



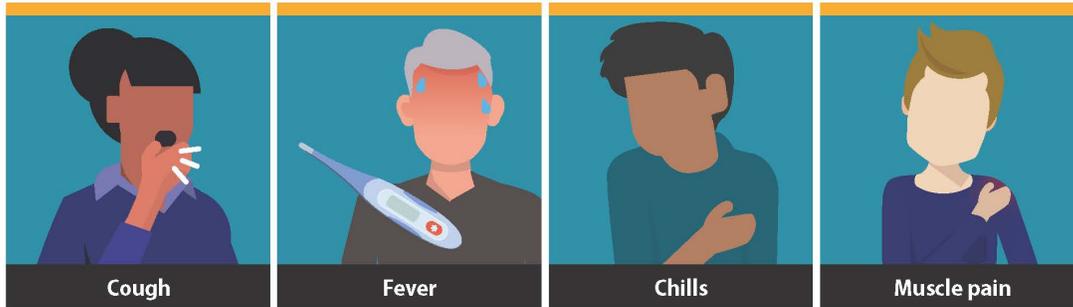
COVID-19 PREPAREDNESS AND RESPONSE PLAN
REOPENING PLANS AND GUIDELINES

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Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

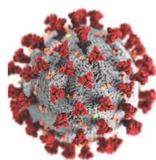
***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.



What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



Prevent the spread of COVID-19 if you are sick

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to help protect other people in your home and community.

Stay home except to get medical care.

- **Stay home.** Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated.
- **Get medical care when needed.** Call your doctor before you go to their office for care. But, if you have trouble breathing or other concerning symptoms, call 911 for immediate help.
- **Avoid public transportation, ride-sharing, or taxis.**



Separate yourself from other people and pets in your home.

- **As much as possible, stay in a specific room** and away from other people and pets in your home. Also, you should use a separate bathroom, if available. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.
 - See COVID-19 and Animals if you have questions about pets: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID19animals>



Monitor your symptoms.

- **Common symptoms of COVID-19 include fever and cough.** Trouble breathing is a more serious symptom that means you should get medical attention.
- **Follow care instructions from your healthcare provider and local health department.** Your local health authorities will give instructions on checking your symptoms and reporting information.



If you develop **emergency warning signs** for COVID-19 get **medical attention immediately.**

Emergency warning signs include*:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

Call 911 if you have a medical emergency. If you have a medical emergency and need to call 911, notify the operator that you have or think you might have, COVID-19. If possible, put on a facemask before medical help arrives.

Call ahead before visiting your doctor.

- **Call ahead.** Many medical visits for routine care are being postponed or done by phone or telemedicine.
- **If you have a medical appointment that cannot be postponed, call your doctor's office.** This will help the office protect themselves and other patients.



If you are sick, wear a cloth covering over your nose and mouth.

- **You should wear a cloth face covering over your nose and mouth** if you must be around other people or animals, including pets (even at home).
- You don't need to wear the cloth face covering if you are alone. If you can't put on a cloth face covering (because of trouble breathing for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.



Note: During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.



Cover your coughs and sneezes.

- **Cover your mouth and nose** with a tissue when you cough or sneeze.
- **Throw used tissues** in a lined trash can.
- **Immediately wash your hands** with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



Clean your hands often.

- **Wash your hands often** with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- **Use hand sanitizer** if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Soap and water are the best option**, especially if your hands are visibly dirty.
- **Avoid touching** your eyes, nose, and mouth with unwashed hands.



Avoid sharing personal household items.

- **Do not share** dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
- **Wash these items thoroughly after using them** with soap and water or put them in the dishwasher.



Clean all “high-touch” surfaces everyday.

- **Clean and disinfect** high-touch surfaces in your “sick room” and bathroom. Let someone else clean and disinfect surfaces in common areas, but not your bedroom and bathroom.
- **If a caregiver or other person needs to clean and disinfect** a sick person’s bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and wait as long as possible after the sick person has used the bathroom.



High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.

- **Clean and disinfect areas that may have blood, stool, or body fluids on them.**

- **Use household cleaners and disinfectants.** Clean the area or item with soap and water or another detergent if it is dirty. Then use a household disinfectant.

- Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- Most EPA-registered household disinfectants should be effective.

How to discontinue home isolation

- People **with COVID-19 who have stayed home (home isolated)** can stop home isolation under the following conditions:



- **If you will not have a test** to determine if you are still contagious, you can leave home after these three things have happened:
 - You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)

AND

 - other symptoms have improved (for example, when your cough or shortness of breath has improved)

AND

 - at least 10 days have passed since your symptoms first appeared.

- **If you will be tested** to determine if you are still contagious, you can leave home after these three things have happened:
 - You no longer have a fever (without the use of medicine that reduces fevers)

AND

 - other symptoms have improved (for example, when your cough or shortness of breath has improved)

AND

 - you received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines.

In all cases, follow the guidance of your healthcare provider and local health department. The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Local decisions depend on local circumstances.

