



Chandler Gilbert Arc Coronavirus Response Plan

Introduction:

This interim response plan is based on what is currently known [about the coronavirus disease 2019 \(COVID-19\)](#) as of 3/24/2023. Chandler Gilbert Arc (CGArc) will update this interim guidance as needed and as additional information becomes available

CDC is working across the Department of Health and Human Services and across the U.S. government in the public health response to COVID-19. Much is unknown about how the virus that causes COVID-19 spreads. Current knowledge is largely based on what is known about similar coronaviruses. This plan is based on the CDC most recent data and suggested guidelines. It should be noted that as more information is made available as to the etiology or treatment of COVID-19, any of these plans may be modified at any time. CGArc's leadership will continue to make informed decisions led by best practices and factual updates from trusted sources, including the Centers for Disease Control and Prevention (CDC), World Health Organization and Arizona Department of Health Services.

Corona Virus Definition:

Coronaviruses are a large family of viruses that are common in humans and many different species of animals, including camels, cattle, cats, and bats. Rarely, animal coronaviruses can infect people and then spread between people, such as with MERS-CoV and SARS-CoV. The virus that causes COVID-19 is spreading from person-to-person in China and transmission has been reported in countries outside China, including the United States.

The following-response plan will be used to help prevent workplace exposures (both employees and program participants) to acute respiratory illnesses, including COVID-19.

To prevent stigma and discrimination in the workplace, CGArc uses only the guidance described below to determine risk of COVID-19. CGArc does not make determinations of risk based on race or country of origin, and we are certain to maintain confidentiality of people with confirmed COVID-19. There is much more to learn about the transmissibility, severity, and other features of COVID-19 and investigations are ongoing. Updates are available on CDC's web page at <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Current strategies for Chandler Gilbert Arc

Employees are encouraged to take an active approach in protecting themselves and the individuals we serve.

Prevent the spread of COVID-19 and other infectious diseases

- Avoid **Close Contact** by maintaining 6 feet between yourself and others.

DES/DDD has defined “**Close Contact**” as someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting 2 days before illness onset (or, for asymptomatic people, 2 days prior to test specimen collection) until the time the person is isolated.

- To mitigate the risk of spreading COVID-19, CGArc encourages all employees to consider vaccination. Information about the COVID-19 vaccine can be found on the Centers for Disease Control and Prevention (CDC) website.
<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/facts.html>
- When in close contact situations (see definition), use of a protective face covering is encouraged but not required.
- Wash your hands often for at least 20 seconds. If soap and water are not readily available use hand sanitizer that contains at least 60% alcohol
- Cover coughs and sneezes with a tissue or inside your elbow. Dispose of used tissues after each use and wash hands frequently
- Follow CDC best practices to establish disinfectant schedules for frequently touched surfaces. Cleaning and disinfectant schedules are documented and available in the work setting.

If at any time, you observe an immediate or expected shortage of any item needed to maintain hygiene (gloves, soap, hand sanitizer, etc.), contact your supervisor immediately. Although these supplies can be difficult to find, CGArc has a team dedicated to seeking out and working to assure that every service site has necessary supplies at all times.

Programmatic activities and processes:

- All members and visitors will be visually screened for illness prior to entering a residence or program site. Any person showing signs of illness will be restricted from entering a program site unless the person is a resident of the site.
- Screening measures will be based on the COVID-19 Community Level for the county.
<https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html>
Additional screening precautions may be implemented based on the reported levels of exposure.

- Program community outings will continue based on the Community Level of exposure for the county. Activities may be limited to areas with a low concentration of people and limited opportunities for exposure.
- Staff will be particularly diligent in supporting Program Members in assuring good hygiene is used at all times
- Train and frequently practice hand washing for at least 20 seconds. If soap and water are not readily available, use hand sanitizer that contains at least 60% alcohol
- Residents will continue to receive medical care for underlying conditions and evaluation for new symptoms or illnesses.
- For members engaged in community integrated employment, CGArc staff will contact those employers for guidance on their pandemic policies and respond accordingly
- Each program site will maintain a visitor log of names and contact information for all persons entering the site.

