.

Closure and Communication to Stakeholders

DPI will follow Jackson County Health Department and/or Missouri Department of Mental Health guidance for each case. Public health directives may include the addition of specific safety measures, the temporary closure of a room or program building and other risk mitigation measures. These directives may or may not include mass notification to a community, room or group.

Those whose medical provider diagnoses them with a presumed or confirmed case of COVID-19 will be asked to stay home until they have been **released by the local health department or physician**.

Individuals served or staff members who have been identified as a "close contact" (close contact is defined as proximity less than 6 feet for 15 minutes or more) of a person confirmed to have COVID-19 will be asked to:

- Self-monitor for symptoms; AND
- Receive a negative test between days 5-7 after exposure date.

If there is a confirmed exposure and the person has been in direct contact, the person will be contacted by phone and receive by email DPI's Exposure Letter (see Appendix A).

Staff Attendance Policy

Staff should continue to follow the appropriate call off procedure by notifying their supervisor. If the staff person is calling off to due to COVID related symptoms (indicative as any symptom listed on the symptom checker), then the supervisor shall notify the staff to contact their doctor to get guidance on the next step, and that a member of the Administrative Team will contact them later that day. The supervisor will send an email to the Admin team to notify of the absence. Staff who are absent due to non-COVID related illnesses or procedures shall follow the current DPI Attendance/Call Off procedure and return to work processes.

The DPI Attendance Policy and Procedure is revised to read the following statement during the Pandemic. Once the Pandemic is lifted, this statement will no longer be in effect:

Employees who are absent due to reasons as listed in the COVID-19 Policy and Procedure may not be subjected to disciplinary processes in the Staff Attendance Policy.

Signed Release Prior to Return

Each individual served residence will be responsible for signing a “Day Habilitation Assumption of Risk & Agreement” upon initial return to services. See Appendix D.

Standard Precautions

Standard precautions must be used at all times by all employees. Standard precautions refers to the procedure of treating all bodily fluids as if infected in an effort to minimize exposure.

Employees receive initial Communicable Disease and Bloodborne Pathogens Training initially upon hire and annually thereafter.

Personal Protective Equipment (PPE)

PPE is provided to our employees at no cost to them. The Nurse or Site Coordinator provides training in the use of the appropriate PPE for specific tasks or procedures. Gloves are located in the restrooms, in all team rooms, and extras may be obtained in the storage area.

All employees using PPE must observe the following precautions:

- Staff shall wear appropriate gloves when it is reasonably anticipated there may be hand contact with blood or bodily fluids, and when handling or touching contaminated items or surfaces. Replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
- Remove immediately or as soon as feasible any garment contaminated by blood or bodily fluids, in such a way as to avoid contact with the outer surface.
- Remove PPE after it becomes contaminated and before leaving the work area and dispose of in the trash receptacle located in that room.
- Wash hands immediately following CDC guidelines, or as soon as feasible after removing gloves or other PPE.
- Never wash or decontaminate disposable gloves for reuse.

Don/Doff PPE

Staff shall follow proper procedures for Donning and Doffing PPE. See Appendix B.

Eye Protection/Gowns/Face Shields

Staff are encouraged to wear eye protection and gowns during restroom supports and meal supports. Eye protection is defined as personal eyewear, face shield or goggles.

At any time, staff may wear gowns and/or eye protection to ensure the health and safety of all involved.

Facemasks

Facemasks may be utilized to help prevent the spread of COVID-19.

- Facemasks shall be required for employees at all times during work hours until further notice. KN95 and surgical masks are provided by DPI for employees working in direct care capacity and shall be utilized while supplies last. KN95 masks shall be worn once and properly placed in the assigned receptacle at the end of each day.
- Masks may only be removed during Telehealth Contacts (via Zoom, etc.) when no individuals served are present in the room.
- If a staff person is present in the room while eating or during Telehealth Contact, staff must be at least 6 feet apart.
- Masks may be moved to the side for a quick drink.
- Disposable facemasks shall be disposed of properly.
- Disciplinary actions up to and including termination may occur for staff not wearing masks as directed.

Facemask Procedure for Individuals Served

At each location, DPI will check in the person served with the person served questionnaire. As part of this process, a clean cloth mask will be offered upon entrance to DPI program locations. Individuals will be encouraged to wear masks, but not required. Individuals may also wear their own masks brought from home, if they choose. If the person is wearing a mask from home upon arrival and chooses to wear a DPI mask, the mask the person served is wearing will be put in a sealed bag (such as a Ziploc bag) with the person's name on it using a permanent marker. The bag will go into the persons served belongings (back pack, lunch box, etc). A clean mask will be offered to wear, as provided by DPI. As the person leaves for the day, the mask he/she arrived in should be provided back to the persons served on exit. The used DPI mask shall be put in the **designated dirty mask location for proper cleaning**.

ALL staff are required to use PPE and universal precautions for removing and assisting with masks for person served.

Cloth Mask Cleaning Procedures

The below procedure is taken from the CDC website and shall be followed for proper cleaning of cloth face masks.

How to Clean Cloth Face Masks

Washing machine

- You can include your face covering with your regular laundry.
- Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the face covering.

Washing by hand

- Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3rd cup) household bleach per gallon of room temperature water or
 - 4 teaspoons household bleach per quart of room temperature water
- Check the label to see if your bleach is intended for disinfection. Some bleach products, such as those designed for safe use on colored clothing, may not be suitable for disinfection. Ensure the bleach product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.

- Soak the face covering in the bleach solution for 5 minutes.
- Rinse thoroughly with cool or room temperature water.