PURPOSE

The purpose and intent of this plan is to ensure that all our Employees know and understand the procedures that have been put into place to protect you and our visitors. It includes best practices to aid in a lower risk and thoughtful reopening. While this plan is broad, there may be guidelines specific to other departments to ensure safety and compliance. Our goal is to open Spaulding in a way that best protects employees and consumers from exposure to COVID-19 and helps prevent the spread of the virus.

Communication during this time is incredibly important. As we prepare to reopen we will continue to share information with you about the plan and any updates made. We will be available and transparent and welcome any concerns you may have or deficits that you see.

The health and safety of our Employees, stakeholders and visitors is of the utmost importance. We will continue to loop employees in on our COVID-19 plan for reopening and to continue with our “new normal.” The plan will be kept on the P Drive (P:\Coronavirus\Plans - Contingency & Continuity).

CLEANING/DISINFECTING THE WORKPLACE

Initial Disinfecting and Cleaning:

- Crossroads Management will
 - Clean Suite 100 & 120 prior to Employee return, including carpets, vents and any other areas required.
 - Clean and properly maintain the entire HVAC system.
 - Regularly change filters and will continue to do so.
 - Provide Lysol II (Virucide) as needed
 - Maintain and clean common areas in the building including the bathrooms in the suites.
- Employee
 - All the visit rooms and toys have been sanitized and disinfected.
 - All desks, phones, computers and work surfaces will need to be disinfected when the Employee member returns to the office. Employee will be responsible for cleaning his/her own work station or office. Supplies will be available. This includes any surface areas, phones, computers, etc.

Ongoing Disinfecting and Cleaning:

- Crossroads Management will clean all common areas in the building and each suite.
 - If there is an issue or concern Employee will contact Jamie Bozarth. The issue will be documented and assurance made that it was addressed.
- Spaulding Employee will be responsible for
 - Cleaning his/her own office/cubicle. This will include regular wipe down of phones, desks, computers and work surfaces.
 - Employees are discouraged from using other worker’s phones, desks, etc.
- Supplies are located in each suite and include cleaner & paper towels. They are in both kitchens, at the receptionist desk (Suite 100) and table by copier (Suite 120).
- Designated Employee will be responsible for cleaning high touch surfaces including door handles, light switches and shared office equipment on a regular basis throughout the day.

Cleaning Electronics:

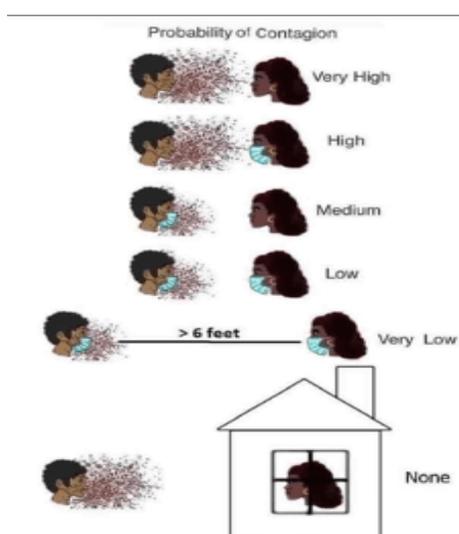
Employees will be responsible for cleaning the computers and equipment in their workspace. All Employee are asked to use hand sanitizer prior to using the copiers throughout the offices. There will be sanitizer available by each copier. Assigned Employees will regularly clean the copiers.

The directions for cleaning are included below. If you have any questions specific to the equipment please contact Mike Quinn.

- HP Laptops
 - Never clean while it is powered on or plugged in
 - Moisten a microfiber cloth with a mixture of 70% isopropyl alcohol/30% water.
 - To avoid damaging the surface, avoid abrasive cloths, towels and paper towels.
- Dell Computers
 - Moisten a microfiber cloth with a mixture of 70% isopropyl alcohol / 30% water.
 - The cloth should be damp, but not dripping wet. Excess moisture should be removed if the cloth is wet before wiping the product.
 - Using any material other than a microfiber cloth could cause damage to your product
- Toshiba Copiers
 - Turn off the machine
 - Use an alcohol-based cleaner with a minimum concentration of 70% alcohol
 - Apply approved cleaner to a soft cloth or use pre-manufactured disinfectant towelettes.
 - Wipe down exterior surfaces of the device. Pay close attention to high-touch areas such as smart panels, lids, trays and keyboards.
- DEVICE CLEANING PROCESS DON'TS
 - Do not use ammonia-based or chlorine-based cleaners
 - Do not apply liquids directly on devices.

PERSONAL PROTECTION EQUIPMENT (PPE'S)

MASKS:



Per the CDC, covering your mouth and nose with a face covering helps prevent the spread of COVID-19.

- Masks are required to be worn in the office. If you are in your own office or cubicle you may remove it if needed.
- Masks will required and available for all visitors.
- The agency will be supplying two fabric masks to each Employee member. Instructions for use and cleaning will be provided.
- We do have face shields that can be used if/when needed.
- N-95 are available to be used by anyone doing field work, if they prefer.

