



Camden County
Developmental Disability
Resources

COVID-19 Plan

(Revised 11/12/2020, 07/08/2021, 08/26/2021, 02/10/2022)

Exposure Prevention, Preparedness, and Response

Camden County Developmental Disability Resources (CCDDR) takes the health and safety of our clients and employees very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus, CCDDR must remain vigilant in mitigating the outbreak. CCDDR provides Targeted Case Management (TCM) services, which many have deemed “essential” services. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented, to the extent feasible and appropriate. CCDDR has also identified a team of employees to monitor the related guidance that the U.S. Center for Disease Control and Prevention (CDC), Missouri Division of Developmental Disabilities (DDD), Missouri Department of Health and Senior Services (DHSS), Camden County Health Department, and other local, state, or federal agencies continue to make available. This Plan is based on information available at the time of its development and is subject to change based on further information provided. CCDDR may also amend this Plan based on operational needs. Any specific component contained in this Plan which may unintentionally conflict with any law or other regulatory guidance, whether currently in effect or established in the future, shall be deemed null and void; however, all other components shall remain in full effect until changed or removed from this Plan.

Responsibilities of Managers and Supervisors

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must set a good example by following this Plan at all times. This involves practicing good personal hygiene and safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

Responsibilities of Employees

CCDDR is asking every one of its employees to help with prevention efforts while at work. In order to minimize the spread of COVID-19, everyone must play their part. As set forth below, CCDDR has instituted various housekeeping, social distancing, and other best practices. All employees must follow these. In addition, employees are expected to report to the CCDDR Human Resource Officer or Executive Director if they test positive for COVID-19, are experiencing signs or symptoms of COVID-19, or have been exposed to a person who has tested positive for COVID-19 as described below. If employees have a specific question about this Plan or COVID-19, they can ask their supervisor. If their supervisor cannot answer the question, employees may contact CCDDR’s Human Resource Officer or CCDDR’s Executive Director.

The following controls and preventative guidance have been implemented to help prevent and reduce the risk of exposure to COVID-19:

- Frequently wash hands with soap and water for at least 20 seconds - when soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching eyes, nose, or mouth with unwashed hands
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes
- Avoid close contact with people who are sick
- Maintain social distancing (at least 6 feet apart from other people)
- Wear a facemask/cloth face covering if needing to be around other people
- The use of nitrile, latex, vinyl, or other similar gloves is encouraged if practical and possible

In addition, employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

“Showing symptoms” could mean exhibiting or experiencing one or more of the symptoms listed above. If employees develop symptoms, they are to call their supervisor and DO NOT GO INTO ANY CCDDR OFFICE OR PHYSICALLY CONTACT ANYONE AS RELATED TO THEIR CCDDR DUTIES. We also recommend employees contact their healthcare providers right away. Likewise, if employees come into close contact with someone showing symptoms, call your supervisor, and we recommend you call your healthcare provider right away.

Employees Who Are Up-to-Date on COVID-19 Vaccines

As of the most recent revision to this Plan, the CDC defines up-to-date as a person who has received all recommended COVID-19 vaccines, including any booster dose(s) when eligible (see CDC website at: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html>). CCDDR will utilize the most recently published CDC definition of up-to-date should this definition change after the most recent revision date of this Plan. To be considered up-to-date, employees must provide proof of vaccination(s) and booster(s) to CCDDR’s Human Resource Officer; otherwise, an employee will not be considered up-to-date.

Protective Measures & Precautions

CCDDR has instituted the following protective measures and precautions at its offices and applicable portions of buildings, and in the performance of employee job functions and work-related activities.