Make sure to completely dry cloth face covering after washing.

Dryer

- Use the highest heat setting and leave in the dryer until completely dry.

Air dry

- Lay flat and allow to completely dry. If possible, place the cloth face covering in direct sunlight.

Social Distancing Protocol

All employees should practice social distancing when possible, including the following guidelines:

- Staff shall not leave the premises after arrival, unless asked to do so for work purposes.
- Bring lunch and eat away from individuals. Food delivery may be utilized and must be checked in outside the door of DPI premises.
- In-person meetings shall be avoided if at all possible. DPI has purchased online conferencing through Zoom for the multiple purposes including but not limited to virtual meetings, webinars, trainings, support coordination, service monitoring, planning meetings, and follow-up.
- In-person meetings are allowed on a case-by-case basis with Admin approval. Meetings should be in a large meeting room, and screening, masking, and cleaning procedures followed closely to limit exposure.

Visitors/Deliveries

During the Pandemic, visitors are restricted to help limit exposure.

- All visitors will be asked to complete the pre-screening questionnaire located in the home prior to their visit. An affirmative response to any question on the questionnaire or any other concerns raised about potential exposure or illness warrants further review by program leadership and may prevent visitors from entering the program location. If all criteria are met (negative responses to the indicated questions), the visit may occur.
- Support Coordinators are allowed to visit with individuals inside the building location. TCM Support Coordinators may also request zoom meetings, which may include environmental checks. Screening, masking, and cleaning procedures should be followed closely to limit exposure risk.
- Deliveries—delivery drivers shall leave items at the entrance.
- Maintenance/Repairs—Maintenance/repairs should be scheduled during non-peak times if at all possible. Maintenance personnel shall have his/her temperature taken, wear a mask (DPI may provide if they don't have one), and utilize hand sanitizer at the entrance. This shall be documented on the Maintenance/Repairs Form. The Site Supervisor is responsible for ensuring this occurs, and scanning in to ADMIN daily.

Disease or Illness Alert

Upon discovery of a person or persons infected with a communicable disease, or displaying symptoms of possible COVID-19, member of management shall be notified so that proper procedures may be taken. Supervisor or designee will immediately notify the individual's responsible party as indicated on their emergency data form. The individual will be sent home as soon as possible. The individual will be supported in an area away from peers as to not expose others to the potential communicable disease. Each location will have a designated space to be utilized for individuals who are showing symptoms. The staff person caring for the person showing signs of illness will don facemask, gloves, gown, KN95 mask and will remove the items in a bio bag after leaving the room. Wash hands and put on a new KN95 mask. The person will be responsible for the disinfection of the room as well.

Disinfection of items used by the potentially infected individual including toilet area, table area, etc. will be cleaned with appropriate sanitizing cleaner immediately (see cleaning procedures within this document).

If deemed necessary by DPI Administration, notifications will be sent home to all employees and/or other persons attending our program alerting them to the disease/illness that has been reported as confirmed by testing results.

Handwashing

Hand washing is required to prevent transfer of germs or illness from one person to another, along with maintaining spread of infection to others. Alcohol-based hand rub (ABHR) dispensers are located at various locations throughout the buildings and individuals/staff are encouraged to utilize them frequently throughout the day along with proper hand washing.

Staff should always perform hand hygiene:

- When arriving for work and/or leaving for the day
- Before touching mouth, nose, or eyes
- Before applying and after removing personal protective equipment (e.g. gloves)
- Before and after providing any type of care
- After contact with intact skin
- After contact with medical equipment or other environmental surfaces that may be contaminated

You must perform hand hygiene (hand washing or the use of an ABHR) after contact with bodily fluids, such as urine or blood, mucous membranes, such as the mouth or nose, and non-intact skin. However, if your hands are visibly dirty or contaminated with blood or other potentially infectious materials (OPIM), you must always wash your hands with soap and water. If a sink is not close by, you may decontaminate your hands with an ABHR, but you must wash them with soap and water as soon as possible. In addition, you must wash your hands:

- Before eating, preparing, handling, or serving food
- After using the restroom or assisting another person with using the restroom
- After providing care to a person with infectious diarrhea, including norovirus, salmonella, shigella, and *C. difficile*.

Handwashing Steps

In order to be effective, you must follow the proper procedure when washing your hands.

1. Check that you have enough soap and disposable towels.
2. Turn on the faucet and make sure the water temperature is warm. Keep the water running so you do not contaminate your hands by repeatedly turning the faucet on and off.
3. Stand back from the sink so you do not contaminate your clothing by splashing water or by touching the side of the sink.
4. Wet your hands thoroughly.
5. Apply an appropriate amount of soap, as recommended by the manufacturer, to your hands.
6. Lather the soap over the top and bottoms of your hands, fingers, and wrists using quick motions. Interlace your fingers to clean between them. According to the CDC, you should continue to lather the soap over all surfaces of the hands and fingers for at least 20 seconds (25 seconds when visibly soiled, before eating, and after using the restroom).
7. Clean your fingernails by rubbing them against the palm of your other hand to force soap under the nails.
8. Rinse your hands well under running water keeping your fingertips pointed downward. Do not shake the water from your hands.
9. Dry your hands thoroughly with a clean disposable towel.
10. Drop the towel in a trashcan without touching the container.
11. Use a clean, dry disposable paper towel to turn off the faucet.

According to the World Health Organization (WHO, 2009), the entire hand washing process should take 40-60 seconds to complete.