GLOVES:

- Gloves are available but and should be worn by the following:
 - Those performing disinfection of common surfaces
 - Employees handling trash
 - Employees handling food

PLEASE NOTE: Gloves put employees at higher risk of exposure and are not recommended for general protective use for the following reasons:

- The COVID-19 virus does not harm your hands, so gloves provide no protection, and touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection.
- Gloves often create a false sense of security for the individuals wearing them. People are more likely to touch contaminated surfaces because they feel the gloves protect them from the virus, when in reality they do not.

FACE SHIELDS/GOGGLES:

- Face shields are commonly used in healthcare and manufacturing.
- They can provide extra protection for those who must work within three feet of another person due to their job requirements.
- They are not necessary unless you work in healthcare/manufacturing, but they can help and are available if you choose to use them.

HAND SANITIZER

- Each Employee will have a bottle of hand sanitizer with his/her name on it to be used for work related purposes.
- There are wall mounted hand sanitizer dispensers in Suite 100 and Suite 120.
- Bottles of sanitizer will be stationed around the office.

EMPLOYEE SCREENING

As we look at reopening, it is our goal to comply with [Executive Order 2020-97](#) and implement a COVID-19 symptoms screening process for employees. The [MI Symptoms Web Application](#) is cost-free for employees and employers. The reason this tool is beneficial is:

- It's an objective tool to inform Spaulding that you should not be coming to work without having to share symptom-specific information
- It will help identify symptoms that might be caused by the virus and allow you to make decisions about when to seek appropriate medical care.
- It will help identify potential cases of COVID-19 before it can spread. Local and state public health will use the collective data to help identify the potential for new outbreaks of the disease.
- The system will link symptomatic individuals to resources and providing data to plan and evaluate the impact of target, testing and protection efforts as necessary to begin to safely reengage the economy.

Each employee will need to create an account in misymptomapp.state.mi.us. You will include the workplace, Spaulding for Children and the code is **3735-9821**.

All employees must complete this screening prior to coming into the office. All employees must enter through the front doors and temperature screenings will be completed each time you come into the office. The online screening only needs to be completed once per day.

The screening must also be completed if the employee is working remotely and leaving home to go to a meeting, court, foster home, birth home, etc.

EMPLOYEE TEMPERATURE CHECK

The Receptionist is the designated screener for all temperature checks (Secondary Screen). All employees will contact the receptionist prior to entry into Suite 100.

- A touchless infra-red forehead thermometer will be used.
- Masks must be worn by both parties.
- The interaction will be as brief as possible.
- Return to six-feet social distancing must occur immediately after.
- The temperature will be recorded on a daily log.

For Employees assigned to come into the office.

- All employees are encouraged to wash hands or sanitize prior to entering the office and prior to leaving.
- During business hours all employees must come through the front door in each suite. They will contact the receptionist and meet her outside the main door of Suite 100.
- The employee will be asked if the MI Symptoms screening had been completed. If yes, they will have their temperature checked. If not, they will be asked to complete the screening form before the temperature check is completed.
- The temperature will be taken and recorded.
- If the employees temperature is 100.4 degrees or higher, the employee will be sent home and directed to contact HR for further instructions.
- The receptionist will maintain a list of the following:
 - Name of each employee screened, date, time, temperature and initial.
- If the employee comes into the office outside of the business hours they must complete the MI Symptoms screening and will responsible for taking his/her own temperature and note it on the recording form.
- The return to work order currently indicates a supervisor must be present when staff are in the office. This will be monitored during the initial phases of return.
- If the employees temperature is 100.4 degrees or higher, they will need to go home and directed to contact HR for further instructions.
- Thermometers will be kept in Suite 100 at the receptionist desk and in Suite 120 in the Board Room.

All workers must complete the online screening, once per day. Temperature checks must be completed every time an employee comes into the office.

VISITOR SCREENING

Visitors will be screened prior to entering the building each day.

Scheduled Visitors

- The assigned worker will be required to complete the Office Screening form with any visitor, i.e. birth family, foster family, non-agency worker, by 4:00 p.m. the day prior to the scheduled office visit.
- Once the children and family members are approved the assigned worker will send the screening form to the receptionist.
- If a visitor arrives without the screening form completed the receptionist will complete the form.
- The assigned worker will maintain all screening forms for assigned clients.



OFFICE SCREENING

Name(s) of visitor(s): _____

Date and time of visit: _____

Check all that apply.

1. Do you have any of the following symptoms?

Yes No

a. Fever of 100.4 degrees or higher (as measured by a touchless thermometer if available, but a verbal confirmation of lack of fever is sufficient if a touchless thermometer is not available.)

b. Cough (excluding chronic cough due to a known medical reason other than COVID-19)

c. Shortness of breath

d. At least two of the following symptoms: chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell; diarrhea (excluding diarrhea due to known medical reason), extreme fatigue

2. Have you:

Yes No

a. Had any close contact in the last 14 days with someone with a diagnosis of COVID-19?

