

IHCS Readiness Plan

Staff will be provided with basic PPE (face masks, disposable gloves) as well as hand sanitizer, and disinfectant wipes. Staff will also be provided with isolation gowns, KN95 masks, and a face shield to use if an individual begins to display symptoms of COVID-19 during service. Staff are required to wear a face mask when providing services. Staff will wear gloves when providing personal care, preparing, and serving food, cleaning and disinfecting high touch surfaces and the cleaning and disinfecting of vehicles used during the provision of services. During weekly visits, the IHCS supervisor will monitor and replenish the PPE supply. If staff run low on any PPE supplies between visits, they will immediately notify their supervisor. PPE is ordered, stored, and inventoried at the main office. The agency has access to numerous resources to obtain all forms of PPE and has an adequate supply on hand to meet the current need of IHCS services.

Monitoring and Managing Staff

- LCARC has implemented procedures to limit where employees provide services during the COVID-19 pandemic. All employees are permitted to work in no more than two site locations unless a shortage in staffing requires emergency deployment.
- The LCARC Human Resource Department maintains information on each LCARC employee regarding which employees are employed or volunteer at multiple agencies so that the agency can determine how to limit exposure and transmission of the virus. The supervisor will contact Human Resources to acquire the results of this documentation to assess the risk of the employee before assigning the employee to IHCS services.

Education & Training for Staff

- All staff will be trained on the protocols to prevent the spread of COVID-19 prior to providing services in the individual's home.
- Training will be provided on the following:
 - The importance of screening staff, individuals, and families for COVID-19.
 - The importance of mask usage by staff, individuals, and families as well as mask storage protocols.

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- Masks are to be stored in the original container, once they are removed and worn, they are to be disposed. Masks should not be re-worn, nor should they be stored loosely in bags, purses, etc.
- The symptoms of COVID-19, how it is transmitted, and how to report symptoms and risk factors to their supervisors and HR immediately.
- Sick leave policies and the importance of not reporting or remaining at work when ill
- Adherence to recommended infection, prevention, and control practices such as hand hygiene, selection and use of PPE including donning and doffing PPE, cleaning and disinfecting environmental surfaces and individual care equipment as well as any vehicles used for the provision of service. (additional video demonstration of the donning and doffing of PPE is available for review).
- Stress and coping mechanisms such as the ODP Warm Line and healthy ways to take care of yourself.
- There will be weekly unannounced visits to monitor services and that proper protocols are being followed to prevent the spread of COVID-19 and replenish PPE.
- At minimum staff will receive a monthly refresher training including updates from supervisors or sooner if new guidance is received from state or federal authorities.

Education & Training for Individuals and families

- Training will be provided on the following:
 - The symptoms of COVID-19, how it is transmitted and how to screen for symptoms of COVID-19 prior to service.
 - The importance of immediately informing staff or support team if the individual feels feverish or ill.
 - Recommendations to limit exposure including hand hygiene, maintain social distancing, wearing masks when appropriate and covering coughs and sneezes with your elbow.
 - This IHCS Readiness Plan will be provided to communicate the actions that LCARC is taking to keep the individuals safe.
 - Stress and coping mechanisms such as the ODP Warm Line and healthy ways to take care of yourself, and availability of Behavior Specialists and other recently developed

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resources to assist individuals and employees with maintaining their mental and physical health.

- The agency has taken the following steps to keep the individuals safe. Including providing training, instruction and information on proper use and changing of basic and isolation PPE, avoiding large crowds, social distancing guidelines, the availability of remote services. The agency has cancelled large group activities. These will not resume unless deemed safe for individuals participation via the Individual Transition Guide

Agency Preparedness

- The agency is aware of and received training on the Individual Transition Guide (ITG) via webinar hosted by ODP on May 15th, 2020.
- Individual team meetings have been and will continue to be held to review the ITG and each individuals' specific needs for services and supports. The results are being used to implement and modify as needed, ongoing training and education for staff.
- Regular Agency staff are available to support the needs of the individuals served.
- The agency will re-deploy staff & supervisors to provide IHCS services when necessary, per the agency backup plan.
- Each individual will have a plan to develop the skills needed to prevent the spread of communicable disease in order to maintain their personal safety. The planning process is utilized to assist individuals in conjunction with the Supports Coordinator to acquire the skills needed in order to maintain their personal safety as communities begin to reopen.
- Community activities are limited to outdoor areas where social distancing can be maintained. Individuals and staff all wear masks when in the community.
- Human Resources maintains a list of employees who are symptomatic or have had a positive COVID-19 test result. This list is shared with the CEO. It is shared with the Program Directors if the employee data is required to be reported in the HRST software.

Plan to provide services in each phase of the Governor's plan to Re-open

- Services in the red, yellow, or green phase will be provided based on federal, state, and local guidelines. The agency will stay up to date on changes to guidelines and recommendations and will move fluidly as needed or preferred by the individual and family.

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- At the request of the individual or family the agency can provide services remotely or in the individual's home. Community participation services will be based on the results of Individual Transition Guide as well as federal, state, and local guidelines.
- Regardless of the phase, the individuals will return to community activities only when they can safely do so by following the CDC and ODP guidelines related to wearing a face mask, maintaining social distancing, and proper hand hygiene.
- Initially services will be provided in the individual's home and the staff will utilize the plan to develop the skills needed to prevent the spread of communicable disease.

Screening

- Before staff leave for their first service location for the day, the staff will contact their supervisor via video to confirm their temperature and answers to the IHCS Staff Screening Log.
- Staff can screen their own temperature in front of the family and will screen the temperature of the family. After the family completes the IHCS Family & Individual Screening Tool and signs it, the agency staff will be permitted to enter the service location.