Use of ABHRs

You can use alcohol-based hand rubs (ABHRs) for the routine decontamination of hands except in the circumstances in which washing hands with soap and water is required (see above).

As with hand washing, it is important for you to follow the proper procedure when using ABHRs. Per the World Health Organization:

1. Apply the appropriate amount of product, as recommended by the manufacturer, to the palm of one hand.
2. Once enough product has been applied, rub your hands together to cover your entire palms. Don't forget the sides of your hands, as well. Place your left hand over the back of your right hand and interlace your fingers, and rub clean, trying to clean right between your fingers, and in all the cracks and crevices, and up and down the inside of your fingers. As well, you are aiming to thoroughly clean the back of your hand. Then, place your right hand over the back of your left hand and repeat this procedure.
3. Now reverse and do the insides. Place your palms together, interlace your fingers, and clean both your palms and between your fingers from the inside. You're trying to get right in the cracks and crevices between your fingers as well as ensuring your palms are well cleaned.
4. Now, lock your hands together using your fingers to ensure your palms are opposite each other. Clean the ends of your fingers and nails well, making sure the fluid reaches into the crevices.
5. Now for your thumbs. Grasp your thumb with the forefingers of the opposite hand and clean the thumb you have grabbed well in a twisting motion, then do the same on the other hand. You need to completely clean all surfaces of your thumb down to and including your wrist.
6. Once you feel as if you are really getting your hands clean, you now need to rub in a circular manner with your clasped fingers, into the palm of your hand. Make sure you do this with both of your hands.
7. When your hands are dry of all alcohol-based hand rub, and you are satisfied you have completed the hand rub correctly, your hands should be safe.

This process should take between 20-30 seconds to complete.

The CDC recommends using ABHR with greater than 80% ethanol or 75% isopropanol in healthcare settings, both of which are in the range of alcohol concentrations recommended to inactivate SARS-CoV-2. Although ABHRs are generally less irritating to hands and are effective in the absence of a sink, due to severe shortages of ABHR due to the pandemic, proper handwashing procedures using soap and water should first be used.

Respiratory Hygiene

To ensure proper respiratory hygiene and prevent the spread of germs and COVID-19, all employees and persons served should:

- Cover your mouth and nose with a tissue when coughing or sneezing;
- If a tissue is unavailable, cough or sneeze into your elbow – not your hands;
- Use the nearest waste receptacle to dispose of tissues immediately after use;
- Perform hand hygiene (see "Hand Hygiene" section in this plan).

Transmission-Based Precautions

Transmission-based precautions are the second tier of basic infection control and are used in addition to standard precautions for persons who may be infected or colonized with certain infectious agents for which additional precautions are needed to prevent infection transmission. There are three type of precautions that can be applied depending on the way the organism is transmitted. Those categories are:

- Contact precautions
- Droplet precautions
- Airborne precautions

The CDC states: “Although spread of SARS-CoV-2 is believed to be primarily via respiratory droplets, the contribution of small respirable particles to close proximity transmission is currently uncertain. Airborne transmission from person-to-person over long distances is unlikely.”

Contact Precautions

Contact precautions are used to prevent the transmission of illnesses easily spread through contact with the individual or contaminated items in their environment. Direct contact is skin-to-skin contact that occurs when performing individual-care activities in which your hands come in contact with a individual’s skin. Indirect contact occurs when you touch objects in the individual’s environment, such as thermometers, telephones, and light switches that the individual has used. It also includes objects another employee has touched after being in direct contact with the individual.

When a person served is on contact precautions, you will be required to put on gloves and a gown upon entering the room. Remove your gloves and gown and perform hand hygiene before exiting the individual’s room. Be sure to then avoid touching any surfaces upon exiting the room. Remember, additional PPE may be required depending on the type of care you will be performing.

Droplet Precautions

Droplet precautions are used for illnesses that are spread through large droplets from the respiratory tract that float in the air, especially after that individual coughs or sneezes. These droplets can then land on another person’s mucous membranes such as the eyes, nose, or mouth. Illnesses that require droplet precautions include serious diseases such as influenza, mumps, German measles, or rubella, and whooping cough. Additionally, diseases such as meningitis and pneumonia may require the use of droplet precautions depending on the specific organism causing the infection.

When an individual is on droplet precautions, you will be required to put on a mask upon entering the room if you will be within 10 feet of the individual. It is important for you to remember that additional PPE such as gloves and a gown may be required depending on the type of care you will be performing. Remove all PPE including your mask before leaving the room. Be sure to then avoid touching any surfaces upon exiting the room.

Cleaning and Disinfecting

Cleaning refers to the removal of germs, dirt, and impurities from surfaces. Cleaning does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Disinfecting refers to using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection. The CDC recommends the use of EPA-registered household disinfectants.

DPI will be following the CDC recommendations for proper cleaning and disinfecting. Staff will be assigned to clean highly utilized areas periodically throughout the day with proper cleaning solutions. Cleaning should be done in swipe motion, and not circular motion. Staff are required to wear appropriate PPE, such as gloves and masks, while cleaning. Other PPE such as gowns, goggles, face shields, etc. are available for use.

Areas to be included but not limited to tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, air vents, and sinks. The Site Coordinator or designated staff is responsible for assigning staff to complete cleaning at times as indicated on the checklist.