Form completed by: _____
(approved staff) (Please print)

This section to be completed before entering office.

Temperature: _____ Initials: _____
(assessed before entering office by approved staff)

Any changes to your status since your initial screening? Yes No

****If at any time you develop symptoms (as specified above) or test positive for COVID-19, please notify us so we can provide additional monitoring to those you may have exposed prior to diagnosis.****

VISITOR TEMPERATURE CHECK

The Receptionist is the designated screener for all temperature checks (Secondary Screen). Each visitor will contact the receptionist prior to entry into the office.

- A touchless infra-red forehead thermometer will be used.
- Masks must be worn by both parties.
- The interaction will be as brief as possible.
- Return to six-feet social distancing must occur immediately after.
- The temperature will be recorded on the Office Screening form.

For each visitor scheduled to be in the office:

- An Office Screening Form must be completed by the assigned worker 4:00 p.m. the day prior to coming into the office.
- The assigned worker will review, if the visitor has answered yes to any question they will be denied entrance to the office and they will be advised of the next steps required.
- **Once the visitor is screened by the assigned worker and approved the assigned worker will save the screening form on the P drive/Coronavirus/1.Screening Form with the names of those visiting.** The form includes the visitors, the assigned worker that will be supervising the visit and the time they are visiting.
- All visitors are advised to wash hands/sanitize prior to entering the office and again upon leaving the office.
- During business hours the birth families will ring the door bell and meet the receptionist outside the main door of Suite 100.
- The temperature will be taken and recorded.
- **If the visitors temperature is 100.4 degrees or higher they will be sent home and directed to contact their assigned worker for further instructions.**
- Upon arrival the assigned worker will be contacted. Upon completion of the screening they will be directed to the visit room.
- The foster parent will call the main office when they arrive in the parking lot. They will be asked to wait in the car until the birth family has been approved.
- The foster family and children will meet the receptionist outside the main door of Suite 100.
- The temperature will be taken and recorded.
- **If the visitors temperature is 100.4 degrees or higher they will be sent home and directed to contact their assigned worker for further instructions.**
- The receptionist will maintain a list of the following:
 - Name of each employee screened, date, time, temperature and initial.
- The receptionist will forward the completed screening form to the assigned worker.

DELIVERIES

The delivery of packages and mail will be made in Suite 120. The packages and/or mail will be left on the cart in the initial entry way. If a signature is needed they will contact the staff member noted on the form. Directions are kept by the cart for any delivery personnel.

QUARANTINE VS. ISOLATION

Isolation and quarantine help protect the public by preventing exposure to people who have or may have a contagious disease.

- **Isolation** separates sick people with a contagious disease from people who are not sick.
- **Quarantine** separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.
- **Below is a clear representations of the differences and in particular as it relates to our clients.**

Youth Health Status at Time of Placement	Quarantine	Isolation	Follow up
Positive COVID-19 test – with symptoms		<ul style="list-style-type: none"> • 10 days since symptoms first appeared • AND 3 days of no fever without the use of fever-reducing medicine and other symptoms have improved 	Stay in consistent contact with the child’s parents and health care provider.
Positive COVID-19 test – no symptoms		<ul style="list-style-type: none"> • 10 days after the date the test was performed AND child continues to have no symptoms 	If symptoms develop before the 10 days, contact the local health department where the child resides for isolation timeline recommendations.
Negative COVID-19 test – has symptoms		<ul style="list-style-type: none"> • 3 days of no fever without the use of fever-reducing medicine and other symptoms have improved 	Stay in consistent contact with the child’s parents and health care providers. The health care provider may recommend a follow-up test.
No symptoms; but known exposure to COVID-19	14 days		

RISK

Per OSHA guidelines the work place and worker safety risk levels are based on job duties. The diagram below best shows the current risk levels.



Low risk are those positions with little or no contact with people or the general public.

Medium risk is seen in positions where you interact with the public but you do not know if they are COVID positive. The use of PPE's, social distancing and other physical barriers are put in place to limit the numbers.

High and Very High risk is normally seen in the health care field.

ILLNESS AND EXPOSURE

Feeling ill and you have developed one or more symptoms of COVID-19

- Get tested and stay home until results are received
- Contact your primary care physician and/or make an appointment for a COVID-19 test

Feeling ill and have confirmed positive COVID-19 test

- Stay at home for at least 72 hours with no fever (three full days of no fever without use of fever-reducing medication) AND
- other symptoms have improved such as cough or shortness of breath AND
- at least 10 days have passed since your symptoms first appeared

If you may have had direct contact with someone who has COVID-19 symptoms or has been diagnosed with or is probable for COVID-19 infection, which is defined as being within approximately 6 feet (2 meters) of a person with COVID-19 for a prolonged period of time:

- Stay at home if you **have** symptoms of COVID-19, contact your primary care physician and follow the steps noted above for a confirmed case.

