



PANDEMIC RESPONSE PLAN FOR CORONAVIRUS (COVID-19)

REV. 3/12/2020; 4:47 PM – MT
3/13/2020; 1:17 PM – MT
3/16/2020; 10:03 AM – MT
3/17/2020; 1:07 PM – MT
3/18/2020; 12:45 PM – MT
3/19/2020; 2:02 PM – MT
3/23/2020; 2:16 PM – MT
3/24/2020; 1:47 PM – MT
4/9/2020; 10:53 AM – MT
4/30/2020; 4:13 PM - MT

6/11/2020 12:52 PM – MT
6/29/2020 11:14 AM – MT
9/9/2020 11:00 AM - MT

Wood County Board of Developmental Disabilities Pandemic Response for COVID-19

Because County Boards must follow established procedures until advised otherwise by a state or federal regulatory authority, the following shall remain in place throughout the entirety of the plan:

Service Coordination will follow guidelines from the Ohio Department of Developmental Disabilities (DoDD).

Early Intervention will follow all guidelines from the Ohio Department of Health/Ohio Department of Developmental Disabilities.

Wood Lane School will follow all guidelines from the Ohio Department of Education (ODE).

The Superintendent will decide which phase the WCBDD will be operating under based upon guidance from local, state, and federal authority. Communication of phases will be posted on the Website and through email.

PHASE A.

The WCBDD will remain open with regular hours. Staff will report to the office based on the office schedule created by supervisor. Office space will be maintained at 50% capacity while maintaining 6 feet social distance. Alternate work space may be assigned. Remote work and assigned days in office to be utilized.

Increased sanitation precautions are to be followed: (see attached)

- 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 and hugging and use other methods of greetings.

- Follow Social distance guidelines of 6 feet or more

- Employees, visitors, and vendors are required to wear a mask in common and shared workspaces where social distancing cannot be properly maintained. Masks are not required to be worn outside on campus.

- Mask must cover the nose & mouth and be secure under chin (CDC guidelines)

Employees, visitors, and vendors are required to follow our contact tracing procedure upon entrance to each building. Sign in is required at each building, but temperature only needs to be taken upon arrival at first building of entrance. Reservation of the conference room by outside parties will be prohibited.

Dolores A. Black gymnasium rentals at the Bowling Green Community Center may occur but the renter is responsible for sanitation of the facility before and after event.

Wood County Board of Developmental Disabilities Pandemic Response for COVID-19

Nichols Therapy pool is closed to patrons through January of 2021.

CPR/FA, Medication Certification Classes, and Positive Supports are considered essential trainings and will proceed in-person until further notice.

All BCI Checks may occur by appointment, please call 419-352-5115 and speak to Cheryl Nagel or Lynne Beard.

Recreation Volunteer participation for outside/indoor activities may resume if they are able to abide by the health and safety guidelines per this plan. There will be no volunteers at Wood Lane School through January of 2021. Internships with the WCBDD will also be suspended through January 2021.

Scheduled outdoor/indoor recreation and club activities may occur with prior supervisor approval, each participant must complete a COVID-19 Release of Liability Waiver. Transportation for events will be limited. Each participant must be able to maintain social distancing guidelines, and it is recommended to wear a cloth/surgical mask for outside activities and masks are required for indoor activities. Each activity must limit attendees/staff to a maximum of 10. May be less depending on the situation and will be determined by supervisor. Go-To Meeting conference calling is available by scheduling with Rhonda Kendall, Executive Administrative Assistant through email or phone call.

All home visits/in-person meetings may occur if essential to educational health and/or safety needs of individuals. These situations require prior approval from a supervisor and completion of the pandemic documentation form.

Service & Support Administrators will monitor services through phone calls, virtual visits and virtual team meetings. Follow home visits/in-person meeting guidelines as above.

All Twin Tech Remote Home stays/tours are suspended. Virtual Tours may occur.

Respite tours are available in person for the family to meet provider staff and see the home.

On-call Provider Support Liaison 24/7 will cease and providers will contact SSA on-call for needs after normal business hours.

If at any point a staff person has been deemed a "probable" COVID19 case/laboratory confirmed COVID19 case or who is a contact of a known positive COVID19 case they will be required to immediately report it to HR and self-quarantine.

PHASE B.

Wood County Board of Developmental Disabilities Pandemic Response for COVID-19

The WCBDD may maintain regular office hours. Please call ahead before visiting. Entrance A will be open to bussed students only. Entrance D will serve as the main entrance.

Employees will be subject to a temperature check upon arrival at work and signing in for completion of contact tracing.

Visitors and vendors will be screened before entry utilizing the Wood County Health Department's screening tool and must sign in as well. All visitors will be subject to a temperature check.

All positions that have been designated with a telecommuter status will continue to work remotely. Telecommuters may be scheduled to work on campus when provided a schedule from their direct supervisor. The schedule will maintain office capacity at 50% or less. Telecommuters must sign an agreement and review policy and procedure approved by the Board at the April 20, 2020 meeting which is effective only through December 31, 2020.

Departments may approve alternative work schedules for all employees to obtain normal weekly hours of work. This includes working before or after hours and/or weekends. Please see your supervisor to review availability and arrange such a work schedule if applicable. All alternative work schedules require prior communication and supervisor approval.

Employees may be reassigned to different departments and duties.

Employee absences due to illness must be reported to supervisor.

Employees may request use of available leave balances (Personal, Vacation, Compensatory) upon supervisor approval.

