



COVID-19 Preparedness, Response and Safe Workplace Plan

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Allegan County Community Mental Health Services
COVID-19 Preparedness, Response and Safe Workplace Plan

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COVID-19 Preparedness and Response Plan

In order to respond to the current state of emergency related to the novel coronavirus (“COVID-19”) and to comply with relevant state and local orders related to COVID-19, Allegan County Community Mental Health Services (ACCMHS) in conjunction with administration of Allegan County has prepared the following COVID-19 Preparedness and Response Plan (“Plan”), and provides detailed information for each area of agency operation. This Plan may be updated by the Management Team in conjunction with the Health and Safety Team throughout the phases of the COVID-19 pandemic and as needed when required by new or revised state and local orders. This plan is written in accordance with MIOSHA Emergency Rules for Coronavirus disease 2019 (COVID-19). The purpose of this plan is to minimize or eliminate employee exposure to SARS-CoV-2.

The MIOSHA Emergency Rules have general safeguards applicable for all workplaces and specific safeguards for certain industries. ACCMHS has read these emergency rules carefully, developed the safeguards appropriate to ACCMHS based on its type of business or operation, and has incorporated those safeguards into this COVID-19 preparedness and response plan. The MIOSHA Emergency Rules took effect on October 14, 2020 and shall remain in effect until October 14th, 2021.

ACCMHS implementation of this COVID preparedness and response plan also has implications in the way our business conducts itself as well as how our employees interact with our consumers and our community. Adherence to all safety measures throughout this pandemic may impact our normal policies and procedures. This document supersedes all current ACCMHS policies and procedures.

The current plan as of July 1st 2021 converts ACCMHS to Phase 1.

SECTION 1: ENGINEERING CONTROLS

ACCMHS has implemented feasible engineering controls to minimize or eliminate employee exposure to SARS-CoV-2. Engineering controls involve isolating employees from work-related hazards using ventilation and other engineered solutions. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.

Allegan County will implement as appropriate engineering controls which may include:

- Installing high-efficiency air filters.
- Increasing ventilation rates in the work environment.
- Installing physical barriers, such as clear plastic sneeze guards.
- Installing drop-box locations where applicable to limit customers needing to enter the building and/or if it becomes necessary, consider drive-up services.

Management team in conjunction with county facilities staff will be responsible for seeing that the correct engineering controls are chosen, installed, maintained for effectiveness, and serviced when necessary.

SECTION 2: ADMINISTRATIVE CONTROLS

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. Management Team will be responsible for seeing that the correct administrative controls are chosen, implemented and maintained for effectiveness.

The following administrative controls have been established for ACCMHS:

Administrative Control
Maintain at least six feet from everyone on the worksite when possible.
Use ground markings, signs, and physical barriers to prompt employees to remain six feet from others.
Promote remote work (telecommuting) according to policy
Establish alternating days or staggered shifts to reduce the total number of employees in the facility at a given time.
Restrict business-related travel for employees to essential travel only.
Restrict face-to-face business/administrative meetings. Communicate with others through phone, email, teleconferencing, and web conferencing.
Restrict the number of consumers in the establishment at any given time.
Minimize the sharing of tools, equipment, and items.
Provide employees with face coverings
Require employees to wear at least cloth face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace.
Require consumers and the public to wear cloth face coverings.
Provide consumers and the public with tissues and trash receptacles.
Encourage proper cough and sneeze etiquette by employees, including covering coughs and sneezes and coughing and sneezing in one's elbows rather than hands.
Ensure that Paid Time Off policies are flexible and consistent with public health guidance, so employees do not go to work sick.
Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness.
Maintain flexible policies that permit employees to stay home to care for a sick family member.

Employee Working Conditions

Employees whose job functions can be completed remotely should adhere to the remote work policy in coordination with their supervisor.

Office-based work and consumer visits within the buildings will be limited in capacity to adhere to social distancing and continue to practice mitigation measures.

Capacity limits will be the following in each department as well as each shared working space without ability to adhere to social distancing.

