

GUIDE TO A SAFE START



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Introduction

To keep everyone safe, these procedures were developed with the help of guidance from Licensing and Regulatory Affairs (LARA), Office of Head Start (OHS), and the Center for Disease Control (CDC). Please keep in mind these procedures will change as more information becomes available and we will always error on the side of caution. The health and safety of all is our top priority.

At this time, the Office of Head Start and the Center for Disease Control indicate that the most effective way to stop the pandemic is to receive a vaccine if able, wear a mask, wash hands and surfaces regularly, and physical distance.

Individuals are considered fully vaccinated: ±

- ***2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or***
- ***2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine***

If the above criteria is not met, an individual is NOT fully vaccinated.

We will alert families immediately to any necessary changes in our services, through the One Call Now system, email, text message, and potentially through individual phone calls from classroom staff, Home Visitors and Family Advocates

Monitoring Protocols

Systems have been developed to screen staff, children, and families for COVID-19 symptoms. If a staff member or child in our care shows symptoms or tests positive for COVID-19, TCHS will take the necessary and required precautions to keep everyone healthy, this may include notifying the local health department and our licensing consultant to determine next steps, which could include a temporary closure.

TCHS Staff & Visitors

All staff, children, and visitors will complete the TCHS screening survey before entry and follow given instructions. Posters are present at the door of each building/classroom with instructions of how to proceed.

Non-fully vaccinated staff members and visitors **are prohibited from entering** our facilities if they have been exposed to an individual with a confirmed case of COVID-19, are being quarantined for possible exposure to COVID-19, or have other signs of illness.

Fully vaccinated staff members and visitors may be able to enter our facilities if they are symptom free, based on Local Health Department, State and Federal recommendations/requirements. Please confirm with Cindy Thomas 269-657-2581 for further guidance.

When Should a Staff Member/Visitor Stay Home?

TCHS will strictly enforce our COVID-19 Prevention Strategies. Staff members/Visitors should stay home, or be sent home, if they are experiencing any of the following symptoms not explained by a known or diagnosed medical conditions:

- ONE of the following:
 - Fever of 100.4 degrees or above
 - Shortness of breath
 - Uncontrolled cough
- OR TWO of the following:
 - Diarrhea
 - Loss of taste or smell
 - Muscle aches without another explanation

- Severe headache
- Sore throat
- Vomiting
- Chills

Protections for Employees

TCHS will allow staff who are not feeling well due to COVID-19 to remain home without penalty. Under Public Act 238 of 2020 employees may not be discharged, disciplined, or otherwise retaliated against for staying home when he or she is at particular risk for infecting others with COVID-19.

Where Can Staff Members Get Tested?

If staff member is sick or if someone close to them is sick or has symptoms, they may want to get tested. Staff members can identify a testing site contacting their primary care physician, local health department, or by calling the COVID-19 hotline at 888-535-6136 for help finding a site near you.

When Can a Staff Member Return to Work?

When a staff member can return to work depends on their symptoms, whether they have a high risk for COVID exposure, and whether they test positive.

A staff member has a high risk of COVID exposure if they had close contact with a person with COVID-19 in the past 14 days.

Fully vaccinated staff members please contact Cindy Thomas at 269-657-2581 for further guidance.

Close contact includes exposures within 6 feet of a person with COVID-19 for 15 minutes or more. This includes brief exposures totaling 15 minutes in a 24-hour period.

If a Staff Member Has Multiple Symptoms of COVID-19 And ...

No Testing Was Done

- If a test is not done, the individual should stay home until:
 - Has been fever-free for at least 24 hours without the use of medicine that reduces fevers **AND**
 - Other symptoms have improved **AND**
 - At least 10 days have passed since symptoms first appeared.
- If a staff member visits a healthcare provider and another cause is identified for the symptoms, the individual may return to care once symptoms improve, and they have been fever-free for at least 24 hours without the use of medicine that reduces fevers.

Tests Negative

- If a staff member was exposed to COVID-19 within the past 14 days, they should stay home for 14 days after their last exposure and follow all instruction from the local health department.
- If a staff member was not exposed to COVID-19 and received a negative molecular diagnostic test result, they may return to care based following consultation with Cindy Thomas, 269-657-2581.

