

# COVID-19 Phased Reopening Plan

MAY 2020 | SUBJECT TO CHANGE DUE TO NEW OR UPDATED GOV'T  
REGULATIONS AND/OR RULES

*Updated May 26, 2020*



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## REOPENING STRATEGY

LADD's plan to slowly "reopen" or resume all operations follows Ohio Gov. Mike DeWine's "Responsible Restart Ohio" guidance but also takes into account the extra precautions needed to continue protecting the people we support, especially those who are uniquely vulnerable to COVID-19. While balancing the desire to fully reengage, the guiding principle of this plan is the health and safety of LADD's community and the rules and laws that govern our work. As such, LADD's reopening will be as slow as the law will permit. This is to ensure we can monitor the impact openings of other economic sectors have on the spread of COVID-19 before we reengage. Also, please remember that as of May 8, 2020, COVID-19 cases in Hamilton County, Ohio continue to grow. As these sectors reopen, we must redouble our vigilance to keep the people we support and each other safe and healthy.

**As additional federal and state guidance is released, amendments will likely be issued to this plan.**

***In that vein, EEOC guidance now allows us to test new and current staff for COVID-19 before entering a site for the first time or as needed. We are updating guidance on when to test current staff and requiring new staff to get tested.***

This phased reopening plan presents a path forward to a new standard, not back to a pre-pandemic normal. Safety precautions will likely stick with us for many months to come, and new challenges are likely to emerge that will require us to issue further guidance or clarification. But with your courage, passion, collaboration and vigilance, we know we will tackle any challenge before us. Brighter days are ahead, but we must continue to stay vigilant.

**As we move throughout this process, remember these key actions:**

- 1. Practice social distancing.**
  - Stay at least 6 feet from people who aren't part of your household.
  - Do not gather in groups of more than 10, per the governor's Stay at Home Order.
  - Stay out of crowded places and avoid mass gatherings
- 2. Wear face masks at work but also in any public places.**
  - The governor is now requiring face coverings for all employees while at work and recommending them for customers and clients in public spaces.
- 3. Wash our hands often.**
  - Use soap and water for at least 20 seconds.
  - Before leaving for work, when arriving at work, before and after eating or preparing food, and throughout the day.
  - Use hand sanitizer if soap and water aren't available.
- 4. Disinfect surfaces and items.**
  - Use household disinfectant or soap and water to clean surfaces and high touch items throughout the day.
- 5. Stay home if sick or a member of our household is sick.**

- Give yourself a daily health assessment and watch out for symptoms reported by the CDC [here](#).

## PHASE 1

### ***Beginning Tuesday, May 12, pending the completion of main office building deep cleaning***

Phase 1 allows a select few staff members to access the main office building once it has been decontaminated and with additional safety measures in place. Following the Governor's guidance, the vast majority of us who are not providing direct services will continue working remotely. **For programs, there are no changes to current operations, including health and safety protocols.**

Phase 1 to include:

- Deep cleaning and decontamination of the building
- Wipe dispensers placed throughout the building and hand sanitizer for each individual
- No visitors allowed
- Staff allowed to enter the building must:
  - Perform daily symptom check and notify the office manager each morning of status
  - Follow new entry and exit policy
  - Wear masks while at work - unless sitting at their desk away from others
  - Adhere to current protocols for handwashing, sanitizing, social distancing and staying home if sick
    - Must stay 6 feet away from others at all times
    - Wash hands before coming to work and as they leave
  - Complete a cleaning checklist assigned to them each day
- No in-person meetings; must conduct virtually
- Only one person in bathrooms, kitchen or copy rooms at a time; must wash hands before using.
  - Anyone working downstairs must use the bathroom downstairs; anyone working upstairs must use upstairs
  - Spray high-touch areas in bathroom after using (toilet handle, faucet, door handles, etc.)
- To ensure current employees and people supported are not exposed to any new risks, any new employee will be required to undergo a COVID-19 test at specified testing locations and test negative before starting on-site.

### **Entry and Exit Policy**

Only selected personnel who have been notified are allowed to enter the office on their own. Anyone else not selected must first request entry through Amy. Selected staff may use either entrance, but upon entering must first go to the front desk, sign-in and follow these steps:

1. Sanitize hands with hand sanitizer on desk.

2. Pick up thermometer and aim at forehead two inches away. Take a temperature reading.
3. If it is below 99 degrees: put down thermometer, wipe it down, sign in and record the temperature.
4. Go to workspace.
5. If it comes back 99 degrees or above: put down thermometer, wipe it down with wipe provided, and immediately leave to go home.

### **Daily Notification Procedures**

Selected staff must follow these procedures in an effort to track who will be in the building each day and any onset of symptoms.

