



Infectious Disease Preparedness *COVID-19 Response Plan*

Introduction:

This response plan is based on what is currently known [about the coronavirus disease 2019 \(COVID-19\)](#) - The Center at Hampton House (TCHH) will update this guidance as needed and as additional information becomes available.

The CDC is working in collaboration with 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.

Corona Virus Definition:

COVID-19 is a highly infectious disease caused by a new coronavirus. Coronavirus is a type of common virus that infects humans, typically leading to a respiratory infection. The disease was discovered in China in December 2019 and has since spread around the world.

This response plan will be used to help prevent workplace exposures (both employees/staff and those served) to acute respiratory illnesses, including COVID-19, in non- healthcare settings. The guidance also provides planning considerations if there are more widespread, community outbreaks of COVID-19.

To prevent stigma and discrimination in the workplace, use only the guidance described below to determine risk of COVID-19. The Center at Hampton House does not make determinations of risk based on race or country of origin and will 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 research is ongoing.) Updates are available on CDC's web page www.cdc.gov/coronavirus/covid19

Current Strategies for The Center at Hampton House:

- **Sick employees/staff/staff and individuals receiving services, must stay home.**
Symptoms of acute respiratory illness include:
 - A fever of 100.4°F or greater using an oral thermometer
 - Cough
 - Shortness of breath
 - Fatigue



- Employees/staff must contact the TCHH Executive Director or their supervisor for Resources to be cleared for return to work.
 - The Center at Hampton House's safe and sick leave policies are flexible and consistent with public health guidance and labor laws. We will NOT require employees/staff to find their own coverage when they have a COVID-19 related absence.
 - TCHH reserves the right to request a healthcare provider's note for employees/staff who are sick with acute respiratory illness to validate their illness or return to work.
 - The Center at Hampton House will maintain flexible policies that permit employees/staff to stay home to care for a sick family member.
- **Separate sick employees/staff and practice safe distance at work:**
 - If an employee/staff appears to have acute respiratory illness symptoms upon arrival to work or become sick during their shift, the staff member's supervisor must be contacted immediately.
 - The sick employee/staff may be asked to leave and should maintain as much distance from others until this determination is made. This decision will be made in accordance with The Center at Hampton House's policy on maintaining staffing ratios.
- **Emphasize respiratory etiquette and hand hygiene by all employees/staff:**
 - Sick employees/staff should wear a mask at all times, except if taking a mask break outside, while maintain a 6ft distance from others and cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available). All employees/staff will also be instructed to wash their hands frequently. Visit the [coughing and sneezing etiquette](#) and [clean hands webpage](#) for more information.
 - The Center at Hampton House will provide tissues, paper towels, and soap. Employees/staff will be instructed to wash their hands often, for at least for 20 seconds.
- **Perform routine environmental cleaning:**
 - On a daily basis, employees/staff will clean all frequently touched surfaces in the workplace, and program locations; such as workstations, countertops, and doorknobs using the cleaning agents (disinfectant wipes and sprays, etc.) that have been provided.
- **Advise employees/staff before traveling to take certain steps:**
 - Employees/staff are encouraged not to travel out of the state. Any employee/staff who is planning to travel out of the country must contact their supervisor prior to returning to work.
 - Employees/staff who become sick while traveling understand that they should notify their supervisor and should consult a healthcare provider before returning to work to obtain a COVID-19 test.



- **Additional Measures to Prevent the Spread of COVID-19:**
 - Employees/staff who are well, but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.
 - If an employee/staff is confirmed to have COVID-19, TCHH Director will inform fellow employees/staff of their possible exposure to COVID-19 and maintain confidentiality.
 - Employees/staff 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. All information related to individuals and their health status is considered confidential and must be protected under HIPAA regulations. No HIPAA information is to be shared.