If a Staff Member Tests Positive for COVID-19

TCHS will work together with the local public health department to determine when a staff member may return to care and work after testing positive for COVID-19. In general, individuals must stay home until they:

- Have been fever-free for at least 24 hours without the use of medicine that reduces fevers **AND**
- Other symptoms have improved **AND**
- At least 10 days have passed since symptoms appeared or the individual tested positive.

Most staff members can return to work based on improved symptoms and the passage of time.

COVID-19 Scenario Chart*

DEFINITIONS

CLOSE CONTACT:	Employee has been within six (6) feet of someone who has tested positive for COVID-19 for at least 15 minutes within 24 hours
ISOLATION:	Employee has tested positive for COVID-19 OR has primary symptoms of COVID-19
QUARANTINE:	Employee has been in close contact with a person who tested positive for COVID-19 or someone who has primary symptoms of COVID-19

SCENARIO	HOW LONG TO ISOLATE?
Employee has tested positive for COVID-19 but is asymptomatic.	Employee must isolate for 10 days <i>after</i> the date they took their positive test.
Employee has primary symptoms of COVID-19 but has not been tested OR has tested negative	Employee shall not work until: <ol style="list-style-type: none"> 1. 10 days after symptom onset 2. 24 hours fever-free without medication AND 3. Improvement of other symptoms * Negative test has NO impact on return to work
Employee had a primary symptom of COVID-19 and tested negative. After the symptoms continued, she later took another test and was positive for COVID-19	Employee must isolate until all of the following are true: <ol style="list-style-type: none"> 1. The LATER of 10 days after symptoms onset or 10 days after positive test 2. 24 hours fever-free without medications AND Improvement of other symptoms
Employee has two children who test positive for COVID-19 a week apart.	If the employee has tested positive for covid-19 and fully recovered in the last 90 days, the employee does not need to quarantine. If the employee has been fully vaccinated (received both vaccines and 14 days have passed since second vaccine) the employee does not need to quarantine. If neither of the above are true, then the following applies – Employee must quarantine for 14 days from last contact with person who has COVID-19. NOTE: If unable to avoid ongoing close contact (ex. Child with COVID-19), the quarantine will extend for the sick person’s isolation period PLUS 14 days (24 or more days). In this instance, the employee must quarantine 24 days from the date the second test was taken (10 days of isolation plus 14 days of quarantine).
Employee had close contact with a person with COVID-19	If the employee has tested positive for covid-19 and fully recovered in the last 90 days, the employee does not need to quarantine. If the employee has been fully vaccinated (received both vaccines and 14 days have passed since second vaccine) the employee does not need to quarantine. If neither of the above are true,

	then the following applies - Employee must quarantine for 14 days from last contact with person who has COVID-19. NOTE: If unable to avoid ongoing close contact (ex. Child with COVID-19), the quarantine will extend for the sick person's isolation period PLUS 14 days (24 or more days).
Employee had close contact with a person with COVID symptoms (but has not tested positive for COVID)	Employee is not required to quarantine unless the close contact tests positive for COVID.
Employee's child has been ordered to quarantine because of close contact with a child at school who has tested positive for COVID-19	Employee is NOT required to quarantine, as long as their child has not tested positive for COVID-19 nor shown symptoms of COVID-19. Household members of a person who has had an exposure to COVID-19 are not required to quarantine unless the person who had close contact tests positive for COVID-19 or develops symptoms of COVID-19.

Children

Each child will be screened for symptoms before entering a building or getting on a bus. A staff member will screen children with help from the family member dropping the child off at the school location or prior to getting on a bus. If the child is running a fever or has other significant COVID-19 markers, the child should stay at home or be sent home. Staff will notify Cindy Thomas for further instructions.

Children should stay home, or be sent home, if they are experiencing any of the following symptoms not related to a known or diagnosed medical condition.

Staff will ask if the child has experienced or is symptomatic of any of the following:

- Close contact with a person who has COVID-19
 - If yes, the child and/or family should self-quarantine for 14 days
- Fever of 100.4 degrees or above or signs of fever (chills/sweating)
 - Temperature check will be performed twice (2) per day, before entry into the building or on bus, and after lunch.
 - If the temperature is over 100.4, they will not be allowed to enter the building or sent home and will be quarantined for 10 days unless released to return from Health Care provider.
- Vomiting, diarrhea, or abdominal pain
- Sore throat
- Difficulty breathing
- New uncontrolled cough
- New onset of severe headache especially with a fever

Children should also stay home if they are in quarantine due to exposure to an individual with a confirmed case of COVID-19.