This will be monitored by all supervisory staff:

30% capacity by 7/19/21

50% capacity by 8/23/21

75% capacity by 9/20/21

Visit Considerations

- Telehealth vs. face-to-face services: Determining when an individual should receive telehealth services, face to face services, or a combination of the two, should be individualized per consumer. This conversation should take place during the PCP and preplanning process and be documented.
 - If an individual requests services be provided face to face and they are not provided face to face, it must be documented why it was unsafe to provide a face-to-face service and this decision requires supervisor approval.
- Community based visits should not be replaced by instructing individuals to come to a building for services.
- Telehealth guidance: Telehealth services remain the preferred method of service delivery for those in services who prefer telehealth, are equipped to participate in video telehealth services, and who are meeting goals while receiving telehealth services.
- Face-to-Face guidance: Face-to-face services are recommended for individuals who are not equipped to participate in video telehealth services or who would clinically benefit with face-to-face services or a hybrid of face-to-face and telehealth services. If face-to-face services are unsafe to be provided, this needs to be documented and approved by the supervisor.
 - When providing face-to-face services:
 - ACCMHS staff will use the proper PPE as defined in the PPE Protocol (Appendix E)
 - PPE to be used by staff to protect those we serve who are mostly unvaccinated.
 - 6-foot social distancing should be used whenever possible

Enhanced Social Distancing

ACCMHS focus is to prioritize everyone's health and safety in a sustainable way by trying to minimize close contact and spread of germs while continuing to serve the public.

Employees that are working in the building(s) should maintain when possible a minimum 6 ft. distance apart as their workspaces allow. ACCMHS will consider physical barriers or other alternative working conditions when necessary in less than 3 ft. distance in shared workspaces.

ACCMHS has posted signs on rooms or other areas within the facility that designate numerical limits on simultaneous room occupancy. Employees are expected to follow all posted limits. Supervisors will direct employees to perform their work in such a way so as to reasonably avoid coming within six feet of other individuals. Where possible, employees may be relocated or provided additional resources in order to avoid shared use of offices, desks, telephones, and tools/equipment. Ground markings will also be placed throughout the building to encourage staff and visitors to adhere to 6 foot social distancing measures when in an appropriate phase.

Meal and Break Periods - The number of employees permitted in any break areas or shared kitchen/dining areas shall be limited to ensure necessary social distancing restrictions can be adhered to. To the furthest extent possible, schedules shall be staggered to avoid increased traffic in these areas.

Meetings - Any meetings should be done via Zoom or other telecommunication means. If nature of meeting does not allow telecommunication than adherence to room capacity must be followed.

Work related Travel - All nonessential travel, conferences, trainings, etc. shall be limited in nature in accordance with job function or converted to a call-in or online event.

SECTION 3: HAND HYGIENE AND ENVIRONMENTAL SURFACE DISINFECTION

Hand Hygiene

ACCMHS will be responsible for seeing that adequate handwashing facilities are available in the workplace and that regular handwashing is required. When handwashing facilities are not available, ACCMHS shall provide employees with antiseptic hand sanitizers. ACCMHS will provide time for employees to wash hands frequently and to use hand sanitizer. ACCMHS shall promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide antiseptic hand sanitizers containing at least 60 percent alcohol.

Disinfection of Environmental Surfaces

ACCMHS will increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (for example, door handles and hardware, plumbing fixtures, hardware, knobs etc.), paying special attention to shared equipment (for example copiers/fax machines). ACCMHS will make cleaning supplies available to employees upon entry and at the worksite. In addition to the existing hand sanitizing stations in services areas, mobile hand sanitizing stations were purchased and placed in public areas near building entrances. Increased signage was placed throughout buildings to provide guidance.

Director of Human Resources will be responsible for seeing that environmental surfaces in the workplace are cleaned and disinfected. Frequency of such disinfection will be determined in part by factors such as when and how often the environmental surfaces are potentially exposed to SARS-CoV-2. When choosing cleaning chemicals, ACCMHS will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to. In individual employee office spaces or offices, employees will be responsible for cleaning their workspaces at least once daily. Cleaning supplies will be available to staff for these purposes in their own workspaces. If a consumer visits on-site for face-to-face visit needs, employees will need to clean those areas after each and every consumer interaction. If a COVID infection occurs with either a consumer or staff member and they were on-site for any services or work, the area will be closed for cleaning and facilities would be contacted to ensure proper disinfection has occurred. ACCMHS will perform enhanced cleaning and disinfection after persons confirmed to have COVID-19 have been in a work area. In the interim, that work area will be temporarily closed, and employees will be sent home or relocated. Human Resources will be responsible for seeing that this protocol is followed.

Tools and Equipment

ACCMHS intends to limit the sharing of office equipment among in-person employees. Should any sharing of office equipment be required, employees must disinfect and clean it following their use of same and before any other employee uses the tool or piece of equipment or at least a minimum of once a day. ACCMHS will provide employees with disinfectant wipes and other disinfecting products suited for the equipment involved. Telephones and computers are the primary equipment that most employees will use. Employees should follow guidelines for good hand hygiene as described above.