Time must be entered/emailed in by all employees by 10 am Monday. Supervisors must approve time by noon on Monday following the end of the pay period.

For all other employee guidance, please see the HR Pandemic Guidelines for each Phase.

Wood Lane School staff will meet the educational needs of each student per Ohio Department of Education guidance.

All home visits/in-person meetings are cancelled, unless absolutely necessary for addressing issues essential to health and safety needs of individuals. These situations require prior approval from a supervisor and completion of the pandemic documentation form. The use of technology first is highly encouraged to meet the needs of those we serve.

Scheduled outdoor recreation and club activities may occur with prior supervisor approval, each participant must complete a COVID-19 Release of Liability Waiver. No transportation to/from the activity will be provided by WCBDD. Each participant must be able to maintain social distancing guidelines, and it is recommended to wear a cloth/surgical mask. Each activity must limit attendees/staff to a maximum of 10. May be less depending on the situation and will be determined by Recreation supervisor.

All Twin Tech Remote Home stays/tours remain suspended. Virtual Tours may occur.

On-call Provider Support Liaison will be available 24/7 based on need determined by Director of HSPR.

Nichols Therapy Pool and Dolores A. Black Gymnasium rentals are unavailable.

All visitors and employees must always wear a facemask while in public areas on campus. If an employee can't wear a facemask for a medical reason, they are to contact HR prior to coming on campus. If a visitor is not able to wear a facemask for any reason, they must conduct business via phone call, video conference, or email.

All visitors and employees must sign in at every building they enter each day so contact tracing can be established.

All other provisions in PHASE A will continue to be followed unless adjusted in PHASE B

PHASE C.

The main point of contact for WCBDD will become the on-call number (419)353-0541. The on-call schedule will be revised to a 24 hour rotation.

The WCBDD will be closed to all visitors. Entrances will only be accessed by fobbed employees. Front desk staff will not be opening doors to visitors. If front desk staff are reporting during this time, they will only allow access to approved vendors with appropriate screening.

All visitors and employees must sign in at every building they enter each day so contact tracing can be established.

Visitors will be required to wear either a cloth or surgical mask if they are staying in the buildings for any length of time. These will be distributed at the time of temperature check.

Employees will be required to wear a facemask in the buildings at all times, unless in an enclosed office space.

The WCBDD has assigned a designated Provider Support Coordinator during the Pandemic. Providers can reach Angie Blake at 419-352-5600 at any time for guidance and support during the Pandemic.

All positions that have been designated with a telecommuter status will work remotely, unless advised otherwise by the Superintendent. In rare cases employees may be asked not to report for work.

Food and supply deliveries will continue to take place as needed.

All Twin Tech Remote Home stays/tours remain suspended. Virtual Tours are suspended.

On-call Provider Support Liaison will be available 24/7.

Full-time employees will be assumed to be working 8-4:30, regular hours that will be populated for them. Any alterations to the schedule must be communicated to your direct supervisor. EI Service Coordinators will also notify HR of their hours related to Early Intervention for the purpose of EI grant documentation.

Employee absences due to illness must be reported to supervisor for sick leave approval.

Wood County Board of Developmental Disabilities Pandemic Response for COVID-19

Employees may request use of available leave balances (Personal, Vacation, Compensatory) upon supervisor approval.

Employees may be reassigned to different departments and duties.

Wood Lane School Staff will meet the educational needs of each student per guidance from the Ohio Department of Education.

For all other employee guidance, please see the HR Pandemic Guidelines for each Phase.

Go-To Meeting conference calling is available by scheduling with Rhonda Kendall, Executive Administrative Assistant through email or phone call.

All mail and deliveries, with the exception of food, are collected at Entrance D and distributed after 24 hours. All deliveries will be placed in wheeled blue bin in the vestibule and transferred to the lobby at the close of business.

The WCBDD will deploy a Pandemic Response Team to assist people and families served by the WCBDD.

- This response team will be available in the event an individual does not have the required provider support or family support to maintain health and safety. This may also include food or supply delivery in the event those served need meals, food, or supplies delivered.
- On-call phone number will be utilized to contact a member of the team. Individual Service Plan will be available prior to team member providing service.
- Response Team members will have access to home visit personal protective equipment kits. These kits will be available at the main campus and at the PCS office.
- Anyone making Home Visits should consult the Flow Chart for appropriate PPE needs. (Attachment 3)
- Reference Flowchart for the protocol on Pandemic Response Team (Attachment 4).

All other provisions otherwise enforced in previous phases will continue to be followed unless outlined differently in PHASE C.

PHASE D.

No Personnel reports – aside from those identified as ICS.

The WCBDD phone system will be updated to communicate our current PHASE to all callers. System will advise callers on who to contact in this event.

Service Coordinators and Investigative Agents will continue daily functions remotely, including, but not limited to: daily phone calls, review of incident reports, and need requests.

Food and supply deliveries will continue to all individuals who make those requests.

Maintain Pandemic Response Team

Employee absences due to illness must be reported to supervisor.

Wood County Board of Developmental Disabilities Pandemic Response for COVID-19

Employees may request use of available leave balances (Personal, Vacation, Compensatory) upon supervisor approval.

For all other employee guidance, please see the HR Pandemic Response for each phase.

Follow-up provided as conditions change. Additional steps or phases may be initiated as conditions change and develops. Leadership team will continue to monitor local, state, and federal regulatory guidance.

All other provisions otherwise enforced in previous phases will continue to be followed unless outlined differently in PHASE D.