- If a child becomes sick during the day, they will be kept in a sectioned off area of the room separate from other children until an approved family member can pick them up.
- If a child has experienced any of the above symptoms, please call the center so the proper precautions may be made.
- If a child is well, they will be able to enter the building or bus and will be signed in.

Where Can Children or Family Members Get Tested for COVID-19?

If family is concerned their child may have COVID-19, they should contact their healthcare provider or follow up with a local clinic/urgent care facility.

Families may also find a testing site by calling the COVID-19 hotline at (888)535-6136.

Communication with Families and Staff

Proper communication between staff and families will be essential to keep everyone safe and healthy. Staff have been thoroughly trained in all procedures including proper wear of PPE, and daily cleaning protocols have been developed.

Safe Locations

Our locations are prepared to maximize health and safety for all children. We will try to spend more time outside if possible, to maximize learning and limit exposure to the virus.

Masks

Due to recent changes in COVID-19 transmissions, masks will be a universal requirement regardless of vaccine status, on buses, in buildings, and on playgrounds. Masks need to be worn properly and fit tightly over the nose and mouth.

Masks will be provided by Tri-County Head Start. Staff, children, and visitors are welcome to also wear their own masks. All employees, families, visitors, and guests will be required to wear a mask at all times. TCHS will follow the most stringent Federal, State and Local recommendations regarding mask usage.

Families and volunteers will wear masks around children and staff at our centers regardless of their vaccination status. A mask will be provided if they do not have one to wear. Masks need to be worn at pick up/drop off at a center or a bus stop, or during any other interaction with staff.

Children in the Head Start program (3-5 years old) will be taught how to properly wear a mask and will be in a mask while inside and outside of a building. This will be used as a skill building opportunity to prepare children to remain safe and healthy inside and outside of our program. TCHS will provide the masks if a child does not bring one.

Children in Early Head Start, beginning at age 2 will wear masks. Children will begin to learn how to wear a mask as they prepare to transition into a Head Start classroom. TCHS will provide the masks if a child does not bring one.

Children of all ages will not wear masks during rest time.

Classrooms and Socialization Sites

We will follow Local, State and Federal recommendations regarding classrooms and socialization sites. We will adjust classroom ratios as required and recommended to allow for proper space for children in classrooms. These ratios may change during the course of the year. We will inform families of any necessary changes.

- Cribs and sleep mats will be placed six (6) feet apart, when possible. Placing bedding in head-to-toe positioning
- Non-essential visitors may be prohibited from entering sites.
- Playground time will be rotated to limit contact with children outside of their classrooms.
- Meals may be served family style with proper adherence to safety procedures.
- Touchless trash cans are in each classroom to provide a hands-free way to dispose of tissues and contaminants.

Toileting and Diaper Changes

Because toileting and diaper changes require close contact, staff will wear a disposable gown and gloves and replace in between children. Diaper changing areas and bathrooms will be cleaned in between each use.

Tooth Brushing

Toothbrushing will occur when safe to do so, per local, state, and federal recommendations. When toothbrushing occurs it will be while seated at a table. Hands should be washed or sanitized before and after brushing. Staff who help to brush children's teeth must be fully vaccinated. The area used for brushing must be cleaned and disinfected.

Arrivals and Departures

Arrivals and Departures may vary depending on mode of transportation and location of the classroom. A procedure will be developed at each center and for each bus stop to determine the best way to remain distanced during drop off and pick up.

At the center

- If dropping off/picking up at the center, one (1) staff member will screen the child, if the child is safe to enter the building another staff member will escort them into the facility.
- Car seats and other items will not be allowed into the buildings. Soft materials (such as coats, or clothing) should be taken home daily and washed.

At the bus

- If dropping off/picking up at a bus stop, the bus monitor will screen the child, if the child is not experiencing any symptoms, they will board the bus.
- At community stops, a procedure will be developed unique to each stop as to distancing during pick up and drop off.

Cleaning, Hygiene, and Sterilization Procedures

Every center will be provided a UV sanitation light and wand. Items that cannot be sanitized with those or in between sanitation will be sanitized using our three-step sanitation process.

- Toys, objects, and classrooms will be cleaned and sanitized daily.
- Playground sanitized after each use.
- Teach proper handwashing.
- Continue to cover cough with a tissue or sleeve.
- Gloves and gowns will be worn during any toileting and diaper changes.