SECTION 4: PERSONAL PROTECTIVE EQUIPMENT

ACCMHS shall provide and make available to all workers performing in-person work, personal protective equipment (PPE) such as gloves, goggles, face shields, face masks and physical barriers (such as clear plastic sneeze guards) respirators if necessary, for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job. ACCMHS will follow current CDC and MIOSHA guidance for personal protective

equipment. Any in-person worker able to medically tolerate a face covering, must wear a covering over his or her nose and mouth when in any enclosed public space. Organizational PPE and cleaning supplies may be obtained through the Health and Safety committee. See attached for Appendix E for full PPE protocol.

SECTION 5: HEALTH SURVEILLANCE

ACCMHS will conduct a daily entry self-screening protocol for all employees, consumers or visitors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.

The specific instructions for employee reporting signs and symptoms of COVID-19 are as follows:

To protect health and safety in the workplace the following mandatory employee monitoring process is in effect:

1. Each day an employee is required to report in-person, the employee shall complete screening at home, before reporting into work either through the paper form, **APPENDIX B** Health Screening Questionnaire or via the MI Symptoms website. Instructions for MI Symptoms application can be found in **APPENDIX D**. Employees working remotely, at home, may elect to track their information daily using the screening form; however, they are not required to submit the form if not reporting in-person.
2. The screening questions are to be answered in consideration to new or worsening symptoms. In any case where an employee is experiencing a new symptom or existing symptom that may normally be expected and has suddenly become worse, the employee shall answer “yes” to such symptom.
3. In the event the employee has an existing condition that may explain the presence of a symptom regularly experienced, the employee may answer “no”.
 - a. Example 1: Diarrhea in connection with Crohn’s disease, irritable bowels, lactose intolerance, etc.
 - b. Example 2: Chronic cough due to a certain blood pressure medication.
 - c. Example 3: Runny nose or congestion due to chronic allergies.
4. If an employee answers “yes” to any of the symptoms:
 - a. The employee is to stay home and immediately contact their supervisor.
 - b. The employee should contact a health provider via telemedicine (If covered by Priority Health, call (844) 322-7374 for telemedicine access) for additional guidance.
 - c. The employee shall keep their supervisor updated on their status.
 - d. Immediately upon receiving initial notification from the employee that they answered “yes” for a symptom the supervisor shall contact Human Resources for further instruction and guidance on the appropriate leave type options.
 - e. If the employee is identified as probable or confirmed for COVID-19, the supervisor and employee shall reference the **EMPLOYEES WITH PROBABLE OR CONFIRMED COVID-19 CASES** section of this plan.
 - f. In the event an employee has not sought guidance from a health provider within 72 hours of answering “yes” to a symptom or having a temperature, ACCMHS may require the employee to get an evaluation from a health provider of its selection.
 - g. In all cases, the employee may not return to work until the conditions of **APPENDIX C** “Return to Work” are met.
5. If employee answers “no” to all questions, the employee is to email (hr@accmhs.org) the completed form (or provide a paper copy) to the HR department for tracking. Any questions or concerns HR will forward them to the Integrated Health Director for clinical review.

Any consumers/visitors receiving ACCMHS services within the community or entering an ACCMHS building will answer the screening questionnaire (**APPENDIX B**) prior to obtaining services or entering the buildings.

- a. ACCMHS will utilize the screening questionnaire.
- b. Screening will be completed verbally by consumer or visitor with staff recording the answers on the screening questionnaire unless other methods are required due to consumer or visitor special needs.
- c. The screener will ask each visitor or consumer entering the building the questions on the screening questionnaire. If the visitor or consumer answers all screening questions “No”, then they will proceed normally. If visitor or consumer does not have an appropriate mask/face covering offer one.
- d. If the consumer answers any screening question “Yes”, the ACCMHS staff member will provide guidance on consulting their primary care provider and follow instructions in the section on “Employees and Consumers with Probable or Confirmed COVID-19 Cases”. Staff may also consult Health and Safety Team for further instructions.

The completed consumer/visitor screening questionnaire should be routed to healthsafety@accmhs.org.

ACCMHS will physically isolate any employees with known or suspected COVID-19 from the remainder of the workforce, using measures such as, but are not limited to:

- Not allowing known or suspected cases to report to or remain at their work location.
- Sending known or suspected cases to a location (for example, home) where they are self-isolating during their illness.
- Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.