If you have had direct contact with someone who has COVID-19 symptoms or has been diagnosed with or is probable for COVID-19 infection, you may continue to work provided you remain asymptomatic and the following precautions are implemented:

- Daily screening program before starting work to monitor for fever and assess symptoms•
- You always wear a face mask while in the workplace for 14 days after last exposure
- You stay at least six feet away from other people as work duties permit
- Clean and disinfect all areas such as offices, bathrooms, common areas and shared electronic equipment routinely known to be used by the exposed employee for 14 days after last exposure

If we find out several days later, after an employee worked that they were diagnosed with COVID-19 the following protocols will be put in place:

- If it has been **less than 7 days** since the sick employee used the facility, clean and disinfect all areas used by the sick employee
- If it has been **7 days or more** since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.
- Other employees may have been exposed to the virus if they were in “close contact” (within approximately 6 feet or 2 meters) of the sick employee for a prolonged period of time.
 - Those who have symptoms should stay home and follow the directions above for a confirmed case.
 - Those that remain asymptomatic will follow the directions above.

DO NOT COME TO THE OFFICE IF YOU FEEL SICK.

NOTIFICATION/REPORTING ILLNESS

When an employee is identified with a confirmed case of COVID-19, within 24 hours, the following will occur:

- Notification to the local public health department, and
- Any co-workers or employees who may have come into contact with the person with a confirmed case of COVID-19 will be notified.

Please notify Jamie Bozarth, HR Director of your symptoms/exposure and for further direction and guidance.

RETURN TO WORK

Any employee who has been off work for three or more consecutive days, for health concerns/illness, may not return to work until at least one of the following is met and a doctor’s note for clearance is received:

- At least three days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications AND improvement of respiratory symptoms (e .g cough, shortness of breath); AND at least 10 days have passed since symptoms first appeared
- If you did not feel feverish (e .g . body aches, chills, etc. .) and/or did not have a documented fever (>100 .4F), you may return to work if your symptoms have improved (for example, when your cough and shortness of breath have improved) AND at least 10 days have passed since your symptoms first appeared and two negative tests, 24 hours apart
- If you have an alternate diagnosis (e .g ., tested positive for influenza), criteria for return to work will be based on the diagnosis .Contact HR for additional guidance

SOCIAL DISTANCING

The Centers for Disease Control and Prevention (CDC) says maintaining proper social distancing means keeping at least six feet away from those around you, about 2 arm’s length. When that is not physically possible, the CDC and the Department of Labor (DOL) have provided guidelines.

The Executive Team and Task Force will use guidelines from the CDC, OSHA, and DOL to determine the safe number of employees to be in the assigned office space.

- Signs and markings will be displayed in the office area and around shared office equipment
- Considerations when setting a work schedule will include proximity of employees in each cubicle.
- At this time the lunch rooms will not be used for seating until restaurants are allowed to open. Any openings will follow the CDC guidelines.
- Employees will be responsible for cleaning up after themselves after eating and be sure to put his/her plates/cups/silverware in the dishwasher. The dishwasher will be run each night.
- The restroom in Suite 100 will be for individual use only. A sign will be kept by the door to mark occupied or available.
- Best practices for conducting meetings and conferences when possible will include the following virtual options:
 - Teleconferencing
 - Skype/Zoom/Microsoft Teams
- In-person meetings
 - Must be in a room where social distancing can be practiced.
- Do not gather in groups
- Where possible chairs may be removed and the allowable number of people in a room will be posted.
- Keeping space between you and others is one of the best tools we have to avoid being exposed to this virus and slowing its spread locally and across the country and world.

VULNERABLE EMPLOYEES

Employees in this category are not precluded from working and may qualify as individuals with a disability under the ADA and Michigan Persons with Disabilities Act.

Employees who have concerns about their health during the COVID-19 pandemic are to contact their supervisors first. However, if they still have concerns or are uncomfortable doing so, they may directly contact Jamie Bozarth at 313-505-8081.

Below is a summary and some potential accommodations for those employees who may be vulnerable:

The CDC has identified vulnerable workers as follows; this list is not all-inclusive:

- Age 65 or older
 - Underlying health conditions
 - Diabetes
 - Chronic respiratory disease
 - Cardiovascular disease
 - Immuno-compromised
 - Hypertension
 - Other condition as determined by a physician
 - Pregnant or nursing mothers
- If you have an employee who has self-identified as being vulnerable:

- Allow them to work from home if their job permits
 - Seat them in a location with minimal contact
 - Provide extra PPE were applicable
- Any requests for reasonable accommodation during COVID-19 should be forwarded to Human Resources.