1. Support Coordination services shall be conducted in accordance with guidance and/or directives issued by the DDD.
2. Employees, Board members, and visitors are required to self-monitor their personal health daily for COVID-19 symptoms. Employees shall not report to work, or shall promptly leave work, if they feel they are experiencing COVID-19 symptoms.
3. Management will monitor employees, Board members, and on-site visitors who enter any CCDDR building or CCDDR event/meeting beyond the lobby area or event/meeting entry area for symptoms of COVID-19. Any employee, contractor, Board member, or visitor in any CCDDR office or building showing symptoms of COVID-19 may be asked to leave. Employees sent home for showing symptoms of COVID-19 should contact CCDDR’s Human Resource Officer or Executive Director for any questions regarding available leave and steps that must be taken before returning to work.
4. CCDDR offices and applicable portions of buildings may remain open to the public, but access will be limited to lobbies and/or other designated areas. CCDDR may close its offices to the public or restrict employee entry should circumstances warrant. The general rule of thumb for restricting access to

offices and buildings, excluding portions of buildings leased to third parties, shall be based on the testing positivity rate associated with COVID-19 testing in Camden County and other pertinent factors. If data is insufficient or unavailable, CCDDR will make decisions based on best practices, available industry standards/recommendations, and management's best judgement. Additional employee entry restrictions will be evaluated based on the circumstances, including restricting employee entry to designated personnel only.

5. CCDDR's cleaning service will be cleaning and disinfecting the office lobbies and bathroom areas (accessible by the public) on a regular basis. Additional cleaning and disinfecting may be required periodically or when deemed necessary. The cleaning service will be required to utilize appropriate PPE and to disinfect all appropriate surfaces (doorknobs, counter tops, etc.). Designated personnel will disinfect kitchen, break, and common use areas on a regular basis.
6. Communications with visitors to the offices should be done through the communication port through the security glass, in the lobbies, or in other designated areas. In the event there is no one in the offices to receive phone calls, office phones will be forwarded to designated personnel, and the office door lock will be initiated remotely if no one is working at the front desks. Designated personnel will take messages and notify the appropriate staff member for whom the call was intended. Employees should use their cell phone's feature and mechanism to conceal their cell phone numbers on the receiver's end when returning calls.
7. Contractors may be allowed to enter restricted areas, which are beyond the lobby areas and point of entry to employee designated work areas, offices, and workstations, only if necessary or required. Contractors entering restricted areas may be required to wear facemasks/cloth coverings. Please contact the Executive Director if there is any uncertainty about contractors entering restricted areas.
8. Employee and Board meetings may be held by telephone or video conferencing, if possible. If employee and Board meetings are conducted in-person, attendance will be collected verbally or visually, if possible. Attendees, employees, and Board members should avoid physical contact with others and should direct others to maintain personal space to at least six (6) feet, where possible. During any in-person Board meeting, all attendees will be encouraged to wear facemasks/cloth face coverings and maintain social distance. Employees may be required to wear facemasks/cloth face coverings and maintain social distance (personal space at least (6) feet) while at in-person employee and Board meetings.
9. Visitors or other attendees at in-person CCDDR-sponsored meetings may be required to wear facemasks/cloth face coverings and maintain social distance (personal space at least (6) feet) while at in-person CCDDR-sponsored meetings if circumstances warrant. Employees may be required to wear facemasks/cloth face coverings and maintain social distance (personal space at least (6) feet) while at in-person CCDDR-sponsored meetings. Visitors, other attendees, and employees may be required to wear facemasks/cloth face coverings where six (6) foot distancing cannot be consistently maintained or other circumstances exist making facemask/cloth face covering use essential.
10. Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time.
11. Employees should limit the use of coworkers' equipment or other tools. To the extent equipment or other tools must be shared, employees should clean and disinfect equipment or other tools before and after use. When cleaning and disinfecting equipment and other tools, consult manufacturing recommendations for proper cleaning techniques and restrictions.
12. CCDDR may restrict/prohibit employees from attending work-related events, meetings, or activities not sponsored by CCDDR should circumstances warrant. Employees may be required to wear facemasks/cloth face coverings and maintain social distance (personal space at least (6) feet) while at in-person work-related events, meetings, or activities not sponsored by CCDDR should circumstances warrant. Employees may be required to wear facemasks/cloth face coverings at work-related events, meetings, or activities not sponsored by CCDDR where six (6) foot distancing cannot be consistently maintained, other circumstances exist making facemask/cloth face covering use essential, or circumstances warrant.

