

Northwestern Ohio Community Action Commission

PANDEMIC PLAN

This document is designed as guidance to support employees in the timely delivery of required safety services and activities for all persons utilizing Northwestern Ohio Community Action Commission (NOCAC) services and buildings during any pandemic. NOCAC works with input from the Center for Disease Control (CDC), Ohio Department of Health, (ODH), and our local health departments. **This document will be updated as needed throughout the pandemic.**

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1. CLEANING

A. HANDLING AND STORING CHEMICALS

NOCAC will use all chemicals according to manufacturer's directions. Chemicals may include cleaning supplies, lotions, bathroom sprays, sunscreen, soaps, etc. Materials will be safely stored in a location accessible only to authorized employees. The NOCAC Safety Coordinator will maintain a Material Safety Data Sheets (MSDS) binder, containing sheets for each chemical stored. This binder will be reviewed and updated by the NOCAC Safety Committee, or designee, as needed.

B. CLEANING AND SANITIZING FACILITIES, EQUIPMENT AND MATERIALS

NOCAC employees will clean and sanitize their individual work areas and any common areas/high-touch surfaces they use, daily, with supplies provided by NOCAC (that are maintained and requested from the Office Manager), using the procedures outlined below.

Employees in each NOCAC office will be provided an individual hand sanitizer, as will common areas (conference rooms, kitchens). In larger facilities, wall dispensers may also be available.

Spray bottles will also be available by request from the Office Manager to use a bleach/water solution made to the appropriate bleach to water ratio as recommended by the CDC for disinfecting against pandemics including COVID-19, (1/3 cup bleach: 1-gallon water, or 4 tsp bleach: 1-quart water). Cleaning solutions are to be mixed in the kitchen and labeled appropriately and will be stored out of reach of children and the general public at all times.

C. HIGH FREQUENCY AREAS AND FREQUENTLY TOUCHED ITEMS

High Frequency Areas include any area where employees may typically gather, such as the kitchens, lobbies or meeting rooms, or areas with high traffic such as hallways and bathrooms. Frequently touched areas include, but are not limited to:

- Door handles, crash bars, doorknobs
- Light switches
- Time system
- Office counters/surfaces
- Office furniture
- Handrails
- Sinks
- Dispensers
- Bathrooms
- Pens, markers, etc.
- Coffee maker, refrigerator/freezer handles, cupboard handles
- Anything else that is handled frequently by multiple people

Assigned Employees will clean and disinfect frequently touched items in high frequency areas upon arrival to the building, at lunch and at end of business day.

All employees will be responsible for cleaning and disinfecting their own office/work spaces, including keyboards, laptops, phones, etc. They will also be responsible for cleaning and disinfecting conference rooms and kitchens *after each use*.

D. DISHWASHING

In common areas especially the kitchen, employees are responsible to clean, sanitize and store all common area dishes used by multiple employees:

For dishes that require hand washing, employees will wash them using the following 3-step approach:

- Wash the dishes in warm soapy water.
- Rinse the dishes in clean, warm water.
- Submerge the dishes in a bleach water solution and allow them to air dry in an appropriate drying rack/clean towel.
- Employees will wash hands, and wear a cloth face covering and gloves when handling clean dishes.
- If dishes are not completely dry, employees will allow them to air dry.

E. FOOD PREPARATION AND SERVING AREAS

Employees must follow the procedures outlined below in all areas where food is prepared for personal consumption:

- Employees storing food in the employee refrigerator must use clearly marked lunch boxes, bags or other storage containers that prevent cross contamination.

- **Before and after** preparing food, employees must sanitize surface areas by spraying the area with a liquid soap/water solution, rinsing it by wiping with a wet cloth, and then spraying again with a bleach/water solution and allowing it to air dry.

F. VEHICLES- NOCAC owned Buses and Vans

At a minimum, employees must clean and disinfect commonly touched surfaces in the agency vehicles after each use. Employees must follow the cleaning and disinfection procedures consistently, including the provision of adequate ventilation when chemicals are in use. Clean all surfaces (e.g. seats, arms, windows, etc.) using the following procedures:

- Remove any visible contamination or residue by spraying with soap and water, and wiping with a wet paper towel.
- Saturate a paper towel with an alcohol solution or EPA approved disinfectant and wipe surfaces. Allow to air dry.
- For soft or porous surfaces such as fabric seats:
 - Remove any visible contamination, if present, and clean with appropriate cleaners indicated for use on these surfaces.
 - Spray surfaces with alcohol solution and allow to air dry.

2. STAFF WORK PROTOCOLS RELATED TO THE PANDEMIC

A. HEALTHY HAND HYGIENE BEHAVIOR

NOCAC posts proper handwashing procedures at all handwashing sinks encouraging washing hands with soap and water for at least 20 seconds. If handwashing facilities are not readily available, alcohol-based hand sanitizers with at least 70% alcohol must be used.

During a pandemic, everyone must practice social distancing and not shake hands, hug or have any other person to person contact.

B. DAILY HEALTH CHECK UPON ARRIVAL TO A BUILDING

NOCAC employees must follow the Daily Health Check as outlined in the NOCAC return to work protocol. During a declared state of emergency/pandemic, all employees are required to have a temperature check. When entering the building, employees must take their temperature using a temporal thermometer to ensure they do not have a temperature above 100°F. Employees will disinfect the thermometer after every use or wear a glove while taking their temperature.