Planning for a Possible COVID-19 Outbreak in the US

The severity of illness or how many people will fall ill from COVID-19 is unknown at this time. As the COVID-19 crisis evolves, The Center at Hampton House will plan to be able to respond in a flexible way to varying levels of severity and be prepared to refine their business response plans as needed. For the general American public, such as workers in non- healthcare settings and where it is unlikely that work tasks create an increased risk of exposures to COVID-19, the immediate health risk from COVID-19 is considered low. The CDC and its partners will continue to monitor national and international data on the severity of illness caused by COVID-19, will disseminate the results of these ongoing surveillance assessments, and will make additional recommendations as needed.

Planning Considerations

Communication: The Executive Director or their designee will be the ONLY person to communicate with employees/staff and program participants regarding COVID-19. These communications will be frequent and based on information received from either the State of Pennsylvania, Department of Health, Department of Human Services, and/or the CDC. Communications will include:

- (a) reducing transmission among staff
- (b) protecting people who are at higher risk for adverse health complications (including those served)
- (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:

- Disease severity (i.e., number of people who are sick, hospitalization and death rates) in the community where The Center at Hampton House is located.
- Impact of disease on employees/staff and program participants that are vulnerable and may be at higher risk for COVID-19 adverse health complications. Inform employees/staff that some people may be at higher risk for severe illness, such as older adults and those with chronic medical conditions.
- Prepare for possible increased numbers of employee/staff absences due to illness in employees/staff and their family members, dismissals of early childhood programs and K-12 schools due to high levels of absenteeism or illness:
 - The Center at Hampton House will monitor and respond to absenteeism at the workplace. Essential employees/staff will be identified as those who can maintain the core essential functions of the department.
 - Division/Department heads will cross-train staff to perform essential functions so that the workplace is able to operate even if key staff members are absent.
 - Essential functions and the reliance on vendors/suppliers and the community will be assessed. Alternative suppliers will be pursued if needed.
- Coordination with county Department(s) of Health and Office(s) of Emergency Management will be established.

Infectious Disease Outbreak Response Plan:

- In the event of an outbreak, persons served and/or employees/staff will be separated from others.
- If a person served exhibits the symptoms of COVID-19 and has any of the following exposures, they should seek medical attention right away.
- If the individual is also an older adult or has underlying medical conditions, their healthcare provider must be contacted, even if their illness is mild.
- Employees/staff who work in a home with symptomatic people will follow the guidance of the CDC and/or local health department.
- Human Resources policies will be reviewed to ensure they are consistent with public health recommendations, and state/federal workplace laws.
- The Center at Hampton House may consider telework options for certain employees/staff or departments based on organizational needs.
- Essential business functions include:
 - Finance – manage cash and reserves
 - Billing – ensure ongoing financial resources
 - Executive Services – ensure adequate supplies; ongoing monitoring to ensure infrastructure remains intact
 - Programs – if needed, Employment and Day programs will close, and employment and day staff will be reassigned to Support Services
 - Human Resources – monitor the health of employees/staff and provide guidance on sick/leave policies; track all outbreak staffing issues



- The Center at Hampton House's Emergency Action plan will be set into motion as per that plan. The Executive Director will trigger this response. Executive Staff will maintain contact with local health officials to identify these triggers.
- The Executive Director will communicate information to stakeholders via The Center at Hampton House's website and other mediums on our infectious disease outbreak response plans.
- The Center at Hampton House will anticipate stakeholders and employee fear, anxiety, rumors, and misinformation, and plan communications accordingly.
- Local conditions will influence the decisions that public health officials make regarding community-level strategies.

Screening and Protection:

- As per The Center at Hampton House's policy, employees/staff must be physically able to perform their job functions and must be free of communicable diseases.
- For employees/staff working with quarantined persons served, The Center at Hampton House will provide personal protective equipment (PPE) along with instructions on how to use/wear the PPE.

If there is evidence of an outbreak in Pennsylvania, group events, gatherings and meetings will be reassessed and possibly cancelled.

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.

Update Plan date: 12/5/2020