ACCMHS will not discharge, discipline, or otherwise retaliate against employees who stay at home or who leave work when they are at particular risk of infecting others with COVID-19.

When an employee is identified with a confirmed case of COVID-19, Health and Safety Team will notify the local public health department immediately, and any co-workers, contractors, or suppliers who may have come into contact with the person who is the confirmed case of COVID-19, within 24 hours. When notifying coworkers, contractors, and suppliers, ACCMHS will not reveal the name or identity of the confirmed case.

ACCMHS will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC.

SECTION 6: TRAINING

Health and Safety Team shall coordinate SARS-CoV-2 training and ensure compliance with all training requirements.

ACCMHS will train workers on, at a minimum:

- Workplace infection-control practices.
- The proper use of personal protective equipment.
- Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- How to report unsafe working conditions.

Human Resources shall create a record of the training. Records should include the name of the employee(s) trained and the date of the training.

Recordkeeping

ACCMHS will maintain records of the following requirements:

- Training. The employer shall maintain a record of all COVID-19 employee training.

- Screening protocols. The employer shall maintain a record of screening for each employee or visitor entering the workplace for a 6 month time period.
- When an employee is identified with a confirmed case of COVID-19, record when the local public health department was notified; as well as any co-workers, contractors, or suppliers who may have come into contact with the person who was the confirmed case of COVID-19.

Health and Safety Team will ensure that the records are kept.

SECTION 7: EMPLOYEES AND CONSUMERS WITH PROBABLE OR CONFIRMED COVID-19

ACCMHS will contact the Local Health Department of the identified Probable or Confirmed COVID-19 cases (based on residency) to ensure the Local Health Department is aware. There can be delays in the reporting local health departments receive. As such, they will work with the ACCMHS to identify who else in the organization might be at risk. See attached **APPENDIX C Employee Return to Work After Positive Screen or Diagnosis** for workflow of this process.

COVID-19 is considered a specific condition or diagnosis. Due to confidentiality and privacy requirements ACCMHS cannot disclose such information identifying a specific employee. ACCMHS must protect the confidentiality of the employee. Legally, they cannot identify the employee by name. ACCMHS cannot disclose to other staff or third persons the name or other personal or health information of the employee who tested positive for COVID-19 except to the local health department (MCL 333.5111(1) b; HIPAA §164.512(b); R 325.173).

ACCMHS is committed to ensuring a safe working environment and to notifying employees if ACCMHS learns they have been in contact with COVID-19 in the work environment. In any case when an employee tested positive or is diagnosed as a probable, the employee is interviewed and the case investigation is completed for contact tracing purposes in conjunction with local Health Department guidance. Any individuals (including other employees) considered a close contact would then be notified and put on mandated home quarantine. As such, it is best to let employees know that if an employee has been in close contact with a positive COVID-19 employee they would be notified by the local health department and/or the Human Resources department. If they have not been notified they should continue to follow appropriate precautions at all times.

APPENDIX A – Phases of Return to Standard Operations

	Phase 0 Pandemic Situation	Phase 1 Urgent 30% Capacity within Buildings	Phase 2 Stabilizing 50% Capacity within Buildings	Phase 3 Recovery 75% Capacity within Buildings
Description of Phase	<ul style="list-style-type: none"> All interactions limited significantly for consumers and staff alike 	<ul style="list-style-type: none"> Clinical services delivered through tele-health platforms and face-to-face based on consumer served preference in coordination with supervisor Staff continue remote work as able, office work allowed to accommodate job functions unable to be performed remotely, limited to 30% capacity within each department and shared locations within buildings 	<ul style="list-style-type: none"> Clinical services delivered through tele-health platforms and face-to-face based on consumer served preference in coordination with supervisor Staff continue remote work as able, office work allowed to accommodate job functions unable to be performed remotely, limited to 50% capacity within each department and shared locations within buildings 	<ul style="list-style-type: none"> Clinical services delivered through tele-health platforms and face-to-face based on consumer served preference Staff continue remote work as able, office work allowed to accommodate job functions unable to be performed remotely, limited to 75% capacity within each department and shared locations within buildings
Return to work sites in phases	<ul style="list-style-type: none"> Staff able to access ACCMHS buildings for needed functions with PPE and distancing Supporting remote work as much as possible for all staff 	<ul style="list-style-type: none"> Remote work as job duties allow as much as possible Staff able to access ACCMHS buildings for needed functions with PPE and social distancing 	<ul style="list-style-type: none"> Staff return to work with staggered schedules Work from home options remain to support physical distancing Shared offices if distancing supported; adherence with posted room capacities Strategies may include alternating staff working from home/office to manage contact among staff and support physical distancing 	<ul style="list-style-type: none"> Full shift back to community based service sites Telehealth remains (if allowed by State/CMS) Flexible work from home options remain as determined

