

CATHERINE COBB

SAFE HOUSE

COVID-19 Return to Work Plan
Prepared: June 2, 2020

COVID-19 PREPAREDNESS AND RESPONSE PLAN

Catherine Cobb Safe House takes the health and safety of our employees and those we serve very seriously. We are all living through the spread of COVID-19 and the need for certain employees to continue in-person work. Others will soon be welcomed back into the workplace as we begin to resume normal operation. We want you to know that we are committed to reducing the risk of exposure to COVID-19 and we are ready to provide a healthy and safe workplace for our employees and those we serve.

Our plan is based on information and guidance from the Centers for Disease Control (CDC) and the Occupational Health and Safety Administration (OSHA) at the time of its development. Because the COVID-19 situation is frequently changing, the need for modifications may occur based on further guidance provided by the CDC, OSHA, the State of Michigan and the Lenawee County Health Department. CCSH is focused on three lines of defense:

1. Limiting the number of people together at the same time in the same place,
2. Sanitizing all areas and
3. Providing appropriate personal protection equipment including masks (use of which is required by staff), face shields, etc.

Note: CCSH may amend this Plan based on changing requirements and the need of our organization.

The spread of COVID-19 in the workplace can come from several sources:

- Co-workers
- Guests
- Non-residential Program Participants
- Visitors and vendors

Our employees fall into one or more of the following categories as defined by OSHA:

- Lower exposure risk (the work performed does not require direct contact with people known or suspected to be infected with COVID-19 or frequent close contact with the public).
- Medium exposure risk (the work performed requires frequent and/or close contact with people who may be infected with COVID-19, but who are not known COVID-19 patients, or contact with the general public in areas where there is ongoing community transmission).

COVID-19 WORKPLACE COORDINATORS (TASK FORCE)

Catherine Cobb Safe House has designated the CQI Team as its COVID-19 Workplace Coordinators

The Coordinators responsibilities include:

- staying up to date on federal, state and local guidance
- incorporating those recommendations into our workplace
- training our workforce on control practices, proper use of personal protective equipment, the steps employees must take to notify our business of any COVID-19 symptoms or suspected cases of COVID-19.
- reviewing HR policies and practices to ensure they are consistent with this Plan and existing local, state and federal requirements

RESPONSIBILITIES OF CCSH SUPERVISORS

All CCSH supervisors must be familiar with this Plan and be ready to answer questions from employees. Additionally, CCSH expects that all supervisors will set a good example by following this Plan. This includes practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Supervisors must encourage this same behavior from all employees.

CCSH will require and keep a record of all self-screening protocols for all employees and visitors entering the worksite, and will recommend the same for guests and other Program Participants. This screening includes, at a minimum, a questionnaire covering symptoms and suspected or confirmed cases of COVID -19.

Catherine Cobb Safe House will:

- Keep everyone on the worksite premises at least six feet from one another to the maximum extent possible, including through the use of ground markings, signs, etc. as appropriate to the worksite.
- Provide non-medical grade face coverings to their employees, with supplies of N95 masks reserved, for now, for interactions with known COVID-19 positive guests.
- Require face coverings to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace, and consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.
- Increase facility cleaning and disinfection, especially on high-touch surfaces (e.g., door handles), paying special attention to shared items (e.g., appliances, furnishings, utensils, vehicles). See posted cleaning schedule.
- Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace. Visit <https://smallbusiness.com/covid-19/how-to-deep-clean-a-small-business-or-office-infected-with-covid-19/> for detailed instructions.
- Make cleaning supplies available to employees upon entry and throughout the facility and provide reminders for employees to wash hands frequently or to use hand sanitizer.
- When an employee is identified with a confirmed case of COVID-19, within 24 hours, notify both:
 1. The local public health department, and
 2. Any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.
- Conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
- Train employees on how to report unsafe work conditions.

