WMU Center for Disability Services Guidance on Operations during COVID-19

Blueprint Taken From
U.S. Department of Labor
Occupational Safety and Health Administration OSHA

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Introduction

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. To reduce the impact of COVID-19 outbreak conditions on WMU Center for Disability Services and Adult Wellness Programs, it is important for all employees to follow this guidance for COVID-19.

The Occupational Safety and Health Administration (OSHA) developed this COVID-19 guidance based on traditional infection prevention and industrial hygiene practices. It focuses on the need to implement engineering, administrative, and work practice controls and personal protective equipment (PPE), as well as considerations for doing so.


WMU’s COVID Health & Safety Plan can be found at https://wmich.edu/ehs/covid-19

About COVID-19
Symptoms of COVID-19

Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all.

How COVID-19 Spreads

The virus is thought to spread mainly from person-to-person, including:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.
- People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads.

CDS/Adult Wellness Programs Reopening Process

In accordance with the guidelines placed by the CDC (Centers for Disease Control), WMU Center for Disability Services and Adult Wellness Programs, MDHHS (Michigan Department of Health and Human Services), the State of Michigan, and Western Michigan University has determined that the safest course of action is to re-open services on a limited basis, beginning Monday, June 15, 2020, with numerous risk-mitigation strategies in place.

While this document provides a great number of procedures designed to keep staff and clients safe in a center-based environment, we understand that it is not until we begin implementing these procedures and collecting, in real-time, feedback from families and staff that we will have a near-final version of this document. Even then, we anticipate numerous changes as we adapt to an ever-changing environment and pledge to treat this as a living document, which will be updated frequently as we obtain more information.

Steps WMU Center for Disability Services and Adult Wellness Programs is Taking to Reduce Workers’ Risk of Exposure to COVID-19

This section describes basic steps that we are taking to reduce the risk of worker exposure to COVID-19.

Implement Basic Infection Prevention Measures

For most employees, protecting yourself and others depends on practicing basic infection prevention measures. As appropriate, all employees should implement good hygiene and infection control practices, including:

- Frequent and thorough hand washing. If soap and running water are
not immediately available, use alcohol-based hand rubs containing at least 60% alcohol.

- Employees are required to stay home if they are sick.
- Employees are required to practice respiratory etiquette, including covering coughs and sneezes.
- Employees should not report to work if they are experiencing any condition that results in coughing.
- Individuals will be asked to reschedule shift(s) if they are coughing, report illness, or do not pass the screening questionnaire.
- Employees are discouraged from using other workers’ phones, desks, offices, or other work tools and equipment, when possible.
- The WMU Center for Disability Services and Adult Wellness Programs will maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
- The WMU Center for Disability Services and Adult Wellness Programs has an ample supply of hospital grade disinfectant wipes for ongoing cleaning of areas throughout the day.
- The WMU Center for Disability Services and Adult Wellness Programs has ample supply of hand sanitizer that will be available in all areas throughout the buildings.

**Prompt Identification and Isolation of Sick People**

- The WMU Center for Disability Services and Adult Wellness Programs has a policy and procedure for screening employees and participants for health status.
  
  **Upon arrival to program:**
  
  - Complete screener questionnaire and temperature check for staff and clients.
  - If there are any positives from the screener or temperature checks, recommend seeking medical attention, and ask the family or staff to quarantine for 14.
  - Wash or sanitize hands and go to assigned area in center, keeping in mind social distancing guidelines.

- Prompt identification and isolation of potentially infectious
individuals is a critical step in protecting everyone.
  o If symptoms are present, individual will be isolated immediately in the designated area.

- Employees are required to self-monitor for signs and symptoms of COVID-19 and document such prior to reporting to work. Please fill out the “Daily COVID-19 Health Survey” available on GoWMU.

- Participants will not be scheduled, nor receive services if they are sick or experiencing symptoms of COVID-19, or have had contact with someone who is identified as having COVID-19.

- All employees and participants will be required to maintain social distancing and wear a face mask (unless there is a medical condition making it impossible), and or other PPE depending on the services being provided.

**Workplace Controls**

Occupational safety and health professionals use a framework called the “hierarchy of controls” to select ways of controlling workplace hazards. During a COVID-19 outbreak, when it may not be possible to eliminate the hazard, the most effective protection measures are (listed from most effective to least effective): engineering controls, administrative controls, safe work practices (a type of administrative control), and PPE.