Transportation

TCHS will follow all recommendations from the State and Federal government, regarding safe transport of children. All staff and children regardless of vaccination status will wear a mask on the bus. Distance will be created between children when possible. Buses will be disinfected before and after all routes. Bus monitors will conduct screenings that will take place before each child is able to ride the bus. All buses will have hand sanitizer available for children and staff to use before entering the bus.

Food procedures

Tri-County Head Start will continue to serve meals and snacks in our classrooms. Meals will be served family-style. Children will be allowed to serve themselves as long as there are not "runny noses" or other viral infections in the classroom. The number of children at each table will be limited as much as possible to maximize distancing.

When infants and toddlers who cannot feed themselves are fed, staff will wear gloves and a mask.

Children becoming ill

Children who become ill during the day will need to be picked up as soon as possible. Since centers do not have an isolation room, there will be a designated spot in each classroom for children who become ill during the day.

Homebased

Homebased services are an essential service for TCHS. Services may be the following or a combination of the following:

- In person/in home – home visitor and family will wear masks, wash hands often and any supplies will be sanitized after each use.
- Outdoor visits – at the family’s home or in a designated park

Home Visitors will contact families before visiting them to ensure everyone in the household is healthy and has not been in contact with anyone with symptoms of COVID-19. If a Home Visitor visits your home, everyone in the home should wear masks.

Transporting Families and Carpooling

TCHS families can be transported in a TCHS-owned vehicle for appointment purposes. No personal vehicles will be used to transport families.

While transporting families:

- Hand sanitizer, gloves, and disinfectant wipes will be available in the vehicle.
- All people in the vehicle regardless of vaccination status must wear a mask.
- The family will be screened before the scheduled transport.
- All passengers must use hand sanitizer before entry into the vehicle.
- Families will be seated in second or third rows of the vehicle, when possible.
- All surfaces will be wiped with disinfectant wipes after each transport.

Staff carpooling and recruiting:

- Hand sanitizer, gloves, and disinfectant wipes will be available in the van, or personal vehicle when applicable.
- All passengers must use hand sanitizer before entry into the vehicle, regardless of vaccination status.
- Distance will be created among passengers when possible.
- All people in the vehicle must wear masks, regardless of vaccination status.
- All surfaces will be wiped with disinfectant wipes after each transport regardless of vaccination status.

<h1>Policies and Procedures</h1>		135.2
Title: COVID-19 Preparedness and Response Plan		
Policy Topic: Human Resources		
Date of Issue: 6/1/2020	Effective Date: 6/1/2020, 9/30/2020, 8/25/21	
Date of PC/Board Approval: 6/1/2020	Review/Revise Date: As changes are necessary	

Policy: Tri-County Head Start_(TCHS) takes the health and safety of our employees seriously. With the spread of COVID-19 and the need for certain employees to continue in-person work, either because they are critical infrastructure workers or they are needed to conduct minimum basic operations for TCHS, TCHS is committed to reducing the risk of exposure to COVID-19 at TCHS’s workplace(s) and to providing a healthy and safe workplace for our employees.

Purpose: This Plan is based on information and guidance from the CDC and OSHA at the time of its development and is subject to change based on further information provided by the CDC, OSHA, and other public officials. TCHS may also amend this Plan based on operational needs.

Scope: All Employees

Responsibilities: TCHS Directors

Procedures:

TCHS has identified the following potential sources to spread COVID-19 in the workplace:

- The general public
- Children and Families
- Co-workers
- Vendors/visitors

Our employees fall into the following category:

- Medium exposure risk (the work performed requires frequent and/or close contact with people who may be infected with COVID-19 but who are not known COVID-19 patients or contact with the general public in areas where there is ongoing community transmission).

COVID-19 WORKPLACE COORDINATOR

TCHS has designated the following individuals as its COVID-19 Workplace Lead Coordinators: Lourdes Franco-Puzevic, Human Resources Director and Cindy Thomas, Health Services Director. The Lead Coordinators are

responsible for staying abreast of Federal, State and local guidance and incorporating those recommendations into TCHS’s workplace. The Lead Coordinators are also responsible for reviewing Human Resources Policies and Practices to make sure they are consistent with this plan and existing Federal, State and local requirements.

The Lead Coordinators can be reached at the following:

Phone numbers: Call main line at 269-657-2581 ext. 101 and coordinators will be notified of any messages.