During this pandemic, frequent and thorough cleaning and disinfecting of environments is of critical importance. On each shift, employees are expected to complete both cleaning and disinfecting of the environment, including but not limited to:

- All hard countertops, tables, and hard surfaces

- Sink faucets and handles
- Drawers and door handles
- Light switches
- Remotes
- Any “high touch” surfaces or areas of the location
- Electronics including computers, keyboards, mouse pads, etc.
- Assistive Supports for persons served such as wheelchairs; walkers, jerry chairs, etc.
- Handrails
- OT/PT equipment
- Yoga equipment
- Desk handles, desk tops, art supply boxes, programming supplies

Staff shall follow the instructions on the label to ensure safe and effective use of the product. Many products recommend: keeping surface wet for a period of time (see product label), and precautions such as wearing gloves and making sure you have good ventilation during use of the product.

Diluted household bleach solutions may also be used if appropriate for the surface. Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection. Unexpired household bleach will be effective against coronaviruses when properly diluted. When using a bleach solution:

- Follow manufacturer’s instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.
- Leave solution on the surface for at least 1 minute.
- To make a bleach solution, mix:
 - 5 tablespoons (1/3rd cup) bleach per gallon of water OR 4 teaspoons bleach per quart of water
- Bleach solutions will be effective for disinfection up to 24 hours.
- Alcohol solutions with at least 70% alcohol may also be used.

Soft Surfaces

For soft surfaces such as carpeted floor, rugs, and drapes:

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
 - Launder items (if possible) according to the manufacturer’s instructions. Use the warmest appropriate water setting and dry items completely.
- OR
- Disinfect with an EPA-registered household disinfectant. These disinfectants meet EPA’s criteria for use against COVID-19.
 - Vacuum as usual.

Electronics

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines:

- Consider putting a wipe able cover on electronics.
- Follow manufacturer’s instruction for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

Laundry

For clothing, towels, linens and other items:

- Launder items according to the manufacturer’s instructions. Use the warmest appropriate water setting and dry items completely.
- Wear disposable gloves when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people’s items.
- Do not shake dirty laundry.

- Clean and disinfect clothes hampers according to guidance above for surfaces.
- Remove gloves, and wash hands right away.

Vehicle Cleaning

If company vehicle or personal vehicle is used, appropriate cleaning should take place of items touched in the vehicle. Cleaning should take place prior to and after utilizing such items as steering wheel, all handles, radio, seats, buttons, gear shifts, etc. Trash should be disposed of after each trip in company vehicle.

Training

Employees shall be trained in proper cleaning techniques, as well as Universal Precautions and Communicable Disease with specific emphasis on COVID-19. Information and training will be made available to all staff in regards to PPE, disinfection measures, social distancing protocol, on-site health screening, signs and symptoms of COVID-19, self-quarantining and return to work policies.

Appendix A to ISP Plan

In accordance with the Department of Mental Health Interim Guidance for Individualized Service Planning when Resuming Services or Activities in the Community (5.1.20; 5.11.20) DPI will participate in Individualized Support Plans and Addendums (known as COVID-19 Addendums) to establish how resumption of suspended activities can safely occur. As required by the Department (42 CSF 441.301(c)(2)(vi)(2014)pp.3030) the plan must reflect risk factors and measures in place to minimize risk, including individualized back up plans and strategies when needed.

Employee Daily Screening Tool

To be completed prior to entry to building. Temp may be monitored throughout the day and documented below. Forms to be scanned by the Site Coordinator daily to Admin for secure filing.

Name: _____ Date: _____		
Temperature: Fever of 100.4 or over within the past 72 hours? <i>*if mark yes, don't enter and follow guidance on flow chart.</i>	YES	NO
Contacts: Is anyone in your household currently positive for COVID-19; or within 10 days of a direct exposure; or in quarantine; or waiting on a test result? <i>*if mark yes, don't enter and follow guidance on flow chart.</i>	YES	NO
Symptoms: Do you currently have any cold symptoms (such as cough, sore throat, stuffy nose, and congestion), allergy symptoms (such as headache and runny nose), flu symptoms (such as chills, fatigue, and muscle ache), or traditional COVID-19 symptoms (such as loss of taste or smell, vomiting, or diarrhea)? <i>*if have any one symptom listed, do not enter the building and contact Admin. Follow guidance on flow chart.</i>	YES	NO
Travel: Have you been on a vacation or trip in the last 10 days? <i>*Marking 'yes' does not exclude staff from entering the building; DPI is collecting this data for tracking purposes only</i>	YES	NO
Are there any other COVID related situations we need to be made aware of, such as contacts, quarantines, or positives in your household?	YES	NO
Staff signature: _____		
Temperature: _____ Time: _____ am/pm Initials of person who took temp: _____		
Temperature: _____ Time: _____ am/pm Initials of person who took temp: _____		

Individual Served Daily Screening Tool

To be completed prior to entry to building. DPI staff shall ask the individual and/or individual's home support staff the following questions. If yes is marked on any, the individual will be instructed to not enter the building to limit the possible exposure. Temperature may be monitored throughout the day and documented below. Form to be scanned to the drive by the Site Coordinator daily.