Watch for signs and symptoms of COVID-19

Shortness of breath or difficulty breathing
 Fever (100.4 F or greater)
 Chills
 Cough
 Fatigue
 Muscle or body aches
 Headache
 Sore throat
 Congestion or runny nose
 New loss of taste or smell
 Nausea or vomiting
 Diarrhea

This list is not all possible symptoms. Symptoms may change with new COVID-19 variants and can vary depending on vaccination status.

- Review posters that encourage [staying home when sick](#), [cough and sneeze etiquette](#), and [hand hygiene](#) at the entrance to their workplace and in other areas where they are likely to be seen have been posted in each program location.
- Visit the [coughing and sneezing etiquette](#) and [clean hands webpage](#) for more information.
- Chandler Gilbert Arc will provide tissues, and no-touch disposal receptacles for use by employees. As well as hand sanitizer and ample amounts of soap. Employees will be instructed to wash their hands for 20 seconds, often.
- Hand sanitizer is located in multiple locations to encourage hand hygiene.

Screening

Employees will self-screen prior to reporting to work and shall not enter the workplace if they are:

- Experiencing symptoms of COVID-19
- Fever at or above 100.4 Fahrenheit
- Diagnosed with COVID-19 and within the isolation period

Screening measures will be based on the COVID-19 Community Level for the county. <https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html> Additional screening precautions may be implemented based on the reported levels of exposure.

Perform routine environmental cleaning:

- Employees will be reminded to routinely clean all frequently touched surfaces in the workplace, and program locations; such as workstations, countertops, and doorknobs using the cleaning agents (disinfectant wipes, etc) that have been provided.
- No additional disinfection beyond routine cleaning is recommended at this time.
- Chandler Gilbert Arc will provide disinfectant wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.
- Cleaning contractor will be reminded to train all of their employees on the best practices when disinfecting agency work space and bathrooms

Additional Measures in Response to Currently Occurring Sporadic Importations of the COVID-19:

- If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure. For program staff, guardians of individuals served will also be provided with information about the possible exposure to their loved one. All information related to individuals and their health status is considered confidential and must be protected under HIPPA regulations. No HIPPA information is to be shared.

Chandler Gilbert Arc COVID response

Depending on the data generated and disseminated by the CDC or its partners, Chandler Gilbert Arc will respond in a flexible way to varying levels of severity and be prepared to refine our business response plans as needed.

Communication with employees, members and stakeholders

Communication: CGArc’s communication with employees and program members regarding the COVID-19 Virus will be based on information received from either the Department of Health and/or the CDC. Communications may include, but are not limited to:

- a. Reducing transmission among staff
- b. Protecting people who are at higher risk for adverse health complications (including program participants)
- c. Maintaining business operations
- d. Minimizing adverse effects on other entities in their supply chains.

Some of the key considerations when making decisions on appropriate responses are:

- e. Disease severity
- f. Impact of disease on employees / program participants that are vulnerable and may be at higher risk for COVID-19 adverse health complications. Inform employees that some people may be at higher risk for severe illness, such as older adults and those with chronic medical conditions.
- g. Possible increased numbers of employee absences due to illness in employees and their family members, dismissals of early childhood programs and K-12 schools due to high levels of absenteeism or illness:
- h. Chandler Gilbert Arc will monitor and respond to absenteeism at the workplace. Essential employees will be identified as those who can maintain the core/ essential functions of the department.
- i. Director level staff will cross-train department staff personnel to perform essential functions so that the workplace is able to operate even if key staff members are absent.
- j. Essential functions and the reliance on vendors and others and the community will be assessed. Alternative suppliers will be pursued.
- k. Program Directors (Community Living and Day Services) will provide Coordinators and Managers guidance as to appropriate actions outlined this Response Plan
- l. Maintaining coordination with Department of Health and Office of Emergency Management in the event that mass distribution of medications is required for program participants and employees.
- m. Ensuring that this response plan is flexible and provides opportunities for employees for review and to have any/all questions answered
- n. Conducting a focused discussion (with all Director level staff) or exercise using your plan, to find out ahead of time whether the plan has gaps or problems that need to be corrected.
- o. Sharing best practices with other businesses within and outside our community (especially those in your supply chain), chambers of commerce/business partnerships, and associations to improve community response efforts.