Email address: lfpuzevic@tricityhs.org; cthomas@tricityhs.org or 269-330-4416

Each site also has their own trained COVID coordinator. They are as follows:

SITE NAME	COORDINATOR	EMAIL ADDRESS
Bangor- Annex	Angie Galvan	agalvan@tricityhs.org
Bangor- CEC	Sarah Savage	bssavage@tricityhs.org
Benton Harbor	La Trease Brown Nona Newbern Dawn Sexton	lbrown@tricityhs.org nnewbern@tricityhs.org dsexton@tricityhs.org
Cassopolis	Jennie Torbet Richard Scott	jtorbet@tricityhs.org rscott@tricityhs.org
Cass Modular	Vicki Grote Crystal Hayes Trent Lamonds Emily Siefke Amanda Wicker	vgrote@tricityhs.org chayes@tricityhs.org tlamonds@tricityhs.org esiefke@tricityhs.org awicker@tricityhs.org
Decatur	Laura Emborsky Bethany Peterson	lemborsky@tricityhs.org bpeterson@tricityhs.org
Decatur Kitchen	Robin Neeb Amy Wilson	rneeb@tricityhs.org awilson@tricityhs.org
Dowagiac	Sharene Green Patty Humphreys May Tilton Haley Weldy	sgreen@@tricityhs.org phumphreys@tricityhs.org mtilton@tricityhs.org hweldy@tricityhs.org
Edwardsburg	TBD	
Head Start Office (Paw Paw)	Nancy Bolhuis Laura Burtis Lourdes Franco-Puzevic Allison Lowry Cindy Thomas Joe Thomas Jeremiah Winchester	nbolhuis@tricityhs.org lburtis@tricityhs.org lfpuzevic@tricityhs.org alowry@tricityhs.org cthomas@tricityhs.org jthomas@tricityhs.org jwinchester@tricityhs.org
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Gray Street (Benton Harbor)	Mary Burton Georgia Hunter-Atkinson Christine Smith	mburton@tricityhs.org ghunter-atkinson@tricityhs.org csmith@tricityhs.org

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Mattawan	Amy Higbee Pat Adams Desiray LaBarge	ahigbee@tricityhs.org padams@tricityhs.org dlabarge@tricityhs.org
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South Haven (Hope)	Tara Clements Jennifer Kruger	tclements@tricityhs.org jkruger@tricityhs.org
South Haven	Kim Ertman Sarah Savage Julie Williams	kertman@tricityhs.org ssavage@tricityhs.org jwilliams@tricityhs.org
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RESPONSIBILITIES OF SUPERVISORS AND MANAGERS

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must set a good example by following this Plan at all times. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

RESPONSIBILITIES OF EMPLOYEES

TCHS is asking every one of our employees to help with our prevention efforts while at work. In order to minimize the impact of COVID-19 at our worksite(s), everyone must play their part. As set forth below, TCHS has instituted various housekeeping, social distancing, and other best practices at our workplace(s) to minimize exposure to COVID-19 and prevent its spread in the workplace. All employees must follow these best practices at all times for them to be effective. Beyond these best practices, TCHS requires employees to report immediately to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If employees have a specific question about this Plan or COVID-19, they should ask their manager/supervisor or contact the Human Resources Department.

OSHA and the CDC have provided the following control and preventative guidance for all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.
- While there is community spread of COVID-19, maintain appropriate social distance of six (6) feet to the greatest extent possible.

In addition, employees must familiarize themselves with the symptoms and exposure risks of COVID-19. The primary symptoms of COVID-19 include the following:

- Dry cough.
- Fever (either feeling feverish or a temperature of 100.4 degrees or higher).
- Shortness of breath or difficulty breathing.

Individuals with COVID-19 may also have early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If employees develop a fever and symptoms of respiratory illness, such as an atypical cough or shortness of breath, they must not to report to work, notify their supervisor immediately, and consult their healthcare provider. Likewise, if employees come into close contact with someone showing these symptoms, they must notify their supervisor immediately and consult their healthcare provider. TCHS will also work to identify any employees who have close contact with individuals with COVID-19 symptoms.

“Close contact” is not brief or incidental contact with a person with COVID-19 symptoms. Instead, the CDC defines “close contact” as either:

- Being within approximately six (6) feet of a COVID-19 infected person or a person with any COVID-19 symptom(s) for 15 minutes or longer within a 24-hour time period or
- Having direct contact with infectious secretions of a COVID-19 infected person or a person with any COVID-19 symptom(s) (e.g., being coughed on).