APPENDIX B



COVID-19 Health Screening Questionnaire (Submit Form to Human Resources)

Company: Allegan County CMH Services **Name:** _____

Date: _____ **Time In:** _____

In the last 24 hours, have you experienced:

Subjective fever (felt feverish):	<input type="checkbox"/> Yes	<input type="checkbox"/> No
New or worsening cough:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shortness of breath or difficulty breathing:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Chills:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Headache*:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sore throat:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Loss of smell or taste:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Runny nose or congestion*:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Muscle aches:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Abdominal pain:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fatigue:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Nausea:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Vomiting:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Diarrhea*:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

****New or worsening symptoms outside of what individual defines as normal.***

If you answer “**Yes**” to any of the symptoms listed above **OR** your temperature is **100.4°F or higher**, please do not enter an ACCMHS building or service location. Self-isolate at home and contact your primary care physician’s office for direction.

In the past 14 days, have you:

Had close contact with an individual diagnosed with COVID-19?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If you answer “**Yes**” to this question and are not fully vaccinated, please contact your supervisor for next steps.

For questions, visit www.allegancounty.org/health. Contact the Allegan County Health Department at (269) 696-4546 or COVID-19@allegancounty.org. Spanish language versions of this form are available

APPENDIX C

EMPLOYEE RETURN TO WORK AFTER POSITIVE SCREEN OR DIAGNOSIS

Employees who are probable or confirmed positive test for COVID-19, or display one or more of the principal symptoms of COVID-19 (fever, atypical cough, or atypical shortness of breath) will not be permitted to return to on site until:

1. 10 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result

Employees may work remotely if approved by their supervisor.

Employees¹ who have been in “close contact” (being within approximately six feet for a prolonged period of time) with an individual who tests positive for COVID-19 or who displays one or more of the principal symptoms of COVID-19 and who are not vaccinated; will not be permitted to return to work until:

1. 10 days have passed since the last close contact with the sick or symptomatic individual

Employees who have been vaccinated and have been in “close contact” will not need to quarantine.

¹ The “close contact” rule does not apply to the following classes of workers: health care professionals workers at a health care facility (including hospitals, surgical centers, health maintenance organizations, nursing homes, hospice, and veteran’s facilities); first responders (e.g., police officers, fire fighters, paramedics); child protective service employees; workers at child caring institutions, as defined in MCL 722.111; and workers at correctional facilities.

APPENDIX D

MI Symptoms Instructions (option for employee COVID screening)

1. Website: <https://misymptomapp.state.mi.us/>
2. Click on “take wellness check”
3. Click on “sign up”
4. Please use: **employer code is 4087-5390**
5. **Click on “start wellness check”**
6. **Continue following instructions**

Employees are able to save the MI Symptoms page on their phone home screen for ease of access as a shortcut

APPENDIX E

ACCMHS COVID Personal Protective Equipment (PPE) Protocol

This document will inform ACCMHS staff on what and when personal protective equipment (PPE) needs to be used. **Staff should continue to use universal precautions to limit their risk of contracting COVID-19.** Person to person contacts should be provided when appropriate and only limited if the individual is symptomatic or is living with someone who is symptomatic.

Provide face to face contact with appropriate PPE outlined below. **Many of the individuals receiving services at ACCMHS are either un-vaccinated or at an increased risk for serious illness and complications if they contract COVID-19.** PPE and universal precautions are imperative to prevent the spread of COVID-19. Any questions or requests to deviate from this plan should be addressed with the staff member's supervisor or a member of Health and Safety Team.