C. ACCESS TO NOCAC BUILDINGS

Any employee, volunteer or member of the general public who wishes to access any NOCAC buildings must meet the following guidelines:

- Required to stay home if they or any family member is ill.
- Deliveries will be received outside or in the lobby. Employees will bring packages into the building when possible.
- When using a meeting room employees must limit the number of persons in the room to allow adequate social distancing and must wear face coverings. If 6 feet is not possible, face coverings must be worn and the time of the meeting must be limited.
- Employees must not congregate in groups when social distancing cannot be achieved.
- Before entering the building, visitors will be asked a series of questions to assess current health status and the risk of having been exposed to a specific pandemic virus

and check the visitor's temperature using a temporal thermometer to ensure they do not have a temperature above 100°F.

- Visitors will be asked to remain in their cars, or outside the building until their appointment time. They will not be allowed to wait in the lobby.
- Visitors must wear masks in the buildings, with the exception of children under the age of two (2). Employees are not required to wear masks / shields when alone in their workspace.
- If visitors do not have, or forget, their masks there will be a small number of masks available. If there are no masks available, visitors cannot enter the center.
- Access to NOCAC buildings may be suspended and business conducted telephonically/ virtually during Statewide or National closures and/or if the County that the building is located in is determined to be "purple" by the Ohio notification system. The executive director will determine if and when a building will be closed to employees and/or if remote work assignments will be issued.

3. EXPOSURE GUIDE

A. After Exposure to Any Employee or Family Illness

Employees will follow additional **cleaning and sanitizing** procedures outlined below if a building has been used by an employee that has called in sick, or an employee at work who is exhibiting symptoms (see COVID-19 Guidance for Employees chart) and has been sent home.

- Close off areas used by the sick employee.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours **before** cleaning or disinfecting. If employees cannot wait 24 hours, wait as long as possible.
- Clean and disinfect all areas used by the sick employee, such as offices, bathrooms, common areas, shared electronic equipment.
- Continue routine cleaning and disinfection.
- Wear disposable gloves^[1]_[HK2] for all tasks in the cleaning process, including handling trash.
- Always wash hands after removing gloves and after contact with a person who is sick.

B. TEMPORARY SHORT-TERM EXCLUSION

The following guidance is specific to the COVID-19 Pandemic. The following guidelines will be followed in addition to our typical illness guidelines to ensure the health and safety of employees, volunteers and the general public.

- **Please Note: All NOCAC employees should reference the Policy and Procedures related to COVID-19 (or other Pandemic) and Work Protocols outlined by the Executive Director and Human Resource Director. Ask your supervisor if unsure.**
- Any employee, family, volunteer or member of the general public who answers yes to the health questions, or presents with any symptoms of illness or a temperature of 100°F or higher will not be permitted into the building.
- **Employee, Volunteer, and Consumers having symptoms consistent with COVID-19, have been tested for COVID-19 due to symptoms, have symptoms consistent with COVID-19 with no testing, or have been exposed to somebody with COVID-19, please refer to the COVID-19 guidance for staff sheet.**

C. POTENTIAL EXPOSURE TO LAB-CONFIRMED COVID-19

If anyone thinks they have been exposed to someone with laboratory-confirmed COVID-19, follow the steps below to monitor health and avoid potentially spreading the disease to others.

- If exposure occurred from *close* contact (6 ft apart for longer than 15 minutes without a mask) with a person who is sick from COVID-19, the person will be asked to stay home for 14 days since the last day of contact with the infected individual.
- If exposure occurred, but not from *close* contact with a sick person with COVID-19, the person will be asked to monitor their health for 14 days since the last day of contact with the infected individual.
- If sick with fever, cough, shortness of breath or other COVID-19-related symptoms, ***even if your symptoms are very mild***, they should contact their healthcare provider who will determine if they need to be tested for COVID-19. Employees will also notify their immediate supervisor.
- The Coronavirus/COVID-19 Hotline number is 1-833-427-5634 for updated information.
- Generally, a person needs to be in close contact with a sick person to get infected. Close contact includes:
 - Living in the same household as a sick person with COVID-19
 - Caring for a sick person with COVID-19
 - Being within 6 feet of a sick person with COVID-19 for about 15 minutes
 - Being in direct contact with secretions from a sick person with COVID-19 (e.g., being coughed on, kissing, sharing utensils, etc.).

D. CHANGES IN DELIVERY OF PROGRAM SERVICES

Utilizing the Ohio Public Health Advisory System,

<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/public-health-advisory-system>,

NOCAC will evaluate its plan to deliver services based on the CDC guidance.

- **YELLOW** and **ORANGE** - Services can be delivered **Face to Face** following guidance provided by the agency, or virtually/telephonically at the request of the consumer according to funding source guidance. Home visits may be provided face to face and can be done outdoors or in a location that can be disinfected after each visit. The location **MUST** allow for social distancing, proper use of PPE, and the consumer must be checked for temperature, exposure, and symptoms. All services must be documented including method of delivery.
- **RED** – **PURPLE** Services must be delivered with **the least amount of risk (ie. virtually, telephonically, or in-person with appropriate risk assessment questionnaire)** prior to arrival. All services must be documented including method of delivery.
 - Service delivery will be determined by the Program Director to meet the needs of program.
 - Employees will report to work as scheduled when the county is in **RED**.
 - Guidance will be given by NOCAC when the County the building is located in is **PURPLE**.

This information will be updated and evaluated based on the information provided by the State of Ohio, the CDC, and the local health departments.