Name: _____ Date: _____		
Name of individual providing responses (home staff, parent, guardian):		
Temperature: Fever of 100.4 or over within the past 72 hours? <i>*if mark yes, don't enter and follow guidance on flow chart.</i>	YES	NO
Contacts: Is anyone in your household currently positive for COVID-19; or within 10 days of a direct exposure; or in quarantine; or waiting on a test result? <i>*if mark yes, don't enter and follow guidance on flow chart.</i>	YES	NO
Symptoms: Do you currently have any cold symptoms (such as cough, sore throat, stuffy nose, and congestion), allergy symptoms (such as headache and runny nose), flu symptoms (such as chills, fatigue, and muscle ache), or traditional COVID-19 symptoms (such as loss of taste or smell, vomiting, or diarrhea)? <i>*If have any one symptom listed, do not enter the building and contact Admin. Follow guidance on flow chart.</i>	YES	NO
Travel: Have you been on a vacation or trip in the last 10 days? <i>*Marking 'yes' does not exclude staff from entering the building; DPI is collecting this data for tracking purposes only</i>	YES	NO
Are there any other COVID related situations we need to be made aware of, such as contacts, quarantines, or positives in your household?	YES	NO
Staff signature: _____		
Temperature: _____ Time: _____ am/pm Initials of person who took temp: _____		
Temperature: _____ Time: _____ am/pm Initials of person who took temp: _____		

Maintenance/Repair Person Screening Tool

To be completed prior to entry to building. Forms to be scanned by the Site Coordinator daily to ADMIN for secure filing.

Name: _____ Vendor: _____ Date: _____ Temperature Reading: _____		
Temperature: Fever of 100.4 or over within the past 72 hours? <i>*if mark yes, don't enter and follow guidance on flow chart.</i>	YES	NO
Contacts: Is anyone in your household currently positive for COVID-19; or within 10 days of a direct exposure; or in quarantine; or waiting on a test result? <i>*if mark yes, don't enter and follow guidance on flow chart.</i>	YES	NO
Symptoms: Do you currently have any cold symptoms (such as cough, sore throat, stuffy nose, and congestion), allergy symptoms (such as headache and runny nose), flu symptoms (such as chills, fatigue, and muscle ache), or traditional COVID-19 symptoms (such as loss of taste or smell, vomiting, or diarrhea)? <i>*if have any one symptom listed, do not enter the building and contact Admin. Follow guidance on flow chart.</i>	YES	NO
Travel: Have you been on a vacation or trip in the last 10 days? <i>*Marking 'yes' does not exclude staff from entering the building; DPI is collecting this data for tracking purposes only</i>	YES	NO
Are there any other COVID related situations we need to be made aware of, such as contacts, quarantines, or positives in your household?	YES	NO
Signature: _____		

Visitors Screening Tool

To be completed prior to entry to building. Forms to be scanned by the Site Coordinator daily to ADMIN for secure filing.

Name: _____ Vendor: _____ Date: _____ Temperature Reading: _____		
Temperature: Fever of 100.4 or over within the past 72 hours? <i>*if mark yes, don't enter and follow guidance on flow chart.</i>	YES	NO
Contacts: Is anyone in your household currently positive for COVID-19; or within 10 days of a direct exposure; or in quarantine; or waiting on a test result? <i>*if mark yes, don't enter and follow guidance on flow chart.</i>	YES	NO
Symptoms: Do you currently have any cold symptoms (such as cough, sore throat, stuffy nose, and congestion), allergy symptoms (such as headache and runny nose), flu symptoms (such as chills, fatigue, and muscle ache), or traditional COVID-19 symptoms (such as loss of taste or smell, vomiting, or diarrhea)? <i>*if have any one symptom listed, do not enter the building and contact Admin. Follow guidance on flow chart.</i>	YES	NO
Travel: Have you been on a vacation or trip in the last 10 days? <i>*Marking 'yes' does not exclude staff from entering the building; DPI is collecting this data for tracking purposes only</i>	YES	NO
Are there any other COVID related situations we need to be made aware of, such as contacts, quarantines, or positives in your household?	YES	NO
Signature: _____		

COVID-19 Cleaning Checklist

The Site Coordinator is responsible for ensuring proper cleaning is completed during but not limited to the below timeframes each day. Cleaning product shall be used according to package directions for proper disinfection.

MONDAY ____-____-____	10am	12pm	2pm	ARRIVAL	DEPARTURE
Doorknobs					
Faucets					
Light switches					
Hand rails					
Phones (buttons and phone)					
Laundry (empty gowns basket, if needed)					
Toilets (seat and handle)					

TUESDAY ____-____-____	10am	12pm	2pm	ARRIVAL	DEPARTURE
Doorknobs					
Faucets					
Light switches					
Hand rails					
Phones (buttons and phone)					
Laundry (empty gowns basket, if needed)					
Toilets (seat and handle)					

WEDNESDAY ____-____-____	10am	12pm	2pm	ARRIVAL	DEPARTURE
Doorknobs					
Faucets					
Light switches					
Hand rails					
Phones (buttons and phone)					
Laundry (empty gowns basket, if needed)					
Toilets (seat and handle)					

THURSDAY ____-____-____	10am	12pm	2pm	ARRIVAL	DEPARTURE
Doorknobs					
Faucets					
Light switches					
Hand rails					
Phones (buttons and phone)					
Laundry (empty gowns basket, if needed)					
Toilets (seat and handle)					

FRIDAY ____-____-____	10am	12pm	2pm	ARRIVAL	DEPARTURE
Doorknobs					
Faucets					
Light switches					
Hand rails					
Phones (buttons and phone)					
Laundry (empty gowns basket, if needed)					
Toilets (seat and handle)					

Vaccination Policy

Consistent with its duty to provide and maintain a workplace and program service that is free of recognized hazards, Developing Potential, Inc. (“the Company”) has adopted this policy to safeguard the health and well-being of employees and their families, as well as others who spend time in locations where DPI provides services, from the risks associated with COVID-19. This policy is intended to comply with all federal, state and local laws. It is based upon guidance provided by the Occupational Safety and Health Administration (OSHA), the Centers for Disease Control and Prevention (CDC) and other public health and licensing authorities, as applicable.