**Engineering Controls**

Engineering controls involve isolating employees from work-related hazards. At the WMU Center for Disability Services and Adult Wellness Programs, these include:

- The WMU Center for Disability Services and Adult Wellness Programs have established a COVID-19 Reopening Plan that outlines phases for reopening. This plan is meant to reduce occupancy at the WMU Center for Disability Services and Adult Wellness Programs.

- Limiting services to only those services that are in place for health and safety in an individuals’ home where no other supports are available.

- Expanding services to other individuals who can safely participate
following the Governor’s executive orders in place at the time of attendance.

- Suspending all non-essential, non-academic in-person visitors to programs, including visiting scholars, researchers, faculty, students and family/friends until further notice.

**Administrative Controls**

Administrative controls are changes in work policy or procedures to reduce or minimize exposure to a hazard. These include:

- Requirement that sick employees or participants stay at home.
- Requirement that face masks be worn by employees and participants unless there is a medical condition making it impossible.
- Minimizing contact among people by replacing face-to-face meetings with virtual communications if feasible.
- Discontinuing work related nonessential travel.
- Requirement that employees do not return to the workplace for 14 days following exposure to anyone who is identified as having COVID-19.
- Requirement that employees and patients be screened prior to being onsite.
- Requirement that any suspected infected individual be isolated.
- Requirement that staff and participants practice respiratory etiquette (including covering coughs and sneezes).

**Safe Work Practices**

Safe work practices are used to reduce the duration, frequency, or intensity of exposure to a hazard. These include:

- Requiring personal hygiene; no-touch trash cans, hand soap, alcohol-based hand sanitizer, disinfectants, and disinfecting wipes to clean work surfaces.
- Requiring regular hand washing or using of alcohol-based hand rubs. Employees should always wash hands when they are visibly soiled and after removing any PPE.
**Personal Protective Equipment (PPE)**

Examples of PPE include: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate.

All types of PPE will be available and includes:

- Surgical face masks or personal mask must be;
  - Consistently and properly worn.
  - Regularly inspected, maintained, and replaced, as necessary.
  - Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

- N95 face masks when infected person identified or known to be, or suspected of being, infected with COVID-19.

- Gloves will be required when touching body fluids or infected participants or equipment.
WMU Center for Disability Services and Adult Wellness Programs COVID 19 Related Policies and Procedures

**SUBJECT:** Disease Preparedness for COVID 19 and Safety Committee Responsibility

**POLICY:** The WMU Center for Disability Services and Adult Wellness Programs will adhere to health guidelines outlined by the Centers for Disease Control and Prevention, and local and state public health guidelines for management of disease preparedness. The WMU Center for Disability and Adult Wellness programs Safety Committee will be responsible for oversight of COVID 19 disease preparedness.

**PROCEDURE:**

The Safety Committee will have oversight and monitoring of policies and procedures related to the management of any public health crisis, including the COVID 19 pandemic.

Responsibilities of the Safety Committee include:

A. Communicating any policies, procedures and guidelines as advised by Public Health.
B. Monitoring the implementation of key practices that apply to patients and employees.
   a. Social distancing
   b. Cleaning protocols
C. Establishing a virtual training program for employees.
D. Approving any protocols established by individual programs.
E. Making recommendations for disease preparedness protocols.
F. Creating appropriate signage for common areas for participant and employee adherence.
POLICY: The WMU Center for Disability Services and Adult Wellness Programs will follow a facility entry and health check protocol during the COVID-19 pandemic, until no longer advised by public health guidelines. Employees and participants refusing to follow the protocol may be denied entry into the facility.

PROCEDURE:

It will be the responsibility of all employees to assist with the implementation of facility entry and health check protocols.

1. Single point of entry for participants and staff
   i. Participants will be required to document health status with a self-reported health status questionnaire available
   ii. Participants with obvious COVID-19 symptoms, or who report illness, are to be asked to self-isolate in a designated office until they can leave the facility

2. Waiting Areas
   i. Participants will be told during scheduling to not bring additional family members to an appointment, unless absolutely necessary

3. Employees Reporting to Work
   i. Employees must conduct their own health check and document temperature and symptom checklist upon arrival to the workplace. Please fill out the “Daily COVID-19 Health Survey” available on GoWMU.
   ii. Employee health checklists will be maintained by each program and submitted weekly to the Safety Committee
   iii. Employees are not to report to work when
any symptoms of illness are present
**SUBJECT:** Disease Preparedness for COVID 19 – PPE

**POLICY:** The WMU Center for Disability Services and Adult Wellness Programs will adhere to health guidelines outlined by the Center for Disease Control and local public health for the use of PPE during a public health crisis of a transmittable virus.