RESPONSIBILITIES OF EMPLOYEES

We are asking each of our employees to help with our prevention efforts while at work. Catherine Cobb Safe House understands that in order to minimize the impact of COVID-19 at our facility, everyone needs to play his or her part. We have instituted several best practice protocols to minimize exposure to COVID-19 and prevent its spread in the workplace. This includes specific cleaning efforts and social distancing. While here at work, all employees must follow these best practices for them to be effective. Beyond these best practices, we require employees to report to their supervisors immediately if they are experiencing signs or symptoms of COVID-19, as described below. If employees have specific questions about this Plan or COVID-19, they should ask their supervisor or the Director.

OSHA and the CDC Prevention Guidelines

OSHA and the CDC have provided the following preventive guidance for all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with anyone who is sick.
- Maintain appropriate social distance of six feet to the greatest extent possible.

Additionally, employees must familiarize themselves with the symptoms and exposure risks of COVID-19. The primary symptoms of COVID-19 include the following:

- Dry cough;
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever (either feeling feverish or a temperature of 100.4 degrees or higher);
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Individuals with COVID-19 may also have early symptoms such as, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as an atypical cough or shortness of breath, do not report to work. You must also notify your supervisor immediately, and consult your healthcare provider. Similarly, if you come into close contact with someone showing these symptoms, you must notify your supervisor immediately and consult your healthcare provider. We have the responsibility to work to identify and notify all employees who have close contact with individuals with COVID-19 symptoms. "Close contact" is not brief or incidental contact with a person with COVID-19 symptoms. The CDC defines "close contact" as either:

- Being within roughly six feet of a COVID-19 infected person or a person with any symptom(s) for a "prolonged period of time;" (the CDC estimates range from 10 to 30 minutes, or,

- Having direct contact with infectious secretions of a COVID-19 infected person or a person with any COVID-19 symptom(s) (i.e., being coughed on).

HEALTH AND SAFETY PREVENTATIVE MEASURES FOR CATHERINE COBB SAFE HOUSE

Our plan is focused on three lines of defense – limiting the number of people together at a time, sanitizing all areas and requiring appropriate personal protection equipment.

Minimizing exposure from co-workers.

CCSH takes the following steps to minimize exposure from co-workers to COVID-19 by educating employees on protective behaviors that reduce the spread of COVID-19 and providing employees with the necessary tools for these protective behaviors, including:

General Education:

- Posting CDC information, including recommendations on risk factors.
- Providing tissues and no-touch trash bins to minimize exposure to infectious secretions.
- Informing employees of the importance of good hand hygiene. Regularly washing hands with soap and water for at least 20 seconds is one of the most effective ways for employees to minimize exposure to COVID-19. If soap and water are not readily available, employees should use alcohol-based hand sanitizer that is at least 60% alcohol.
- Encourage good hand hygiene by ensuring that adequate supplies of soap and hand sanitizer are maintained and placing hand sanitizers in multiple locations.
- Discourage handshaking and encourage the use of other non-contact methods of greeting.
- When possible, avoid the use of other employees' phones, desks, offices, tools, equipment, and other commonly touched surfaces.
- If the above cannot be avoided, clean and disinfect them before and after use.

Social Distancing

- Limit in-person meetings.
- Restrict the number of workers present on-site to no more than necessary. See chart.
- Promote remote work as much as possible.
- Encourage and require social distancing to the greatest extent possible while in the workplace. See chart.
- Encourage employees to minimize ridesharing. If this cannot be avoided, while in vehicles, employees must ensure adequate ventilation.
- Use masks (and gloves as appropriate).
- In areas where employees work within 6 feet of each other, computer stations should be moved or repositioned to increase distance and direct air flow away from one another.

CHECKLIST FOR EMPLOYERS WHEN EMPLOYEE TESTS POSITIVE FOR COVID-19

When an employee tests positive for COVID-19, the Supervisor or Executive Director will take the following steps:

- Treat positive test results and “suspected but unconfirmed” cases of COVID-19 the same.
- Consider employee benefit plans that may be available and applicable and discuss with the employee (eg. MPT and FFCRA).
- Ask employee if he or she grants the employer permission to disclose the fact that the employee is infected.
 - If yes:
 - Notify employee’s Supervisor or Executive Director that employee is infected with COVID-19 and is out on leave.
 - For everyone else, respond to inquiries by disclosing employee is on a leave of absence for non-disciplinary purposes.
 - If no:
 - Notify employee’s supervisor(s) only that employee is on a leave of absence for non-disciplinary purposes.
 - Regardless of yes or no:
 - Disclose identity of employee to any required notification to OSHA or the health department.
- Notify employee’s co-workers who may have come into contact with employee at work within the past 14 days that they may have been exposed to COVID-19 and may wish to see a healthcare provider.
 - Not required to notify other office locations unless the employee visited those sites within past 14 days.
- DO NOT identify the infected employee by name and to the greatest extent possible, avoid making any direct or indirect references that would allow co-workers to identify the employee.
- For employees who had close contact with employee in past 14 days, send them home for a 14-day self-quarantine.
- Notify guests, vendors, or third parties with whom the employee may have come into contact while at work within the past 14 days that they may have been exposed to COVID-19 and may wish to see a healthcare provider. DO NOT identify the infected employee by name.
- To the extent reasonably possible, avoid making any direct or indirect references that would allow the person to identify the employee.
- Currently, there is no guidance on how far a company should investigate for third parties who may have come into contact with an employee through work. It is safe to include any parties on the employee’s work calendar, in visitor logs, or otherwise readily available or known.
- Follow cleaning protocol for the employee’s workspace, immediate surrounding area, and areas likely visited (break room, restroom, etc.). Visit

<https://smallbusiness.com/covid-19/how-to-deep-clean-a-small-business-or-office-infected-with-covid-19/> for detailed instructions.

- Respond to inquiries by CDC or public health authorities as received.

Restrict employees from the workplace if they display symptoms of COVID-19

- For employees who are completing in-person work, complete health assessments (temperature checks) and/or questionnaires prior to entry into the facility.
- Any employee with COVID-19 symptoms will be immediately separated from other individuals and sent home.
- The ability to work remotely will be encouraged where possible.
- Guidance from the employee's health care provider on their return to work date will be required.

Actively encourage sick employees to stay home:

- Remote work may be utilized when the employee feels well enough to work. If the employee is unwell, MPT or Families First Coronavirus Response Act Policies may be utilized as appropriate and applicable. Relevant information regarding these policies is posted in common work spaces and shared in Google Drive with employee. (if employees have questions regarding use of emergency paid sick time, employees should contact the Executive Director.
- CCSH will follow state and federal guidance for return to work guidance.
- Guidance from the employee's health care provider will also be considered
- Plans are in place to continue essential business functions in the event higher than usual absenteeism occurs. (see Business Continuity Plan.)

Other considerations:

- Employees are reminded about community resources as needed.
 - Mental health services are available through LCMHA: (517) 264-8905
https://www.lcmha.org/coronavirus-updates/#coping_with_stress
 - County Health Department at (517) 264-5226
<http://www.lenawee.mi.us/187/Health-Department>
 - State of Michigan Mental Health support
<https://www.michigan.gov/staywell>

Minimizing exposure from those outside of our workforce including non-residential service participants

- CCSH business practices are evaluated to ensure safety and health of all individuals. This is done on a phased approach. Beginning with virtual meetings, appointment-only onsite meetings and finally, transitioning to onsite meetings with appropriate precautions when that time comes.
- **Social distancing practices to be observed:**
 - 6-foot distances are marked in areas where guests or visitors might gather/wait
 - In person meetings are to be made by appointments only
 - Limit the number of non-resident service participants allowed into work spaces
 - Minimize face to face contact

- Information is posted throughout the facility educating individuals on ways to reduce the spread of COVID-19.
- Any individual entering one of CCSH facilities may have their temperature checked and/or a questionnaire completed prior to entry.
- Individual symptoms will be observed and individuals displaying symptoms of COVID -19 will be rescheduled. A telephone or virtual meeting may be appropriate.
- Physical barriers between CCSH employees and program participants will be considered in high volume areas (i.e. shielding at the front desk areas).
- CCSH will provide masks to employees and program participants as well as appropriate disinfectants so that individuals can clean work areas before and after use.