EMPLOYEE HEALTH AND HYGIENE

- Employees should avoid touching their eyes, nose and mouth – do NOT shake hands.
- Employees are advised to practice proper sneezing/coughing etiquette.
- Employee are encouraged to wash hands frequently.
- Employees are encouraged to report any safety and health concerns to the employer.
- Employees will be trained on proper hygiene practices.
- Signage will be displayed throughout the office with reminders.
- Coping with stress
 - Coping with the challenges of the COVID-19 outbreak may be difficult. We encourage you to remain informed but take breaks from watching, reading, or listening to news stories, including social media.
 - Know that there are resources to help manage the stress. Please be mindful of your own mental health. Encourage mindfulness, meditation and other healthy activities for your team. If you need help there are resources available.
 - If an employee is experiencing severe mental health issues or expresses suicidal thoughts, resources are available

TRAVEL

All business related travel is restricted for employees to essential travel only. This includes any visits to the agency for out of state remote staff workers, they will not travel to the Agency.

The agency will adhere to any further travel directives as outlined by the state or federal government.

ADHERENCE TO THE PLAN

- It is each employee's responsibility to review and adhere to all items set forth in this plan. They should bring any questions to his/her supervisor, Vice President or HR Director.
- The Management Team and Emergency Field Team are designated to implement, monitor and report on the COVID-19 plan.
- Adherence will be monitored and issues addressed by each supervisor and HR Director if necessary. A supervisor or designated employee to perform certain supervisory functions will remain on-site at all times when employees are present.
- Follow Executive Order 2020-36, and any executive orders that follow Spaulding for Children will not discharge, discipline or otherwise retaliate against any employees who stay home or who leave work when they are at particular risk of infecting others with COVID-19.

PHASES OF RETURN

PHASE ONE: Current

- All workers will continue to working remotely
- Assigned office staff will be in the office from 9:00 a.m. – 2:00 p.m. each day to assure the proper functioning of the office.
- Essential Staff will be allowed into the office after completing the screening process with HR.

PHASE TWO – Once the Stay Home/Staff Safe Order is amended/changed and our region, Region One is allowed to open. The agency will have a two week window to begin the transition.

June 12, 2020 – June 29, 2020

- All workers will be encouraged to continue to work remotely
- Assigned Emergency Field Team Members will conduct all in agency visits, field work and court as required.
- Workers will begin to discuss current schedules with his/her supervisor and will include at least one day in the office.
 - This will allow workers the opportunity to complete work that can only be completed in the office.
 - Schedules will be staggered and employees may come in morning or evening hours and weekends.
 - Workers will not be required to remain in the office – just use the time needed to complete duties specific to his/her job.
 - Supervisors may require that staff are in the office more depending on the need to complete essential job duties.
 - If workers chose to be in the office more than one day they may do so as long as it is discussed with his/her supervisor and we remain under the allowed staff in the office.
 - A schedule will be developed and maintained for both suites. They will be available for all staff to review.
 - At this time there will be no more than 7 staff in a suite at any given time.

PHASE THREE

June 29, 2020 to?

- All workers will be encouraged to continue to work remotely
- Assigned workers will conduct all in agency visits, court hearings and visits outside of the agency as directed.
 - Reminder that the agency will supply the required PPE's and will continue to encourage social distancing, proper hand washing and hand sanitizing.
- Workers will begin to discuss current schedules with his/her supervisor and will include at least one day in the office.
 - This will allow workers the opportunity to complete work that can only be completed in the office.

- Schedules will be staggered and employees may come in morning or evening hours and weekends.
- Workers will not be required to remain in the office – just use the time needed to complete duties specific to his/her job.
- Supervisors may require that staff are in the office more depending on the need to complete essential job duties.
- If workers choose to be in the office more than one day they may do so as long as it is discussed with his/her supervisor and we remain under the allowed staff in the office.
- A schedule will be developed and maintained for both suites. They will be available for all staff to review.
- At this time there will be no more than 7 staff in a suite at any given time.

SHARED CALENDAR

Two new shared calendars have been created in Microsoft Outlook - 100Staff Calendar and 120Staff Calendar, to reserve your spot in the office.

- When you are planning of coming in the office, go to the shared calendar for your suite and add your name to the list.
- Double-Click in the calendar on the date you want, put your time frame in, put “Your Name in Office” in the subject line and click Safe & Close. Example: Mike Quinn in Office.

To get to the shared calendars in Outlook,

- Click on the Calendar icon at bottom left to get to the Calendar section, click the Open Calendar down-down, click Open Shared Calendar, click Name, select either 100Staff Calendar or 120Staff Calendar, and click OK twice.
- They should be the first two calendars listed. If you don’t see them, click the Send/Receive tab at top, click Send/Receive Groups drop-down, click Download Address Book, click OK, it may take a minute to update. Then go back and see if you can select the calendars now.
- If you don’t see them, click the File tab at top left, click Account Settings drop-drop, click Account Settings, click Change, uncheck Use Cached Exchange Mode, click Next, click OK, click Finish, click Close, then restart Outlook.
- Contact Michael Quinn with any questions.

PHASE FOUR – “Return to normal”

Time frame and status will be reviewed and adjustments made based on the orders of the state.