**PROCEDURE:**
Programs will follow the guidelines in this policy for the use of personal protective equipment (PPE). PPE is defined as hand sanitizer, disinfectant wipes, face coverings or masks, N95 masks, face shields, gloves and gowns.

1. Employees and consumers are required to wear a face coverings or mask while in the facility. Any face covering is allowable. Some individuals may be exempt due to health or cognitive issues.
2. CDS programs will maintain an inventory of face masks. The masks will be made available to staff and participants during service hours.
3. CDS programs will maintain an inventory of N95 masks for use by staff and participants. N95 masks should be used when an infectious person has been identified in the program to prevent the transmission for disease.
4. CDS will maintain face shields primarily for use in Community Living services should an individual be symptomatic and require care within the environment.
5. CDS will maintain gowns in the homes for use primarily for Community Living services should an individual be symptomatic and require care within the environment.
6. N95 masks should be used if an infected person is identified in the programs, to prevent the transmission of the virus.
7. Hand sanitizer will be available throughout the programs.
8. Gloves will be worn by staff for personal care. Gloves will be removed in the proper method and disposed of after each use.
9. Program locations will post signs in bathrooms and throughout the building encouraging the practice of good hygiene practices, including washing hands with soap and water, avoiding touching face, sneezing/coughing into tissue or inside of elbow and wiping down surfaces.
10. CDS staff who serve individuals in community living locations will receive personal PPE kits including gloves, wipes, and general use masks.
**SUBJECT:** Disease Preparedness for COVID-19 – Social Distancing

**POLICY:** The WMU Center for Disability Services and Adult Wellness Programs will follow a social distancing protocol during the COVID-19 pandemic, until no longer advised by public health guidelines. Programs may reduce group size of participants and staff temporarily until restrictions from public health and the CDC state that large groups can congregate.

**PROCEDURE:**

A. CDS will communicate verbally and in writing any social distancing guidelines to staff and participants as advised by Public Health.

B. CDS programs will adhere to social distancing guidelines both in program settings and supported living environments. This may include limiting visitors to homes and program settings to minimize exposure.

C. Staff will be scheduled in the same settings over the duration of a health crisis to help minimize the amount of staff coming in and out of an environment.

D. Programs may be downsized both by staff and participants.

E. In program settings, efforts will be made to separate participants and staff into smaller groups throughout the facility to minimize contact. Furniture will be placed to promote social distancing (i.e. fewer chairs at a table, fewer chairs/tables in a room)

F. Programs may stagger program times for participants and staff to maintain an appropriate number of individuals in buildings.

G. Staff and participants will be encouraged to use elbow bumps to avoid hugs and handshakes.

H. Programs will temporarily discontinue self-serve food or drink delivery methods in program settings. Instead they will serve items individually to reduce communal areas.
SUBJECT: Disease Preparedness for COVID 19 – Cleaning & Sanitizing

POLICY: The WMU Center for Disability Services and Adult Wellness Programs will follow a cleaning/sanitizing protocol based on OSHA and CDC guidance, during the COVID-19 pandemic, until no longer advised by public health.

PROCEDURE:

It will be the responsibility of all employees to assist with the implementation of cleaning and sanitizing protocols.

1. Upon arrival and departure, employees and participants are to immediately wash hands.
2. Hand sanitizing stations will be visible throughout the buildings.
3. Signage will be displayed to emphasize regular hand washing and hygiene etiquette.
4. Increased cleaning of frequently touched surfaces such as doorknobs, elevator buttons, table tops, light switches
   i. Disposable wipes will be available throughout the building
   ii. Employees will frequently touch up common surfaces throughout the day
5. Cleaning service will continue to clean restrooms and common areas daily
6. Removal of all material in shared, common areas that cannot be sterilized after use
   i. No magazines, books, brochures, puzzles, blankets, games or cards

Sanitizing procedures
   o If someone is sick
      ▪ If any areas have been accessed by someone who IS sick, close off this area of the building and wait 24 hours to clean and sanitize to prevent exposure to pathogens.
- Sanitizing Schedule – Midday (12-1pm) and End of Day (3-4pm)
  - Sanitizing Wipes
    - Doorknobs
    - Counter tops
    - Sink faucets
    - Toilet handles
    - Toilet seats
    - Tabletops
    - Water cooler levers
    - Tablets
    - Any supplies used (markers, bingo cards, pens in dirty cup)
  - Spray Lysol
    - Chairs
    - Lockers
  - Laundry
    - Dish towels, washcloths and clothing protectors must be washed daily.