Infectious Disease Outbreak Response Plan: (For employees)

If you are sick or experiencing symptoms of COVID-19

- Get tested for COVID-19
- Stay home if you are sick
- Employees who report to work ill will be sent home
- Visit [COVID-19 Testing: What You Need to Know | CDC](#) to learn more about COVID-19 testing guidelines

If you have had recent *Close Contact (see definition) with a person with a confirmed positive test for COVID-19:

- Recommend use of a high-quality mask any time you are around others
- Watch for signs or symptoms of sickness

If you have been confirmed by CGArc that you may have been in recent *Close Contact (see definition) with a person confirmed positive for COVID-19 at your work location:

- CGArc may require that you be tested
- If tested, you are required to report positive test result
- If you are not symptomatic in any way, you may return to work pending test results

If you have tested positive for COVID-19:

- Stay home for at least 5 days and isolate from others
- Promptly notify Human Resources your positive test results
- If you had no symptoms:
 - Day 0 is the day you were tested (not the day you received the positive test result)
 - Day 1 is the first full day following the day you were tested
 - If you develop symptoms within 10 days of when you were tested, the clock restarts at day 0 on the day of symptom onset
- If you had symptoms:
 - Day 0 of isolation is the day of symptom onset, regardless of when you tested positive
 - Day 1 is the first full day after the day your symptoms started

Returning to work following a COVID-19 test result:

- If you had not symptoms, you may end isolation after day 5
- If you had symptoms and your symptoms are improving you may end isolation after day 5 (You must be fever-free for 24 hours without use of fever-reducing medication)
- If you had symptoms and your symptoms are not improving, continue to isolate until you are fever-free for 24 hours without use of fever-reducing medication and your symptoms are improving.
- If you had symptoms and experienced severe illness (you were hospitalized) or have a weakened immune system, you need to isolate through day 10 and consult your medical provider before ending isolation.

Regardless of when you end isolation, a high-quality mask is recommended through at least day 11. Human Resources will provide guidance based on the CDC guidelines for ending isolation.

Medical Information and/or Documentation

Employees who are out of work for severe illness may be required to provide written documentation prior to returning to work.

Confidentiality of Medical Information

Medical information is confidential. Disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

Infectious Disease Outbreak Response Plan: (For Program Participants)

- Program Members will be encouraged to isolated to their bedrooms or another designated area of the home or facility pending guidance from health practitioners
- Policies and practices, such as flexible worksites conference calling and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and others will be observed
- Identify essential business functions include:
 - Finance, managing cash and reserves in the event that there is a financial need
 - Billing - to ensure ongoing financial resources
 - Purchasing – to ensure adequate supplies and food for programs

- Maintenance – only priority projects will be completed (those projects that must be completed to ensure the health, safety and welfare of individuals served and employees)
- Programs –If needed, Day Service Programs will close and staff will be reassigned to support group homes
- Technology – ongoing monitoring to ensure infrastructure intact
- Human Resources – will monitor the health of employees and provide guidance on sick/ leave policies
- Our Disaster plan will be set into motion as per that plan. Sheltering in place and alternate location schedule policies will be activated as needed. The Executive Staff will trigger this response. Executive Staff will maintain contact with local health officials to identify these triggers.
- The Executive Director or designee will communicate information to business partners on our infectious disease outbreak response plans and latest COVID-19 information. We will anticipate employee fear, anxiety, rumors, and misinformation, and plan communications accordingly.
- Our Employee Assistance Program will be readily available to our employees.
- Local conditions will influence the decisions that public health officials make regarding community-level strategies; CGArc will remain aware of these strategies and respond accordingly

This plan and related policies will be updated as new information is gathered. Updates to this plan will be highlighted to ensure changes are easily identified.

Plan date: 3/9/2020_____

Revision dates: 4/1/2020, 3/13/2023