This policy applies to DPI employees and persons who receive services from Developing Potential at each day program location and community employment services.

Scope

This policy applies to all individuals served, employees, contractors, temporaries, and consultants who are required to be onsite as part of the work performed by DPI or participate in support services. Personnel who are required to be onsite due to the nature of their duties will be covered by this policy. This policy also applies to any employee who chooses to attend a Company-sponsored event.

Policy

Beginning October 15, 2021, the Company will expect all covered employees and individuals served to either (a) establish that they have been fully vaccinated with respect to COVID-19; or (b) obtain an approved exemption from the policy as an accommodation through Human Resources (for employees) or through the Executive Director (for individuals served). The process for requesting an exemption/accommodation is explained below. For purposes of this policy, an employee is considered fully vaccinated two weeks after receiving the second dose of a two-dose vaccine or one dose of a single-dose vaccine. In the future, the Company may also change vaccination requirements, including but not limited to requiring a “booster” vaccine shot, for employees and individuals served to retain their full vaccination status, if the Company deems it necessary based on guidance from public health authorities.

Employees who do not fulfill one of these two requirements will be placed on unpaid leave and their employment may be subject to termination.

Individuals served who do not fulfill one of these two requirements will be offered telehealth versus in-person services.

To establish that they are fully vaccinated, employees may present a completed COVID-19 vaccination record card for inspection by an authorized Company representative in the Human Resources department or otherwise provide a reliable verification of vaccination. The Company will treat all such information as confidential to the extent required by applicable law.

To establish that individuals served are fully vaccinated, individuals served may present a completed COVID-19 vaccination record card to the RN or a site manager.

To facilitate employees’ ability to receive the vaccination, the Company will consider timely requests for appropriate schedule changes. In accord with its time-keeping policies, the Company will also pay non-exempt employees for time spent receiving the vaccination. Additionally, the Company will reimburse employees for the cost, if any, of receiving the vaccination, contingent upon receipt of appropriate supporting documentation.

Requests for Exemptions as Accommodations

Employees who cannot receive a COVID-19 vaccination due to a medical contraindication, or due to sincerely held religious beliefs or practices, may request an exemption from this policy. For current employees, exemption requests must be submitted to Human Resources by October 15, 2021. Individuals who are not current employees but who have been extended an offer of employment must seek an exemption prior to beginning employment.

Individuals served who cannot receive a COVID-19 vaccination due to a medical contraindication, or due to sincerely held religious beliefs or practices, may request an exemption from this policy. For current individuals served, exemption requests must be submitted to Rebecca Case, Executive Director at rcase@developingpotential.org.

Medical Exemption Requests

Employees and Individuals Served who are requesting an exemption due to a medical contraindication must complete a Request for Medical Exemption/Reasonable Accommodation Form and provide proof in the form of a letter written by a physician that has current details of the medical contraindication. Only evidence-based medical contraindications against vaccination confirmed by healthcare providers will be accepted as valid requests.

Religious Exemption Requests

Employees and Individuals Served requesting an exemption due to religious beliefs or practices must complete the Request for Religious Exemption/Reasonable Accommodation Form and outline the specific faith-based objections to vaccination. Employees must also provide documentation supporting the objections. Personal preference does not constitute a valid religious exemption request.

Exemption/Accommodation Process for Employees

As part of an interactive process that begins with an employee's submission of an exemption request form, Human Resources will evaluate each request for exemption and determine whether the Company can grant the exemption as a reasonable accommodation that enables the employee to perform the essential functions of his or her position, without imposing undue hardship on the Company, and without the employee posing a direct threat to the health or safety of the employee or others. This will be reviewed to remain current and in accordance with federal, state and local mandates. During this process, Human Resources may ask questions and ask for additional information or clarification from the employee regarding the exemption request. After completing its evaluation, Human Resources will notify the employee of the Company's determination.

Note: If the employee's exemption request is approved, such approval may require compliance with certain conditions that help mitigate the risk of virus transmission, and which are deemed necessary by the Company to grant the exemption/accommodation. In addition, the exemption may be allowable for a certain time frame, meaning having an expiration date as it relates to the COVID-19 pandemic.

This may include the wearing of additional personal protective equipment (including but not limited to masks and/or other face coverings), changes to the nature of the job duties performed by the employee, reassignment, decrease in work hours, or other applicable alternatives.

Renewal of Exemption Requests for Employees

Once an employee is granted a religious exemption as an accommodation, the employee does not have to reapply for the exemption unless facts and circumstances indicate that the employee is engaging in actions inconsistent with the employee's stated beliefs or practices, or if the employee's beliefs or practices have changed.

If an exemption is granted for a temporary health condition, a new request for exemption must be submitted each year to which the condition applies. If exemption is granted for a permanent condition, the exemption does not need to be

requested each year unless available information or recommendations from public health authorities indicate to the Company that the circumstances justifying the exemption have changed.

No Retaliation

DPI prohibits any form of retaliation against an employee or individual served for submitting an exemption request under this policy.

Compliance with Safety Measures

DPI may have test kits available to assist employees and individuals served with obtaining testing as the need arises. DPI staff will need a lab test or a test performed at DPI to confirm positive results. Home tests are not accepted for return to work/program.

Appendix A: Exposure Letter

COVID EXPOSURE NOTICE

Developing Potential, Inc. (DPI) is continuing to monitor the developing Coronavirus pandemic (COVID-19) in our area. The safety of our persons served, our staff and their respective families is always our top priority, and we will provide you with periodic updates as more information becomes available.

