


<b>Category:</b>	Workplace	
<b>Sub Category:</b>	Health and Safety	
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<b>Forms:</b>	Health Survey	
<b>Responsible:</b>	Program Director, Human Resource Manager, Executive Director, Management Staff	

## RAVE COVID-19 Work Plan

### Purpose

On January 31, 2020, Health and Human Services Secretary, Alex M. Azar II declared a public health emergency (PHE) for the United States to aid the nation's healthcare community in responding to Corona Virus Disease 2019 (COVID-19). On March 11, 2020, WHO publicly characterized COVID-19 as a pandemic. On March 13, 2020, the President of the United States declared the COVID-19 outbreak a national emergency. Effective April 24, 2020, Governor Kevin Stitt unveiled Oklahoma's Open Up and Recovery Plan (OURS), which is a three-phased approach to COVID-19 recovery efforts. In keeping with the guidance from OURS, Developmental Disabilities Services (DDS) is requesting programs to submit plans for a thoughtful re-entry into vocational and community services that ensures the health and safety of both clients and staff. The purpose of this plan is in direct reflection of the request of DDSD and these issues to address the return to work plan for the service recipients at the INCA Clothing Banks and into the community and to continue to work.

### Plan

This plan includes the measures the agency is actively taking to mitigate the spread of COVID-19. Employees are required to follow all the rules within this plan diligently in order to sustain a healthy and safe workplace in this unique environment for all. It's important all employees respond responsibly and transparently to these health precautions. All private health and personal data of all is treated with high confidentiality and sensitivity.

COVID-19 return to work plan is susceptible to changes with the introduction of additional governmental guidelines as well as local entities. If so, INCA will provide updates to all employees as soon as possible by email, text, direct contact, or link on the agency website ([incacaa.org/covid19](http://incacaa.org/covid19)).

### Assistance with Visitors On-Site

- A barrier will be placed between staff and visitors for safety concerns.
- A sign will be placed on the door that states visitors will be limited in the clothing bank and to use social distancing when entering the building (6 ft. distance).
- Visitors are not allowed to enter the facility until they have completed proper hand hygiene.
- Visitors will be asked to wear a face mask; all provided by INCA and will not be allowed to enter without a mask.
- Paperwork will be completed by INCA staff so that no contact is made between the visitor and staff.

- Everything will be wiped down after each visitor exiting, including door handles on both sides.
- Staff will be required to wear gloves while touching any paperwork passed from person-to-person and dispose of gloves after each time paperwork is touched should this need to be done.
- Staff will ensure the service recipients are safely out of the visiting areas before allowing visitors to enter the facility.

### **Cleaning Steps**

- Stay home when you are sick and seek medical attention when needed.
- Wash your hands frequently with soap and water for at least 20 seconds.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash.
- Avoid people who are sick with respiratory symptoms.
- Clean frequently touched surfaces and objects.
- Routinely clean all frequently touched surfaces throughout the day in the workplace, such as workstations, countertops, light switches and doorknobs as well as a deep cleaning at the end of each workday.
- Vehicles and areas where outside personnel are coming in contact need to be cleaned every 2 to 3 hours each day with disinfectant.

### **Additional Safety Measures for Participants**

- Hand sanitizer will be made available for all participants.
- Personal Protective Equipment (PPE); gloves, face masks, etc. will be made available for all participants.
- Signs will be posted to encourage proper hand hygiene and how to stop the spread.
- Rotating schedules to minimize exposure by employees, individuals, visitors, etc.
- If someone develops symptoms while at work, that person will be sent home immediately and staff will implement proper cleaning steps to assist with the spread. See Cleaning Steps.
- Social distancing will be utilized at each facility when possible.
- Limiting the number of workers as well as the number of visitors per location to not only maintain gatherings of 10 people or fewer, but limiting the number per space as determined by the CDC of 1 person per 120 feet of space.
- The staggering of work days for the service recipients working at the clothing bank along with the staggering of lunch and breaks to assist with social distancing will also be utilized.
- Each service recipient will be pulled from their work areas once a visitor is ready to enter the facility to maintain social distancing.

### **Communication Plan**

- INCA will report possible exposure, development of symptoms, suspected and confirmed cases immediately per guidelines of DDSD.
- If someone is confirmed to have COVID-19, INCA will inform fellow employees, visitors as well as DDSD of the possible exposure while maintaining confidentiality and cleaning steps will be implemented. See Cleaning Steps.
- INCA will notify DDSD by using the email [DDS.COVID.Reporting@okdhs.org](mailto:DDS.COVID.Reporting@okdhs.org) to report the case and provide status updates and details of the precautionary measures taken.
- If someone becomes symptomatic at the worksite, they will be sent home immediately and the cleaning steps will be implemented. See Cleaning Steps.
- Short term closure of the facility to implement the cleaning steps could be utilized depending on the situation. See Cleaning Steps.

### **Phasing in Vocational and Community Activities**

Each plan will be person-centered for that individual. Guidelines of the cities will be considered and followed. INCA will discuss all factors before phasing in vocational and community activities with staff. If the individual falls under the safer at home restriction, this will be discussed with that individual's team and addressed as well as who they live with. Flexible strategies moving forward will be considered scaling up or down depending on the evolving local situation. Phasing in questions as required by DDSD will be completed one time for the individual returning to work.

#### **Dissemination of Policy**

The policy will be made available to all employees through the agency's website. The agency will educate and train employees regarding the policy and any conduct that could constitute a violation of the policy.