Required PPE usage for ACCMHS staff during COVID-19:

1. Conduct visit outside if weather and surroundings permit
2. Remain 6 feet from anyone in the home as much as possible, utilize further PPE if distance cannot be maintained
3. Complete screening questionnaire for all participating in visit prior to going out to home/community-staff, consumer, and family/guardian etc.
Return consumer and staff/family/guardian screen to health and safety. Return employee screen to Human Resources.
4. If screening questions answer positive, do not conduct visit, report to Health and Safety committee and refer to Preparedness Plan for further instructions
5. Explain to consumer that as a staff member we will be utilizing PPE for your protection as well as theirs
6. Prior to start of visit, prepare paper bags for PPE, one bag for items to be thrown away and one bag for items to be disinfected following the visit
7. Prepare any equipment (pens, paper, stethoscopes) to be taken into the home for ease of access once PPE has been applied, if equipment is not necessary, leave in car
8. Ask if other members of the home or consumers can stay in their rooms during visit if inside home, or, limit the visit to specific consumers to be seen inside of their own room
9. Wash/sanitize hands before putting on your PPE
10. Type of PPE should be determined by how close you need to be to the consumers/other individuals, outside/inside environment and their screening questionnaire status (see specifics below)
11. Exit the location with all PPE intact
12. Wash/sanitize your hands before leaving the location/home if not wearing gloves
13. Once outside the home carefully and appropriately remove PPE. Follow below CDC link for removal instructions:
 - a. Don't touch the outside of any used equipment
 - b. Place disposable equipment in paper bag or outside trash (preferred)
 - c. Place non-disposable equipment in separate paper bag
 - d. Remove gloves turning inside out, remove gown by peeling away from you
 - e. Clean hands for 20 seconds
 - f. Remove face shield away from you in bent over position
 - g. Remove mask without touching the outside of mask while bent forward
 - h. Clean hands for 20 seconds.

- i. Roll down top of bags without touching inside and place in trunk.
- j. Clean hands for 20 seconds
14. Use hand sanitizer once in your vehicle and before touching the steering wheel
15. When returning to the office throw the bag with the disposable supplies in the trash.
16. Follow these guidelines for specific PPE use:

OUTSIDE OF HOME VISIT:

1. Surgical or cloth mask* for staff and consumer/family/guardian if they are able and willing to during entire visit or if unable to maintain 6 ft. distance during the entirety of the visit
2. Social distancing more than 6 feet at all times
3. Face shield or Goggles if within 6 feet for any length of time
4. Gloves if going to be exchanging papers

INSIDE OF HOME VISIT:

1. Surgical or cloth mask for staff and consumer/family/guardian if they are able and willing to during entire visit
2. Face shield or Goggles if within 6 feet for any length of time
3. Social distancing more than 6 feet at all times
4. Gloves if going to be exchanging papers or if consumer contact will occur
5. Gown if environment or contact with consumer is going to occur

DIRECT MEDICAL CARE/INJECTIONS:

1. KN95 mask for staff and surgical or cloth mask for consumer/family/guardian if they are able and willing to during entire visit
2. Face Shield or Goggles
3. Gloves
4. Gown

DIRECT COVID TESTING BY RN STAFF:

1. N95 mask for staff and surgical or cloth mask for consumer/family/guardian if they are able and willing to during entire visit
2. Face Shield Face Shield or Goggles
3. Gloves
4. Gown

WITHIN BUILDINGS OR ANY OTHER FACE TO FACE CONTACTS:

1. Surgical or cloth mask* for staff and consumer/family/guardian if they are able and willing to during entire visit
2. Face shield or Goggles if within 6 feet for any length of time
3. Social distancing more than 6 feet at all times
4. Gloves if going to be exchanging papers or if consumer contact will occur
5. Gown if environment or contact with consumer is going to occur

USING A SMALLER VEHICLE (OR TRANSPORT WITHOUT 6-FOOT SOCIAL DISTANCING):

1. KN95 mask for staff and surgical or cloth mask for consumer/family/guardian if they are able and willing to during entire visit
2. Gloves
3. Gown and face shield if individual has positive symptoms
4. Person being transported should be in the backseat passenger side to increase distance

STAFF WORKING IN ANY ACCMHS FACILITY WITHOUT CONSUMER CONTACT:

Cloth or Paper Masks when unable to maintain 6ft distancing (shared meeting and office spaces) or moving about in the facility

*Cloth Mask- handmade, 2-4 layer cotton fabric is acceptable. 1 Layer fabric or fabric made with fleece, or other gaiter/buff type of fabric not permitted for use as droplet transmission is not contained in these materials.