This morning, month/day/year, we were advised that a person onsite tested positive for COVID-19. The person was last in contact with anyone through DPI month/day/year. To our knowledge, you were OR were not OR may have been in close contact with this individual. "Close contact" is defined by the Centers for Disease Control and Prevention (CDC) as within 6 feet for 15 minutes or longer. All individuals served and staff who may have been in close contact with the person have been informed.

The individual/staff will not return to DPI until symptoms have resolved and have a doctor's release indicating no restrictions.

DPI is following and will continue to follow guidance from our local health department, CDC, and DMH. As a reminder, DPI has adopted a COVID-19 Response Plan, which will be updated as guidance changes. A copy of DPI's COVID-19 Response Plan may be located on our website.

All staff and persons served should remain vigilant of their exposure risk on a day-to-day basis and should consider whether their interactions with others put them in close contact with anyone who may be infected with COVID-19.

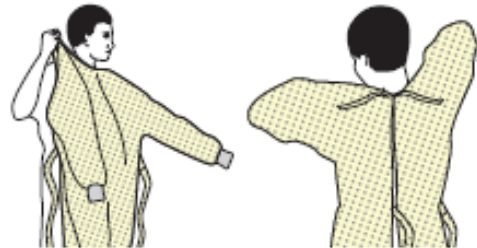
We appreciate your full cooperation, patience, and understanding during this difficult time. We will continue to monitor the situation closely, provide additional updates as needed, and work to support and maintain a safe environment for our staff and persons served. If you have any questions, concerns or suggestions, please contact DPI's Executive Director, Rebecca Case at 816-525-6000 ext. 101.

SEQUENCE FOR PUTTING ON PERSONAL PROTECTIVE EQUIPMENT (PPE)

The type of PPE used will vary based on the level of precautions required, such as standard and contact, droplet or airborne infection isolation precautions. The procedure for putting on and removing PPE should be tailored to the specific type of PPE.

1. GOWN

- Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
- Fasten in back of neck and waist



2. MASK OR RESPIRATOR

- Secure ties or elastic bands at middle of head and neck
- Fit flexible band to nose bridge
- Fit snug to face and below chin
- Fit-check respirator



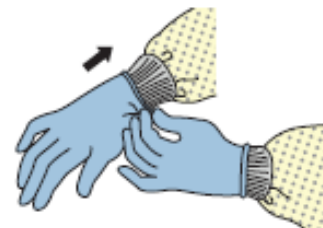
3. GOGGLES OR FACE SHIELD

- Place over face and eyes and adjust to fit



4. GLOVES

- Extend to cover wrist of isolation gown



USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION

- Keep hands away from face
- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Perform hand hygiene

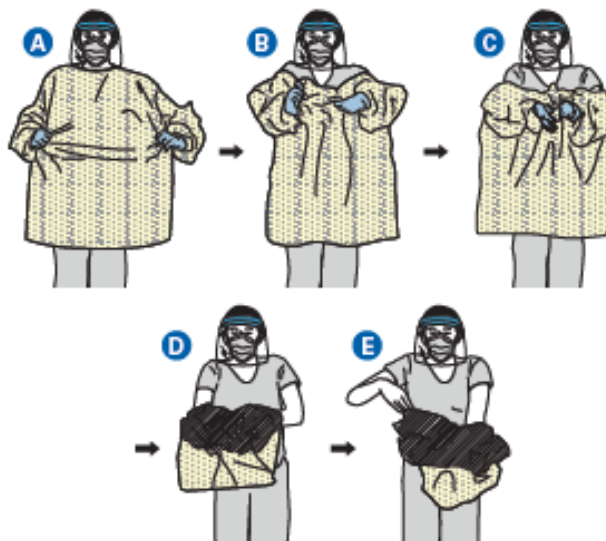


HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 2

Here is another way to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. Remove all PPE before exiting the patient room except a respirator, if worn. Remove the respirator after leaving the patient room and closing the door. Remove PPE in the following sequence:

1. GOWN AND GLOVES

- Gown front and sleeves and the outside of gloves are contaminated!
- If your hands get contaminated during gown or glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp the gown in the front and pull away from your body so that the ties break, touching outside of gown only with gloved hands
- While removing the gown, fold or roll the gown inside-out into a bundle
- As you are removing the gown, peel off your gloves at the same time, only touching the inside of the gloves and gown with your bare hands. Place the gown and gloves into a waste container



2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band and without touching the front of the goggles or face shield
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container

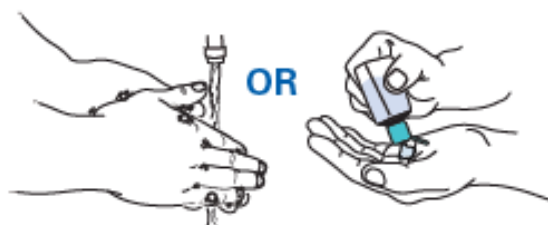


3. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — DO NOT TOUCH!
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container



4. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



**PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS
BECOME CONTAMINATED AND IMMEDIATELY AFTER
REMOVING ALL PPE**



Appendix C: Essential Employee Memorandum

MICHAEL L. PARSON
GOVERNOR



VALERIE HUHN
DIVISION DIRECTOR

MARK STRINGER
DEPARTMENT DIRECTOR

STATE OF MISSOURI
DEPARTMENT OF MENTAL HEALTH
**DIVISION OF DEVELOPMENTAL
DISABILITIES**

PHONE: (573) 751-4054
FAX: (573) 751-9207

1706 EAST ELM STREET, P.O. BOX 687
JEFFERSON CITY, MISSOURI 65102
<http://dmh.mo.gov/dev-disabilities/>

Revised September 29, 2020
Revised September 1, 2020
Revised July 1, 2020
Revised April 20, 2020
March 30, 2020