Minimizing exposure from the visitors/vendors

- CCSH will limit the number of visitors in the facility.
- Any individual entering a CCSH facility may have their temperature checked and/or a questionnaire completed prior to entry.
- Masks will be available to visitors/vendors as well as appropriate disinfectants so individuals can clean work areas before and after use.
- All deliveries will be handled through curbside pick-up or delivery

Minimizing exposure from the general public

- Business practices are evaluated to ensure safety and health of all individuals. This is done on a phased approach. Beginning with virtual meetings, appointment-only onsite meetings and finally, transitioning to onsite meetings with appropriate precautions.
- Social distancing practices to be observed:
 - 6-foot distances are marked in areas where individuals might gather/wait
 - Limit number of individuals allowed into work space
 - Minimize face to face contact
 - Work stations positioned at least 6 feet apart
- Information is posted throughout the facility educating individuals on ways to reduce the spread of COVID-19.
- Any individual entering CCSH will have their temperature checked and/or a questionnaire completed prior to entry.
- Individuals with COVID-19 symptoms will not be admitted into the facility.
- Physical barriers between CCSH employees and the public will be installed in high impact areas (i.e. shielding at the front desk areas).
- Masks and appropriate disinfectants will be available to the general public.

This Plan is based on information and guidance from the CDC and OSHA at the time of its development. The safety of our employees, program participants and visitors remain the top priority at CCSH. We recognize that all individuals are responsible for preventing the spread of COVID-19. As the COVID-19 outbreak continues to evolve and spread, CCSH is monitoring the situation closely and will update our guidance based on the most current recommendations from the CDC, World Health Organization (WHO), OSHA and the Lenawee County Health Department.

Phase 1: Uncontrolled growth	Phase 2: Persistent spread	Phase 3: Flattening	Phase 4: Improving	Phase 5: Containing	Phase 6: Po pandemic
<ul style="list-style-type: none"> • Essential staff only • All other staff work remotely • No building visitors allowed • No work travel • No in person meetings except for survivors and shelter advocates. • Face coverings are required for all staff and recommended for survivors • Maintain 6 feet social distancing • Stagger usage of communal space • Staff self-administer symptom screening protocols • Follow Universal Precautions • Play structures remain closed • No in-person fund development 	<ul style="list-style-type: none"> • Essential staff only • All other staff work remotely • No building visitors allowed • No work travel • No in person meetings except for survivors and shelter advocates. • Face coverings are required for all staff and recommended for survivors • Maintain 6 feet social distancing • Stagger usage of communal space • usage • Staff self-administer symptom screening protocols • Follow Universal Precautions • Play structures remain closed • No in-person fund development 	<ul style="list-style-type: none"> • Essential staff only • All other staff work remotely • No building visitors allowed • No work travel • No in person meetings except for survivors and shelter advocates. • Face coverings are required for all staff and recommended for survivors • Maintain 6 feet social distancing • Stagger usage of communal space • usage • Staff self-administer symptom screening protocols • Follow Universal Precautions • Play structures remain closed • No in-person fund development 	<ul style="list-style-type: none"> • Staggered staffing plan • Building visitors by appointment only • No work travel • In person meetings of no more than 10 people, except for survivors and shelter advocates. • Face coverings are required for all staff, volunteers, and recommended for survivors • Maintain 6 feet social distancing • Stagger usage of communal space • Staff self-administer symptom screening protocols • Follow Universal Precautions • Play structures remain closed • 1-on-1 fund development in person meetings 	<ul style="list-style-type: none"> • Staggered staffing plan • Building visitors by appointment only • Limited work travel • Increased number of attendees at in person meetings • Face coverings are required for all staff, volunteers, and recommended for survivors • Maintain 6 feet social distancing • Staff self-administer symptom screening protocols • Follow Universal Precautions • Play structures opened with sanitation protocols • Resume some in-person fund development 	<ul style="list-style-type: none"> • All staff return to in-person work • Building visitors allowed • Work travel resumes • All meetings resume • Staff self-administer COVID-19 screening protocols • Follow Universal Precautions • Play structures opened with continued sanitation protocols • Resume fund development • Consider vaccination and/or anti-body testing for all staff and volunteers

Positions and other circumstances may dictate which phase guidelines staff are following.