

**HUMAN DEVELOPMENT COMMISSION  
COVID-19 PREPAREDNESS AND RESPONSE PLAN**

***This policy is effective October 1, 2020 and is subject to change based on future guidance received from the Center For Disease Control and/or the Public Health Department.***

**HOW IT SPREADS**

The virus is thought to spread mainly from person-to-person, between people who are in close contact with one another (within 6 feet) and through respiratory droplets produced when an infected person coughs, sneezes or talks. Additionally, studies have suggested that COVID-19 may be spread by people who are not showing symptoms. Possible symptoms of COVID-19 include, but are not limited to; cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, loss of taste or smell. These symptoms may appear 2-14 days after exposure to the virus.

**EVERY HDC STAFF/VOLUNTEERS MUST**

1. Wash hands often with soap and water for at least 20 seconds especially after they have been in a public place, or after blowing your nose, coughing, or sneezing.
2. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of the hands and rub them together until they feel dry.
3. Avoid touching eyes, nose, and mouth with unwashed hands.
4. Avoid close contact with people who are sick.
5. Maintain a distance of at least 6 feet between yourself and other people.
6. Not attend or schedule meetings in which people cannot maintain 6 feet of distance from others.
7. Not travel unless it is for essential agency business.

**CLEANING AND DISINFECTING**

1. All staff are responsible for ensuring that their areas are frequently cleaned and disinfected. This includes, but is not limited to, frequently touched surfaces daily, i.e. tables, doorknobs, light switches, countertops, desks, phones, keyboards, etc.
2. HDC staff and facilities have been provided with appropriate EPA-approved cleaning products.
3. When in need of additional cleaning supplies, contact Jack Severt, Property Supervisor, at 989.550.2887 or [jacks@hdc-caro.org](mailto:jacks@hdc-caro.org).
4. HDC program areas have developed facility and program-specific protocols of which staff will be trained by their supervisors. This may include, but not be limited to, the disinfecting of common areas as assigned by the staffs' direct supervisor.
5. Hand sanitizing stations have been placed in HDC facilities and should be used often.
6. Do not use a co-workers computer, desk, phone, etc.

7. If a staff/volunteer/customer is suspected, or confirmed, to have COVID-19, HDC will:
  - a. If it has been less than seven days since the sick staff/volunteer/customer has been in the facility, it will close off any areas used for prolonged periods of time by the sick person. (If it has been seven days or more since the sick staff/volunteer/customer used the facility, additional cleaning and disinfection is not necessary.)
  - b. Wait 24 hours before cleaning and disinfecting to minimize potential for Maintenance Staff being exposed to respiratory droplets.
  - c. During this waiting period, outside doors and windows will be open to increase air circulation in these areas, if possible.

## **PERSONAL PROTECTIVE EQUIPMENT**

1. Everyone in HDC facilities must wear a face covering when:
  - a. Interacting with other staff, volunteers, customers and vendors and while ensuring social distancing of at least 6 feet.
  - b. Walking and interacting in the common spaces i.e. hallways, lobbies, break areas, conference rooms, etc.
2. Cloth face covers and shields are available in each HDC facility.
3. Continue to keep 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.
4. If you are in a private setting and do not have your face mask on, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and immediately wash/sanitize your hands.
5. Cloth face coverings should fit snugly but comfortably against the side of the face, be secured with ties or ear loops.
6. Wash the mask at least twice per work week in a washing machine.
7. Gloves and cleaning supplies are available at all agency facilities.

## **COVID-19 PREVENTION AND REDUCTION**

1. Signs are posted on all agency facility entry doors asking all who enter five questions:
  - a. Have you or anyone in your household been confirmed positive for COVID-19?
  - b. Are you or anyone in your household experiencing, or have experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?
  - c. Have you or anyone in your household traveled outside Michigan within the last 3 days?
  - d. Have you or anyone in your household traveled outside the United States in the last 14 days?
  - e. Within the last 14 days, have you or anyone in your household been in close contact with any person(s) who has been confirmed positive for COVID-19, are experiencing acute respiratory illness symptoms such as fever, cough or shortness of breath, or are in quarantine?

If an individual can answer yes to any of the questions, they are instructed not to enter the facility and to call HDC's toll-free number (800.843.6394) for further instruction. Lori Offenbecher,

Executive Director, or Lori Ertman, Director's Assistant, are designated to respond. In their absence, a designee(s) will be appointed.

2. If a staff/volunteer is sick, they may not report to work and will be strongly encouraged to contact their health care provider.
3. Staff/volunteers who become sick at work should go home; if they cannot leave immediately, they must be separated from others in the facility.
4. Staff/volunteers who are sick must stay home until at least 24 hours after they no longer have a fever without the use of fever-reducing medicines.
5. Staff who have symptoms, test positive, and/or have been exposed to COVID-19, must notify Lori Offenbecher or Lori Ertman.
6. Staff may be required to obtain a COVID-19 test and provide HDC with the results.
7. If a staff/volunteer travels:
  - a. Out of the country - they may not return to work for a minimum of 14 calendar days
  - b. Out of the state - they may not return to work for a minimum of 3 calendar days

**In all cases, sick staff/volunteers are strongly encouraged to contact their health care provider and should not return to work until they have consulted with them.**

## **REPORTING CONFIRMED CASES**

When HDC becomes aware that a staff/volunteer/customer was within an agency facility and has a confirmed case of COVID-19, within 24 hours it will notify the local Health Department and inform any co-workers, customers, or vendors who may have come into contact with the person with a confirmed case of COVID-19.

## **QUESTIONS REGARDING HEALTH OR SAFETY CONCERNS RELATED TO COVID-19**

Any questions or concerns regarding HDC facility working conditions, must be directed to Lori Offenbecher or Lori Ertman.

## **OTHER**

HDC has retrofitted its facilities in an effort to protect the safety of staff/volunteers/customers which include, but is not limited to, closing lobbies to the public and seeing customers by appointment, posting of social distancing posters and floor signs, installing Plexiglas dividers at reception areas appropriate staff desks, installation of hand sanitizer stations, ensuring staff work areas are properly distanced, providing appropriate cleaning products. A listing of all retrofits is available upon request.