13. Employees may work remotely, when possible, practical, and approved by their supervisor. **DO NOT BRING UNAUTHORIZED VISITORS INTO RESTRICTED AREAS WITHIN THE WORKPLACE.** Please contact the Executive Director if there is any uncertainty about unauthorized visitors entering restricted areas. If possible, employees should use the employee-only entrance when entering and exiting the Camden office. CCDDR may implement staggered shifts for employee entry into and use of its offices and applicable portions of buildings should circumstances warrant.
14. Employees are encouraged to minimize ride sharing while performing CCDDR-related duties. While in vehicles, employees should ensure adequate ventilation and may be required to wear a facemask/cloth face covering when traveling with other employees on CCDDR-related business.
15. Employees should sanitize their work areas upon arrival, throughout the workday, and upon departure.
16. Employees should sanitize their hands before starting and after completing their workday. Employees should also sanitize their hands periodically throughout the workday, whenever warranted and appropriate.
17. In-person contact with clients not established or defined in DDD guidance or directives for conducting Support Coordination duties (including, but not limited to, transporting clients) must be approved by the TCM Supervisor or Executive Director. Approval will be reserved to EMERGENCY CIRCUMSTANCES ONLY. If clients indicate they may be sick, please have them contact the appropriate health care professional(s), provider(s), caregiver(s), or EMS. Employees may assist them remotely in contacting the appropriate providers/caregivers or EMS.

Employee Exhibits COVID-19 Symptoms

If an employee exhibits COVID-19 symptoms and the employee first experiences symptoms while at work, the employee must leave the workplace immediately and work remotely, if possible. If the employee exhibits COVID-19 symptoms and the employee first experiences symptoms outside of the workplace, then the employee must work remotely, if possible. The employee may work remotely, if possible, and return to the workplace when:

- At least five (5) days have passed since the onset of symptoms
- If fever-free for 24 hours (without the use of fever-reducing medication) and symptoms are improving

Day zero (0) is the employee's first day of symptoms. Day one (1) is the first full day after symptoms developed. The employee returning to work after experiencing symptoms must wear a well-fitted facemask/cloth face covering at all times while at the workplace during days six (6) through ten (10) after the symptoms developed. The employee will not be allowed to have in-person contact with any CCDDR client until after day (10). The CDC recommends getting tested if experiencing COVID-19 symptoms.

Employee Tests Positive for COVID-19: Not Severely Ill, Immunocompromised, and/or Hospitalized

An employee who tests positive for COVID-19 will be directed to work remotely, if possible. If an employee has tested positive, CCDDR will conduct an investigation to identify co-workers and work-related third parties who may have been exposed or in close contact with the confirmed-positive employee and may direct those employees who were exposed or in close contact with the confirmed-positive employee to work remotely, if possible. If applicable, CCDDR will also notify any contractors, vendors/suppliers, visitors, or clients/client families who may have been in close contact with the confirmed-positive employee. The employee may work remotely, if possible; and if the employee was not severely ill, is not immunocompromised, and/or was not hospitalized may return to the workplace when:

- At least five (5) days have passed since the employee's positive test
- If fever-free for 24 hours (without the use of fever-reducing medication) and symptoms are improving

Day zero (0) is the employee's first day of a positive viral test. Day one (1) is the first full day after the employee's test specimen was collected. The employee returning to work after the positive test must wear a well-fitted facemask/cloth face covering at all times while at the workplace during days six (6) through ten (10) after the positive viral test. The employee will not be allowed to have in-person contact with any CCDDR client until after day (10).

Employee Tests Positive for COVID-19: Severely Ill, Immunocompromised, and/or Hospitalized

If an employee has tested positive, CCDDR will conduct an investigation to identify co-workers and work-related third parties who may have been exposed or in close contact with the confirmed-positive employee and may direct those employees who were exposed or in close contact with the confirmed-positive employee to work remotely, if possible. If applicable, CCDDR will also notify any contractors, vendors/suppliers, visitors, or clients/client families who may have been in close contact with the confirmed-positive employee.

Employees who test positive for COVID-19 and are severely ill, immunocompromised, and/or hospitalized may return to work when directed to do so by their medical care provider. CCDDR must be provided the appropriate documentation from the medical care provider before returning to the workplace. Employees who are severely ill, immunocompromised, and/or hospitalized may work remotely, when practical and possible. These employees should contact CCDDR's Human Resource Officer or Executive Director to discuss safely returning to work and potential accommodations that may be available to them.