CHILD & FAMILY SERVICES: Preparing for In-Person Visits

Need	Action	Responsible Party and Target Date
Safety of families and staff	<ul style="list-style-type: none"> • Prioritize visits based on the following: needs of the child, parent, caregiver; number of households involved; number of visits to be scheduled; available staff to supervise. • Develop schedule of family visits, include any risk factors for participants, whether or not transportation is available and make a determination if in person or virtual contact, location of visit and type of supervision needed. • Provide training to staff, prior to returning to the office, and training to families regarding health, safety and expectations during visits. • Schedule meeting with caregivers to discuss transition to in person visits and address concerns families may have. 	<ul style="list-style-type: none"> • Supervisors to complete spreadsheet by 5/29 • Supervisors and staff to develop by June 1, FTW to be assigned to supervision of any family visits without a designee by June 5. Visitation to resume in person by June 15th for in office visits, visits supervised by designee or in the community can only occur if families have masks, have training and have had screening completed. • Staff will be provided with a return to work plan on 5/29 by HR and training will be provided and documented by HR. Families will be provided with training by 6/5 regarding expectations during in home visits. • Licensing supervisor to schedule a meeting with all caregivers by 5/29 and conduct the meeting by 6/5. • Completed by HR by 6/5

	<ul style="list-style-type: none"> • Post signs of reminders within the office. • Department and agency updates regarding any barriers/concerns to work environment. 	<ul style="list-style-type: none"> • Department meeting will continue to occur once per week and agency meeting will occur every other week.
Safety measures within the office	<ul style="list-style-type: none"> • Develop agency wide return to work expectations and provide to all staff and clients. • Provide all staff and clients with masks for use within the agency. • Provide sanitizer, cleaning supplies and appropriate PPE within the agency, such as gloves and face shields. • Regular cleaning will take place in the office, including before and after any visits that take place in the agency. • Staff will store used toys/games separate from clean items and they will be sanitized after each visit. 	<ul style="list-style-type: none"> • Completed plan will be presented on 5/29 to all staff and letters mailed to families by 6/12 • Staff and clients have received masks; extra masks are available at the office. • PPE available at the agency: face shields, KN95 respirator (1), homemade masks, gloves, hand sanitizer, cleaner. • Admin staff have been assigned and training has been completed regarding appropriate cleaning. • Assigned worker supervising the visit will provide clean toys, admin staff will clean used toys.
Safety during transportation	<ul style="list-style-type: none"> • Staff should consider the following points when discussing transportation: who needs transportation, what type of transportation will families be using to get to visits, are there transportation barriers preventing 	<ul style="list-style-type: none"> • If staff will transport clients, supervisory approval will be required. • Staff will utilize a vehicle that leaves ample room between the client and the staff. • Proper PPE will be used when transporting, the PPE is determined when

	<p>families/children from attending parenting time or sibling visits, are there ways to limit the use of public transportation, if a worker comes to a location to supervise visits would that resolve transportation.</p>	<p>screening clients prior to transportation.</p> <ul style="list-style-type: none"> • Proper sanitizing of the vehicle will occur by the worker after the transport is completed.
<p>Safety during visits</p>	<ul style="list-style-type: none"> • Determine appropriate location of visit for each family; options could be but are not limited to, outside the agency in green space, inside the agency in the larger visit rooms (staff could supervise from an observation window, at the doorway or via remote camera set up), outside the caregiver's home, or in a community park. • Utilize screening questions when confirming the visit, this will occur no matter the location of the visit. • If visits occur at the office, clients will call upon arrival and will be instructed to come in and immediately wash their hands, a temperate check will take place prior to entry into office and clients will proceed directly to visitation room. No clients will remain in the waiting room for extended periods of time. 	<ul style="list-style-type: none"> • Supervisors and staff will complete spreadsheet regarding specifics to each visit by 5/29; visits will have two priority levels, before June 15th and after June 15th. Visits prior to June 15th that meet criteria for in person visits will be supervised FTW's. Visits after June 15th will be supervised by assigned staff, if possible. • Assigned case manager will complete the screening by 4pm the day before the visit. In office screener will check for any changes in response prior to entering the office. • Designated office admin will step in the hall and take temperature of any staff and clients entering the office.

	<ul style="list-style-type: none"> • Masks will be worn by all parties, except children under the age of two or those that are unable to tolerate a mask. • If needed, snacks will either be provided by the agency or brought with the caregiver and visit times will not take place during mealtimes. • Toys/games will be provided from the sanitized items at the agency. 	<ul style="list-style-type: none"> • If clients are unable or unwilling to wear a mask staff should plan with supervisors on ways to make the visit safe.
Safety during home visits	<ul style="list-style-type: none"> • Agency will monitor COVID 19 data as provided by the state to determine the risk level of in person visits. • Determine, through return to work plan, if assigned worker or FTW will complete home visits. • Require screening of all household members prior to in person contacts, conduct majority of visit outside with social distancing and masks, complete view of child/youth bedroom while household members remain in another room. Visits will be limited to only household members, families will be asked that no additional visitors be present during the home visit. 	<ul style="list-style-type: none"> • HR Director to monitor and report to executive team each Monday. • Agency staff can begin to return to the office as outlined in the agency return to work plan, start date is June 15th. • By June 15 staff will be able to begin conducting in person home visits for all departments.

