



SENECA COUNTY OPPORTUNITY CENTER

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Community Advocacy & Supports
Service & Supports Administration
School of Opportunity
Early Intervention
Seneca Re-Ad Industries, Inc.

Memo: 1
March 13, 2020

Coronavirus (COVID-19) Guidelines for Staff

This is a rapidly evolving situation, and we will work to keep you updated as needed.

As you may be aware, on March 9, 2020, Governor DeWine issued a state of emergency for Ohio due to the increased exposure to the coronavirus (COVID-19). We are monitoring guidance from the Ohio Department of Health and the Seneca County Health Department.

To ensure that we are taking reasonable steps to protect the people we support, their families and our employees, we have immediately enacted the attached protocols and procedures to reduce possible exposure. Please keep in mind that these guidelines can change. If they do, you will be notified and provided with revised information.

Symptoms of the Virus

Patients with COVID-19 have experienced mild to severe respiratory illness that can include fever, cough and shortness of breath. Symptoms may appear 2-14 days after exposure. If a person has been in close contact with a person with confirmed COVID-19 in the past 2 weeks and develops symptoms, they are advised to call their doctor.

Education

Continued education on every day preventative measures, similar to flu prevention, is very important. It is important that we continue to focus our efforts on educating the individuals who have developmental disabilities, their families, staff and providers. Those measures to stop the spread of germs are:

- Wash your hands often with soap and water for at least 20 seconds.
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose and mouth.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Stay home when you are sick, except to get medical care.
- Clean and disinfect frequently touched objects and surfaces.
- Stop handshaking – use other methods of greeting.
- If you are exhibiting symptoms of the coronavirus contact your healthcare professional who will direct you to emergency care.

We encourage all staff to continue 'Universal Precautions' consistent with our training.

Flexibility:

All SCOC staff are expected to continue to report to work for their normal working hours, unless otherwise directed. Staff are advised that job duties may be reassigned due to needs as they arise. Additional training will be provided as needed.

Recognizing that this situation is evolving, guidelines cannot cover every possibility. Individual circumstances and decisions will be required by individuals, staff and supervisors. We ask for everyone to continue to consider others and especially those we serve when making decisions that are in the best interest. Basic common sense is generally our best guide.

Reporting Procedures

1. Self-assess – if you or anyone in your household is exhibiting symptoms of the virus (must use sick leave in accordance with SCOC policy).
2. When reporting to work, you will be screened by the nurse or designated staff for symptoms of the Coronavirus. If symptoms are present, you will not be permitted to enter the building.
3. Report to your supervisor and they will assign your work duties for the day.

Surgical Masks

Surgical masks do not protect people from COVID-19, as it's the type of virus that can enter through the mask or along the edges where there are gaps. Surgical masks are most effective at controlling the spread of the virus from a source or infected person. Surgical masks should not be used by healthy people for "protection" from coronavirus – it will **not** provide protection and will deplete the limited stock needed for use by sick individuals and to protect health care workers. Masks will be provided based on medical necessity.

Communication

As the information evolves, we want people to have the most up to date information. This will be available on Facebook and the home page of the SCBDD Website (www.senecadd.org), where there is a link to the Coronavirus (COVID-19). This links directly to the Seneca County Public Health Department's most recent information.

We will also continue to include communication and updates on our Facebook page.

Cleaning Protocols

All SCOC staff and the Janitorial department will continue to implement disinfectant protocols in all of our buildings. In addition, we ask individuals, families, staff and providers to also practice every day safe cleaning protocols in their homes, classrooms, work areas, etc. Please seek approval before taking supplies.

Large Gatherings

We will continue to follow the Health Department's guidance related to attendance at large gatherings. We will make decisions on individual events based on these guidelines. For example, the Celebrity Basketball game scheduled for March 24th is postponed. We encourage individuals to make the choice that is best for their own personal situations with consideration of appropriate social distancing. Attendance at large gatherings is discouraged. The Governor's order stated that there will be no larger gatherings over 100 people.

Cancellation

At this time the School and the SCOC adult day program will be closed effective Monday, March 16th through Friday, April 3rd and will be re-evaluated at that time. At this time, we will still maintain administrative services, SSA services, on call MUI crisis line and EI services, however, these services will operate with minimal contact with the public

Emergency Respite

If emergency respite is needed, the team will assess the best way to provide the services to individuals based on **health and safety and available resources**.

Quarantine

Quarantine decisions will be made by the Health authorities. If a person has been exposed to someone, who has COVID-19 or thinks he/she has been exposed and 'Self Quarantine' is considered, we will consult with the Health Department. We would also consider allowance of a person to use sick or other leave for a self-quarantine period if a public health official advises you to stay home due to a possible exposure.

Home Visits

Certain staff are required to make home visits based on the **health and safety** of the individuals in our programs. Educational services are being developed and may be available in the future.

We will utilize available technologies such as: Phone, Computer, Application such as: Zoom or Doxy.me. Technology training will be provided on an as needed basis.

Travel

SCOC staff will be limited to travel based on mission critical situations.

Technology

Technology is a tool that will assist with business continuity, if necessary. Remote access through our Outlook will continue to be available. Priority will be given to essential positions that require remote access. We may develop other technologies if working from home is a necessity.

In-Office Meetings (People We Support, Families, Etc.):

All in office meetings with outside parties are cancelled and will be scheduled by phone or video conference if needed.

Internal (with outside partners) and External Trainings/Meetings:

If you have a non-mission-critical training or meeting that you are scheduled to attend, please see your immediate supervisor to discuss your participation. Mission-critical meetings are still required, unless cancelled by the organizer.

Other Actions and Cancellations:

Signs will be posted in each location stated that there are no visitors allowed.

The SCOC is exploring options to accommodate alternative work options should the need arise.

Other Resources:

As advised by our Health Department, it is important that we do not panic or create panic in those we serve. At me, we want people to be informed. For direct factual information or assurances, the Ohio Department of Health can be contacted at 1-833-427-5634 anytime between 9 a.m. and 8 p.m.

The Employee Assistance Program is available to support SCOC staff who may experience anxiety or stress following the recent developments around COVID-19. The free service can be reached 1(877) 233-0976, 24 hours a day, seven days a week and is open to all. In addition, the EAP provides financial counseling and resources if needed.

Individuals covered by SCOC insurance through UMR/United Healthcare will have the cost of the COVID19 testing covered, if needed, at no cost by insurance beginning April 1, 2020.

We appreciate the good work of our County and State Health Departments and our staff as we continue our efforts to promote safe, preventable measures for those we serve and ourselves. We will continue to monitor and advise accordingly if different measures are needed. We will also appreciate any additional advice or measures that can be considered.

Thank you,

Lewis L. Hurst
Superintendent
Seneca County Opportunity Center