Exposure & Close Contact

As of the most recent revision date of this Plan, the CDC defines exposure as contact with someone infected with SARS-CoV-2, the virus that causes COVID-19, in a way that increased the likelihood of getting infected with the virus. As of the most recent revision date of this Plan, the CDC currently defines close contact as someone who was less than six (6) feet away from an infected person (laboratory-confirmed or a clinical diagnosis) for a cumulative total of 15 minutes or more over a 24-hour period. For example, three (3) individual five-minute (5-minute) exposures for a total of 15 minutes. CCDDR will utilize the most recently published CDC definitions of exposure and close contact should these definitions change after the most recent revision date of this Plan.

Employee Had Exposure or Close Contact: Not Up-to-Date on Vaccinations

If an employee was exposed to or had close contact with someone who tested positive for COVID-19, the employee will be directed to work remotely, if possible. The employee may return to the workplace when:

- At least five (5) days have passed since the employee's exposure or close contact
- If symptoms do not develop

Day zero (0) is the employee's first day of last exposure or close contact. Day one (1) is the first full day after the employee's last exposure or close contact. The employee returning to work after the exposure or close contact must wear a well-fitted facemask/cloth face covering at all times while at the workplace during days six (6) through ten (10) after the last exposure or close contact. The employee will not be allowed to have in-person contact with any CCDDR client until after day (10). If the employee develops symptoms and/or tests positive within ten (10) days after exposure or close contact, the procedures applicable to employees with symptoms and/or employees who test positive will apply to that employee. The CDC recommends getting tested at least five (5) days after exposure or close contact, even if symptoms do not develop.

Employee Had Exposure or Close Contact: Up-to-Date on Vaccinations

If an employee was exposed to or had close contact with someone who tested positive for COVID-19, the employee will be allowed to continue to work in the workplace. Day zero (0) is the employee's first day of last exposure or close contact. Day one (1) is the first full day after the employee's last exposure or close contact. The employee must wear a well-fitted facemask/cloth face covering at all times while at the workplace up to and including day ten (10) after the last exposure or close contact. The employee will not be allowed to have in-person contact with any CCDDR client until after day (10). If the employee develops symptoms and/or tests positive within ten (10) days after exposure or close contact, the procedures applicable to employees with symptoms and/or employees who test positive will apply to that employee. The CDC recommends getting tested at least five (5) days after exposure or close contact, even if symptoms do not develop.

Employee Had Exposure or Close Contact: Tested Positive Using Viral Test Within the Past 90 Days

If an employee was exposed to or had close contact with someone who tested positive for COVID-19 and had confirmed positive test for COVID-19 using a viral test within the past 90 days, the employee will be allowed to continue to work in the workplace. Day zero (0) is the employee's first day of last exposure or close contact. Day one (1) is the first full day after the employee's last exposure or close contact. The employee must wear a well-fitted facemask/cloth face covering at all times while at the workplace up to and including day ten (10) after the last exposure or close contact. The employee will not be allowed to have in-person contact with any CCDDR client until after day (10). If the employee develops symptoms and/or tests positive within ten (10) days after exposure or close contact, the procedures applicable to employees with symptoms and/or employees who test positive will apply to that employee. The CDC recommends getting tested if symptoms develop.

CCDDR Leaves of Absence

Employees may refer to applicable CCDDR FMLA, Paid-Time-Off, or other Leave of Absence Policies if unable to work remotely (see CCDDR Employee Manual).

Confidentiality/Privacy

Except for circumstances in which CCDDR is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. CCDDR reserves the right to inform other employees an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health. CCDDR also reserves the right to inform contractors, vendors/suppliers, visitors, or clients/client families an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.

This COVID-19 Plan shall remain in full effect until rescinded or revised by the CCDDR Board of Directors. However, should the CDC or any other local, state, or federal regulatory entity issue revised guidance or recommendations regarding COVID-19, the Executive Director may revise this Plan, and any such revisions will take immediate effect until the Board is able to take action to formally modify and adopt any changes in this Plan at its next regularly scheduled Board meeting.