WORKSITE PREVENTATIVE MEASURES

Minimizing exposure from co-workers.

TCHS will take the following steps to minimize exposure from co-workers to COVID-19:

- Educate employees on protective behaviors that reduce the spread of COVID-19 and provide employees with the necessary tools for these protective behaviors, including:
 - Posting CDC information, including recommendations on risk factors at home and in the community
 - Providing tissues and no-touch disposal receptacles to minimize exposure to infectious secretions.
 - Inform employees of the importance of good hand hygiene. Regularly washing hands with soap and water for at least 20 seconds is one of the most effective ways for employees to minimize exposure to COVID-19. If soap and water are not readily available, employees should use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer.
 - Encourage good hand hygiene by ensuring that adequate supplies of soap and hand sanitizer are maintained and placing hand sanitizers in multiple locations.
 - Discourage handshaking and instead encourage the use of other noncontact methods of greeting.
 - Avoid other employees’ phones, desks, offices, other work tools and equipment, and other commonly touched surfaces when possible. If necessary, clean and disinfect them before and after use.
 - Avoid sharing food utensils and food with other employees.
 - Encourage and require social distancing to the greatest extent possible while in the workplace.
 - Encourage employees to minimize ridesharing. While in vehicles, employees must ensure adequate ventilation.
 - Masks will be provided and worn when in contact with unvaccinated individuals, including all children
 - PPE will be provided based on specific situations.
- Developed protocol for social distancing practices, including:
 - Determined options to increase social distancing
 - Limited in-person meetings
 - Restricted the number of workers present on-site to no more than necessary
 - Promote remote work when possible

- Restrict employees from the workplace if they display symptoms of COVID-19.
 - Require a health assessment prior to entry into the workplace.
 - Immediately separate any employee with symptoms from other individuals and send him/her home.
- Actively encourage sick employees to stay home.
 - Apply available paid time off options and flexible attendance requirements.
 - Follow State and Federal guidance for return to work.
 - Implement protocol for return to work after symptoms of COVID-19.
- Actively encourage employees to stay home if they have been in close contact with a confirmed or suspected case of COVID-19.
 - Apply available paid time off options and flexible attendance requirements.
 - Follow State and Federal guidance for return to work.
 - Implement protocol for return to work after potential exposure to COVID-19.
- Developed protocol to follow if an employee has a confirmed case of COVID-19, that includes:
 - Communication plan with co-workers and families
 - Working with local health department
 - Evaluation of OSHA reporting/recordkeeping requirements.
 - Protocol for return to work, including workplace contact tracing and CDC-recommended cleaning and disinfecting in all affected areas.
- Perform increased routine environmental cleaning and disinfection.
 - Employees must sanitize the work areas upon arrival, throughout the workday, and immediately before departure.
 - Routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
 - Disposable wipes are available so commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use.
 - Safety Data Sheets are maintained of all disinfectants used on site.
- Travel to sites may be restricted to limit employees' exposure to employee who traveled until TCHS can confirm traveling employee does not have COVID-19 symptoms.
- Evaluate options for employees at a higher risk for serious illness due to COVID-19.
- Monitor and respond to absenteeism.
 - Implement plans to continue organization functions in case of higher than usual absenteeism.
 - Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.
- Remind employees about TCHS's employee assistance program (EAP) resources and community resources as needed.

Minimize exposure from families and community members

- Only designated individuals such as staff, children, and key service providers may be allowed entry into sites.
- The number of staff members in each building may be limited to ensure social distancing occurs.
- Information on reducing the spread of COVID-19 has been posted at all locations.
- Symptoms and exposure to COVID-19 are assessed at entry and sent home if symptoms develop during the day.
- Masks and other relevant PPE are available for all staff and families.

Minimize exposure from visitors/vendors

- Our screenings and Guide to Safe Start will be discussed with all relevant community partners, visitors, and vendors.
- Alternate supply chains for critical goods and services have been identified, as some goods and services may be in higher demand or unavailable.
- Visitors and guests may be limited from entering our facilities.
- Visitors and guests who do enter will be required to complete our health screening questionnaire and follow all procedures.

Minimize exposure from the general public

- The Guide to Safe Start and COVID related policies will be updated as necessary and reviewed and approved by the Board and Policy Council.