MEMORANDUM FOR HOME AND COMMUNITY BASED SERVICES

FROM: Wendy Witcig, Deputy Division Director of Community Operations Division of Developmental Disabilities

SUBJECT: Reporting of Department of Mental Health (DMH) Division of Developmental Disabilities (DD) Service Participant with COVID-19

Until further notice, to support notification and delivery of necessary DMH DD services and supports:

DMH DD contracted community based service providers and State Operated Waiver Programs will enter into the CIMOR EMT system, an event for individuals in residential facilities, day programs, or specialized services that are licensed, certified or funded by the DMH as required by sections 630.005, 630.020, 630.165, 630.167 and 630.655, RSMo, which have a verified positive COVID-19 test result.

Event Reporting

- The event date is the date the verified COVID-19 positive test result is received.
- The initial verified positive COVID-19 test result is to be reported. Additional verified COVID-19 positive test results after 90 calendar days from the previous verified test result date shall be reported.
- When a provider supports multiple individuals who receive positive results on the same day, one event entry with each consumer listed in the Involved Person table is acceptable.

Reporting Hierarchy

To minimize duplicated entries for a DMH-DD consumer it will be the responsibility of the DD contracted service who has primary oversight to enter the verified positive COVID-19 test result in EMT.

- If the consumer receives residential services it will be the responsibility of the residential provider to enter the event.
- If the consumer does not receive residential services and the DMH-DD service provider learns of the event, the service provider is to enter the event.
- If the consumer only receives case management services and the Support Coordinator learns of the event, the Support Coordinator is to enter the event.

The Regional Office or State Operated Waiver Programs DMH EMT Reviewer, upon entry of the reported event, will immediately notify the Regional Office Director or State Operated Waiver Program Director of the event. The DMH

EMT Reviewer will select the incident types Medical Emergency-Consumer & Other: "COVID-19 positive test". Critical will also be selected by the DMH Reviewer. Incident type selection of Medical Emergency-Consumer will prompt a next business day electronic notification to the Regional Office QE RN distribution group.

The assigned Regional Office QE RN will review the information and determine the level of follow-up for any individual receiving HCBS residential waiver services. The review process will ensure appropriate planning and risk mitigation strategies have been implemented in accordance with current Centers for Disease Control and Prevention (CDC) and the Department of Health and Senior Services (DHSS) guidance for individuals residing in the community with a COVID-19 positive test.

In addition to reporting in the CIMOR EMT system, DD contracted residential service providers should submit information to the following DHSS link:

[Electronic COVID-19 Case Reporting](#)

Questions regarding this memorandum should be directed to the MO Division of Developmental Disabilities via e-mail at: ddmail@dmh.mo.gov or by telephone at 573-751-4054.

Appendix D: Day Habilitation Assumption of Risk & Agreement



Day Habilitation Assumption of Risk & Agreement for:

Name of Individual Served

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. As a result, federal, state and local governments along with federal and state health agencies recommended guidelines.

At DPI our ultimate goal is to provide Day Habilitation services and ensure our mission is moving forward. Our pace will be cautious and congruent with recommendations of the city, county, state and federal agencies providing guidance. As the situation evolves, we may need to move in reverse at times while keeping the long-term goal within our sights. As we work to make forward progress toward our goal, changes will be communicated to you prior to implementation to assure you are always in a position to make informed decisions.

In accordance with city, county and state guidelines and recommendations, DPI Day Habilitation has put in place preventative measures to mitigate the risk, however attending Day Habilitation at DPI may still increase the risk of contracting COVID-19 as with going to community venues.

Please initial the acknowledgements below:

_____ I have been provided the following materials on risks associated with the individual re-entering services during the Covid-19 Pandemic:

- DPI Day Hab Procedures to Mitigate Risk
- DMH COVID-19 Getting Back into Your Community

_____ I understand the risk of COVID-19 in our community.

_____ I will report any new symptoms of an individual and/or others in the household and the individual will be absent from service until it is documented by a physician that attending is not a risk to others.

_____ If an individual or someone in the household has known contact with a person suspected positive or diagnosed positive with COVID-19, I will self-report to DPI. The individual will stay home until it is documented by a physician that attending is not a risk to others.

_____ I will comply with health screening of the individual and temperature check prior to each scheduled service, and follow DPI's entrance and exit policies.

_____ Individuals will practice social distancing and/or wear a mask as tolerated (DPI provided & laundered), practice good personal hygiene and sanitation practices when receiving services and will receive teaching and support to meet these terms as needed.

_____ The need to halt services may arise suddenly and for varying lengths of time due to staffing levels or illness and I will respond promptly to requests for transportation home.

_____ I may choose not to receive services for any reason, at any time, and for any length of time at my own discretion with appropriate notice to the Executive Director, Rebecca Case at (816) 914-6843 or email rcase@developingpotential.org.

_____ I will participate in regular questionnaires regarding the health of the individual and the people living in his or her household.

By initialing the above acknowledgements, I acknowledge and agree to assume the risk and responsibility for potential of exposure to COVID-19 as a result of attending Day Habilitation services at my assigned DPI location at my discretion.

Signature of Legally Responsible Person

Date