1. At least an hour before coming into office: email [support@laddinc.org](mailto:support@laddinc.org) answering these questions (yes/no):
  - Cough
  - Shortness of breath
  - Fever
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore Throat
2. If YES to any of the above, please wait at home until cleared by Office Manager. Office manager will contact LADD Nurse for guidance.

## **PHASE 2**

***Will begin 7 a.m., Wednesday, June 3***

Phase 2 will continue with social distancing and health and safety protocols but will reintroduce family visits outside the residence, limited vehicle use and outdoor outings with increased safety protocols.

Phase 2 to include:

- Staff must continue to wear masks at work and will not cross-over sites.
- All staff that can operate remotely will remain remote.
- Family visits permitted outside the home while staying six feet apart and wearing masks.
  - Program managers, working with their staff, will determine what the scheduling process entails for their respective program. Prior to a visit, staff will also confirm that family members will bring a mask or that we will provide them with a mask. Disposable masks must be made available to family members if they need them for a visit.

- To ensure multiple visits don't take place at the same time and social distancing is maintained, families must schedule visits in advance with the program manager before arriving.
- Scheduling should include a rain date OR rain location.
- Visitors will not be permitted inside residences.
- Once staff are trained in using anti-viral disinfectant foggers for vehicles, outings to parks where social distancing is possible.
  - Only for people already living together, utilizing LADD vans that have been fogged before and after outing.
  - People supported will have masks on hand in case participants have to be in close quarters with others unexpectedly (e.g. the van has issues or a thunderstorm hits).
  - Procedures for requesting and sanitizing vans will be released soon.
- Safe recreational and social opportunities while maintaining social distancing (e.g. outdoor movies) will be encouraged and can take place with other people that are in walking distance or have pre-approved transportation. Groups must be 10 or less.
- Staff continue facilitating telehealth appointments for people we support.
  - If telehealth is not an option, staff may use LADD vehicle, following procedures, to facilitate in-person doctor's appointment.
- If staff go on a cruise or airplane or travel more than 140 miles, they will be required to undergo a COVID-19 test and test negative or utilize PTO and quarantine for 14 days.
- CCP will base its reopening on Ohio's day program guidance.
- Board of Directors continues to meet virtually.
- Find-A-Way and Geier Apartments' community rooms remain closed.

### Residents Returning to Work

- If a resident goes to a facility-based program, then there are specific ***standards laid out by the state of Ohio that must be met first, including an individual assessment for the participant.*** These guidelines and how the assessment will be done are expected to be issued May 8 by the state and further communication will be sent out soon after.
- If someone we support is returning to their community-based employment, transportation guidelines are expected to be issued May 8 and we will communicate protocols soon after.

### Transportation Policy

Employees must fog vehicles, adhering to the following protocols, in order to use a LADD vehicle or their personal vehicle for limited transportation of people supported during Phase 2, beginning June 3. ***Because we are taking your safety and the safety of those we support so seriously, it is important to convey that failure to adhere to these protocols is a violation of the***

***Bill of Rights for people with developmental disabilities, which states that people “have the right to a clean, safe places to live,” and may result in disciplinary action up to and including termination of employment.***

## **LADD Vehicles**

Foggers are available outside of LADD’s main office building, Geier Apartments and Find-A-Way Apartments. CCP also has several available for their use. See below image for location of VP/main office fogger.



1. Securing a LADD vehicle:
  - If using for a program other than Victory Parkway or CCP, supervisors must contact Faith Maynard to check on vehicle availability. If Faith does not have an available vehicle, supervisors must contact Mariesa Blakeney to see if the Victory Parkway vehicle is available. Please email Faith at [fmaynard@laddinc.org](mailto:fmaynard@laddinc.org)
  - Arrive at LADD main office (upper parking lot) and park in designated fogging spot.
  - Go to the front door; use your fob to take out the fogger and extension cord. Fogger will have fluid inside of it and will be refilled every day.
  - LADD employees must confirm the placard on the dashboard is green, indicating the vehicle is fogged.
  - Before leaving, flip the placard over to red to indicate “in use.”
2. During a trip:
  - Vehicles may be used for single trips only, **not** multiple trips and locations.
  - Only one person served or people living together may be in the vehicle at a time (except for CCP).
  - People we support and employees must wear masks while in vehicle.
  - Windows must be cracked for improved ventilation.
  - When on a trip, the vehicle must stay with the people we support using it.
3. Returning the vehicle and fogging:

- Upon completing the trip, the vehicle must be brought back to its assigned location.
- Vehicles must be parked in designated spot.
- All trash must be removed from vehicle.
- Employee must fog vehicle thoroughly. Watch the [video](#) on the intranet or follow below instructions.
- Let sit 10-15 minutes. Wipe down fogger with provided wipes.
- After fogging, flip red placard to green and place on dashboard.
- Fill out sign-out sheet next to fogger.