Instructions from CDC on applying and removing the PPE:

<https://www.cdc.gov/niosh/npptl/pdfs/PPE-Sequence-508.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>

<https://www.youtube.com/watch?v=H4jQUBA1BrI>

PPE Kit Content	
Surgical Masks	50-1 box
Gloves Size _____	4 pairs
Cloth Mask -reusable/donated	2
Gown-Universal Size	2
Face Shield	1
Goggles	1
No-Touch Thermometer	1
Paper Bags	2
Hand Sanitizer- 4oz bottle	1
Disinfectant Wipes- "To-Go" size	1
Ziploc Bags for Gloves and Cloth Masks- Quart and Gallon Size	2
Pen	1

*Face Shield and Goggles: disinfect before next use or dispose of if contaminated with body fluids or broken

*Hand sanitizer bottle: keep to refill and reuse

Contact Health and Safety Team for refill contents of PPE kit or with any questions regarding PPE or unique circumstances to consider

ACCMHS PPE Protocol Attestation Form

I, _____, employee of ACCMHS

By signing, I agree to adhere to the above guidelines and PPE use instructions. I recognize that not following instructions and guidance from ACCMHS may pose a safety risk to consumers of our services and could affect my ability to make future visits.

Sign: _____ Date: _____

APPENDIX F

**ALLEGAN COUNTY COMMUNITY MENTAL HEALTH SERVICES
COVID-19 PREPAREDNESS AND RESPONSE PLAN**

Certification by Responsible Official

This is to certify that I have reviewed the Allegan County COVID-19 Preparedness and Response Plan attached hereto and to the best of my knowledge and belief:

1. The plan is consistent with the guidance from U. S. Department of Labor, Occupational Health and Safety Administration publication OSHA 3990-03-2020, Guidance on Preparing Workplaces for COVID-19.
2. This plan is consistent with MIOSHA Emergency rules publication on October 14th, 2020
3. The plan is available on the Allegan County Community Mental Health Services (ACCMHS) website www.accmhs.org which is accessible from each ACCMHS facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

Municipality/Entity: Allegan County Community Mental Health Services

Signature: 