Health Needs of Children	<ul style="list-style-type: none"> • Develop a spreadsheet for all children that have an overdue medical, dental or immunization. • Contact caregivers to schedule appointments. 	<ul style="list-style-type: none"> • Case Aid and Director to complete spreadsheet by June 5. • Case manager to contact all families and ask that they contact medical/dental provider within 5 days to obtain an appointment. Staff to document date of medical/dental appointment and follow up for completion.
Safety during Placement/Replacement	<ul style="list-style-type: none"> • Current health information is to be provided new caregivers, this should occur prior to placement. 	<ul style="list-style-type: none"> • Supervisors will review all placements and replacements to ensure all health and safety protocols are followed. • Supervisors will use screening tools and quarantine vs isolation explanation to determine any safety plans needed prior to placement or replacement.
Exception Process	<ul style="list-style-type: none"> • Family visits and sibling visits are to occur in person, if no safety factors are present, as of 6/15. • Home visits can begin, if no safety factors are present, as of 6/15. All home visits in July are to be completed through in person, unless safety factors are present. 	<ul style="list-style-type: none"> • Factors that may impact safety of all visits: outcome of screening tool for staff prior to beginning any in person work, outcome of screening tools of clients, staff and client conditions that make them high risk, if individuals are under quarantine or isolation, concerns from either the family or the staff. • If safety factors are present, supervisors would determine if the visit should be in person or virtual. • Documentation of virtual visits need to include reason why in

		person visit could not occur and steps or date of next in person visit.
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BUSINESS OFFICE

IMPORTANT NOTE: Kim and Charles you will no longer be printing anything for the business office as we enter a new cycle of payables.

Here is the update process:

- **Time logs** –
 - Please send to Jamie and cc Tina
- **Contracts** –
 - Send only to Tina
- **Credit Card receipts** –
 - Send to Bill and cc Tina
 - Bill will print for accounting records only
 - If you need a copy that will be the program persons responsibility.
- **Invoices** –
 - Send to Bill and cc Tina
 - Bill will print for accounting records only
 - If you need a copy that will be the program persons responsibility.

TRAINING

COVID-19 Videos – CDC

<https://www.cdc.gov/coronavirus/2019-ncov/communication/videos.html?Sort=Date%3A%3Adesc>

- There are a variety of short videos to review that may answer some of the questions you may have. Below are some examples of the videos:

How COVID-19 Can Spread in a Community

- https://www.cdc.gov/video/socialmedia/316524_MMWRArticleAnimated-Low-res.wmv

Do Your Part to Slow the Spread

- https://www.cdc.gov/video/socialmedia/316390_COVID19DoYourPartToSlowTheSpread-low-res.wmv

COVID-19 – Parents Support Children

- https://www.cdc.gov/video/socialmedia/316389_COVID19ParentsSupportingChildren-low-res.wmv

You Tube Videos used for Field Staff

- Includes use of N-95 and surgical masks, disposal of masks, use of gloves and disposal of gloves and use of hand sanitizer
- <O:\Video\Identified Field Staff Videos.mp4>

What you need to Know about Hand Washing

- https://www.cdc.gov/video/cdctv/handwashing/306898_WYKTK_Handwashing.mp4

CFS Trainings

- Agency staff will complete FTW PowerPoint trainings prior to returning to any in person work.
- Caregivers, children/youth and parents will be provided with health and safety trainings either prior to the visit or prior to the visit in the office. (Topics included: social distancing, proper use of masks, and proper hand washing/sanitizing.)

RESOURCES

- [MI Safe Start: A Plan to Re-Engage Michigan's Economy](#)
- [OSHA – Information for Workers and Employers](#)
- [CDC: Businesses & Workplaces: Plan, Prepare and Respond](#)
- [CDC Guidance](#)
- [FEMA Guidance](#)
- [COVID 19- Safety Playbook - Click HERE](#)
- [High Touch Cleaning Checklist](#)
- [Parenting Time Room Cleaning and Sterilizing Toys Protocol](#)

REPORTING

Please contact Jamie Bozarth immediately to report any unsafe working conditions. Issues will be dealt with immediately and the employee once they are rectified.

I have received and reviewed a copy of the **COVID-19 PREPAREDNESS AND RESPONSE PLAN REOPENING PLANS AND GUIDELINES** prepared and presented by Spaulding for Children.

I have also reviewed and understand the use of the MI Symptoms website, the use of data, information shared with the agency and the documentation that will be maintained by the agency, including temperature checks.

NAME: _____

DATE: _____

(Please sign and return this form to Jamie Bozarth, HR Director.)