## Personal Vehicles

The fogger outside of LADD's main office building may be used for essential trips and trips to outdoor settings where one can socially distance. Masks must be worn and transportation is only with one person at a time, or people living together – in personal vehicles following the below advanced protocols. See above image for location of VP/main office fogger.

1. Reserving a fogger:
  - Vehicle must be fogged before each use with a person served.
  - 72 hours before your trip, email [support@laddinc.org](mailto:support@laddinc.org) and copy your supervisor to reserve the fogger. Include: name, date of trip, trip reason, person served, time you are requesting to use fogger and your license plate number.
  - Diane will respond with approval and confirm your reservation within ONE business day.
  - If you need to cancel reservation, email [support@laddinc.org](mailto:support@laddinc.org).
2. Before picking someone up in your vehicle:
  - Arrive at LADD main office (upper parking lot) and park in designated fogging spot.
  - Go to the front door; use your fob to take out the fogger and extension cord. Fogger will have fluid inside of it and will be refilled every day.
  - Employee must fog vehicle thoroughly. Watch the [video](#) on the intranet or follow below instructions.
  - Let sit 10-15 minutes. Wipe down fogger with provided wipes.
  - Return fogger and cord inside entryway.
  - Fill out sign out sheet next to fogger. Diane will verify it matches her calendar. Supervisors will verify Diane's sheet with expense report mileage.
  - Go pick up person and go on essential trip or outdoor park.
3. During a trip:
  - Only one person served in the vehicle at a time or people who live together.
  - Fogged vehicles may be used for essential and single trips only, not multiple trips and locations.
  - **No pickups from multiple locations.**
  - Employee and people supported must wear a mask in vehicle.
  - Windows must be cracked for improved ventilation.

## Satellite Sites

Includes Geier and Find-A-Way Apartment vans. Additional satellite sites may be added.

1. Reserving a fogger:
  - Vehicle must be fogged before each use with a person served.
  - Contact site leader.
  
2. Before picking someone up in your vehicle:
  - Arrive at site and remain outside.
  - Go to designated fogging area and get fogging cart.
  - Employee must fog vehicle thoroughly. Watch the [video](#) on the intranet or follow below instructions.
  - Let sit 10-15 minutes. Wipe down fogger with provided wipes.
  - Return fogger cart to designated area.
  - Text/email/Solana message your supervisor about fogger usage. Supervisors will match with expense report mileage.
  - Go pick up person and go on essential trip.
  
3. During a trip:
  - Only one person served in the vehicle at a time.
  - Fogged vehicles may be used for essential and single trips only, not multiple trips and locations.
  - **No pickups from multiple locations.**
  - Employee and people supported must wear a mask in vehicle.
  - Windows must be cracked for improved ventilation.

## Fogging Instructions

1. Put on your mask and gloves.
2. Check to confirm there is solution inside fogger.
3. Plug fogger into extension cord, then extension cord into plug-in.
4. Roll down vehicle windows.
5. Turn off vehicle.
6. Open the doors on the side you will fog from.
7. Put on the fogger strap.
8. Press the "on" button and point the hose.
9. Provide a mist over the interior surface area of entire vehicle then turn it off.
10. Let vehicle sit for about 10-15 minutes.
11. Wipe down the machine and handle with a wipe.

### PHASE 3

***Pending declaration by health authorities of no known community spread of COVID-19 for two weeks or as mandated by the state of Ohio.***

Phase 3 triggers the reopening of LADD's main office building and additional outings if specific precautions are followed.

Phase 3 to include:

- LADD to follow government/CDC guidance on mask usage. This could mean a continuation of requiring masks for all employees while at work.
  - Regardless of government/CDC mask guidance, staff will be required to wear masks if experiencing a cough, runny nose or feeling ill out of safety and respect for others.
- Continuing no staff crossover.
- Continuing sanitization protocols.
- Main office building reopens with social distancing, mask and other guidelines.
  - In-person meetings resume.
  - Visitors (who have not traveled for two weeks) can visit main office building. Visitors will be allowed in lobby and training center following social distancing and wearing masks.
- Transportation in staff vehicles for individuals supported allowed with sanitization protocols.
- Find-A-Way and Geier Apartments' community rooms opened for gatherings.
- Grocery store visits resume.
- Again, CCP will base its restart of community-based programming on state guidelines.
- Board of Directors continues to meet virtually.

### PHASE 4

***Pending vaccine or treatment widely available***

Phase 4 is likely many months away and will allow events to resume and visitors inside homes.

Phase 4 to include:

- LADD returns to normal operations but maintains disinfecting protocols and procedures adopted during the pandemic that we believe are practical and will assist in limiting the spread of other infectious diseases like the flu.
- Visitors are allowed in homes.
- Events begin.