Name of Official: Mark A. Witte, MSW, LMSW

Title: Executive Director

Date: July 1st, 2021

APPENDIX G – Exposure Control Checklist

	Employee	Consumer – Not in Residential	Consumer – Residential or Supported Living Setting
Reports Contact w/ Someone w/ Positive COVID-19 Diagnosis or Test	<p>If contact was outside of work: <input type="checkbox"/> Supervisor to consider assignment to remote work</p> <p>If on-site work is required: <input type="checkbox"/> HR instructs staff to monitor days from exposure, wear a mask, and participate w/ screening protocols closely for symptoms for 14-days from the exposure</p>	<p><input type="checkbox"/> If contact was not while receiving services: <input type="checkbox"/> Notify consumer/guardian (as appropriate) <input type="checkbox"/> Provide MI COVID hotline, (888) 535-6136 ACHD COVID-19 hotline: (269) 686-4546 <input type="checkbox"/> If meeting in-person, ask that they wear a surgical mask and maintain 6-feet of social distance</p> <p><input type="checkbox"/> Advise that they pay attention for any symptoms for 14-days from the exposure <input type="checkbox"/> Request that the provider/consumer/guardian notify the primary clinician.</p>	<p><input type="checkbox"/> If contact was not while receiving services: <input type="checkbox"/> Notify consumer/guardian (as appropriate) <input type="checkbox"/> Provide MI COVID hotline, (888) 535-6136 ACHD COVID-19 hotline: (269) 686-4546 <input type="checkbox"/> Ask that they wear a surgical mask and maintain 6-feet of social distance</p> <p><input type="checkbox"/> Advise that they pay attention for any symptoms for 14-days from the exposure <input type="checkbox"/> Request that the provider/consumer/guardian notify the primary clinician.</p>
With Symptoms of COVID-19	<p><input type="checkbox"/> HR asks the employee to follow-up with their healthcare provider and advise they may call the MI COVID-19 hotline, (888) 535-6136 and/or ACHD COVID-19 hotline: (269) 686-4546</p> <p><input type="checkbox"/> Employee identifies and documents when their symptoms began by filling out the COVID screening questionnaire</p> <p><input type="checkbox"/> Employee identifies and documents who they had recent, close contact with (staff or consumer, within 6 feet, in the past 48 hours prior to symptom onset)</p> <p><input type="checkbox"/> If working remotely, work with HR to determine when in-person work is allowed.</p> <p><input type="checkbox"/> If working on-site, HR to work with supervisor to consider assignment to remote work.</p> <p><input type="checkbox"/> Work with HR to determine when in-person work is allowed.</p>	<p><input type="checkbox"/> Ensure the consumer/guardian contact the consumer's Primary Care Physician, and request the consideration of COVID-19 test.</p> <p><input type="checkbox"/> If meeting in-person, ask that they wear a surgical mask and maintain 6-feet of social distance.</p> <p><input type="checkbox"/> Contact consumer's guardian, if applicable.</p> <p><input type="checkbox"/> Identify and document when the consumer's symptoms began.</p> <p><input type="checkbox"/> Identify and document who they had recent, close contact with (staff or consumer, within 6 feet, in the past 48 hours prior to symptom onset) in non-billable note in EMR</p> <p><input type="checkbox"/> Request that the provider/consumer/guardian notify the primary clinician if a test is ordered and the results.</p> <p><input type="checkbox"/> Employee notifies supervisor.</p> <p><input type="checkbox"/> If the doctor orders a COVID-19 test: <input type="checkbox"/> Email the consumer's name, case number, date of ordered test and report the symptoms to healthsafety@accmhs.org.</p> <p><input type="checkbox"/> If within Allegan County, have consumer/family/guardian complete the HD survey: https://allegancounty.iad1.qualtrics.com/jfe/form/SV_aaQPj43sOwdQyh</p>	<p><input type="checkbox"/> Care for the consumer and take safety precautions as identified in plan.</p> <p><input type="checkbox"/> Identify and document when the consumer's symptoms began.</p> <p><input type="checkbox"/> Identify and document who they had recent, close contact with (staff or consumer, within 6 feet, in the past 48 hours prior to symptom onset)</p> <p><input type="checkbox"/> Contact the consumer's guardian, if applicable.</p> <p><input type="checkbox"/> Employee notifies supervisor.</p> <p><input type="checkbox"/> Contact the consumer's Primary Care Physician, identify that the consumer is living in a congregate setting and request the consideration of a COVID-19 test.</p> <p><input type="checkbox"/> If the doctor does not order test, notify supervisor who will consult with the medical director.</p> <p><input type="checkbox"/> If the doctor orders a test: <input type="checkbox"/> Email the consumer's name, case number, date of ordered test and report the symptoms to healthsafety@accmhs.org.</p> <p><input type="checkbox"/> Notify all employees who work in the home (within 12 hours).</p> <p><input type="checkbox"/> If within Allegan County, have consumer/family/guardian complete the HD survey: https://allegancounty.iad1.qualtrics.com/jfe/form/SV_aaQPj43sOwdQyh</p>
With Positive COVID-19 Diagnosis or Test	<p><input type="checkbox"/> Follow steps above re: Employees w/ Symptoms of COVID-19, if not already complete.</p> <p><input type="checkbox"/> Report to HR and HR will follow all applicable health department instructions.</p> <p><input type="checkbox"/> Notify consumers and their guardians who may have been exposed: <input type="checkbox"/> Provide them w/ the MI COVID-19 hotline, (888) 535-6136 ACHD COVID-19 hotline: (269) 686-4546</p>	<p><input type="checkbox"/> Follow steps above re: Consumer – Not in Res. w/ Symptoms of COVID-19, if not already complete.</p> <p><input type="checkbox"/> Notify consumers and their guardians who may have been exposed: <input type="checkbox"/> Provide them w/ the MI COVID-19 hotline (888-535-6136) and ACHD COVID-19 hotline (269-686-4546</p> <p><input type="checkbox"/> Let staff know if they were exposed, report to HR and HR will follow the health department guidelines for contact tracing</p> <p><input type="checkbox"/> If within Allegan County, have consumer/family/guardian complete the HD survey: https://allegancounty.iad1.qualtrics.com/jfe/form/SV_bllp1Y8ppoQ4Xdz</p>	<p><input type="checkbox"/> Follow steps above re: Consumer – In Res. w/ Symptoms of COVID-19, if not already complete.</p> <p><input type="checkbox"/> Consult with Supervisor to coordinate contact with the local health department.</p> <p><input type="checkbox"/> Notify consumers and their guardians who may have been exposed: <input type="checkbox"/> Provide them w/ the MI COVID-19 hotline, (888) 535-6136 ACHD COVID-19 hotline: (269) 686-4546</p> <p><input type="checkbox"/> Let staff know if they were exposed, report to HR and HR will follow the Employee Exposure Notification protocol.</p> <p><input type="checkbox"/> If within Allegan County, have consumer/family/guardian complete the HD survey: https://allegancounty.iad1.qualtrics.com/jfe/form/SV_bllp1Y8ppoQ4Xdz</p>