



Partnerships in Community Living, Inc.

To the People supported by PCL, PCL Team Members, Family Members, & Partners:

Below you will find PCL's Plan to keep everyone healthy and safe as we respond to the COVID-19 Community Health Crisis. This plan will be updated as we receive new directives from the Office of Developmental Disabilities or by Executive Order from the Governor. These are unprecedented times and information and guidance changes frequently, so please review this plan often. We will note all changes with dates and why the information has changed. It will be important that while we navigate these challenging times, we all follow the outlined plan and work with the people we support to help them understand and adhere to the plan. That being said, the support we provide must be centered around each person. Please discuss and problem solve challenges and concerns related to this plan with the person, their family, and the team member(s) providing the support and document the discussions and outcomes on their [Discuss Record - Helping People Make Choices and Understand Risk](#). Any proposed variation must be reviewed with the PCL Executive Team. Be assured, every communication and every new policy, rule, and guideline in this plan are with these three primary goals in mind:

- **Living our mission - supporting the people we serve to stay healthy, happy, and safe**
- **Keeping all of PCL's team members healthy, happy, and safe**
- **Keeping our communities healthy and safe**

As always, we at PCL are humbled and honored to work with some of the best and most dedicated professionals in our field every day. In true PCL spirit, we know that you will continue to rise to the occasion and we will get through this together.

Partnership In Community Living

Helping People be Healthy, Happy, and Safe as We Respond to COVID-19

**This plan was updated to consolidate instructions and update sections effective:
12/07/2020**

You can read the original plan effective 3/17/2020-12/07/2020 [here](#).

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Effective immediately (3/17/20) and until further notice, the following policy and procedures must be implemented across all PCL services (24-hour, Supported Living, Community Living In-Home Services, Employment, and Day Supports) and locations (the homes of the people we support and PCL offices) in response to the COVID-19 pandemic and directives from our Governor, the Oregon Department of Disability Services (ODDS), the Oregon Health Authority (OHA), and local Public Health Authorities (LPHA). Any directions included in this plan supersede directions provided in PCL's Policy and Procedure Manual, Emergency Preparedness Plan, and other prior PCL directives. This does not circumvent mandatory abuse reporting. Please continue to follow your training.

This plan, in its entirety and including attachments, also serves as PCL's OSHA Infection Control Plan.

Communication Procedures

As the COVID-19 situation evolves and to ensure rapid and reliable communication, agency information and directions related to COVID-19 will be communicated through the following:

- Emails sent by the Executive Management Team or forwarded on their behalf.
- Social media posts on PCL's Facebook Page and PCL's Employee Only Facebook Group.
- Information posted on our website.
- Direct phone calls from the Executive Management Team.
- "In the Know" - virtual broadcast to share updated information. In the Know is open to everyone (people we support, team members, family members, general public, etc.). During the In the Know, PCL team members and family members of the people we support can ask questions. In the Know broadcasts are available on PCL's website for viewing at any time. All team members are expected to watch In the Know and are paid for their time viewing and completing the knowledge review after watching.
- Team members are expected to report illness, exposure, or any other COVID-19 related experiences to Lisa Buccello: [email: hmailbox@pclpartnership.org](mailto:hmailbox@pclpartnership.org) with "COVID" in the subject line or call/text (503)339-3125.
- Emergency contacts for people supported have been reviewed, are current, and can be found in Therap on their Individual Data Form.

Keeping Informed

PCL's Executive Management Team regularly reviews all transmittals and communication from ODDS and stays current on updates from ODDS, OSHA and OHA.

The Executive Management Team, or designee, cascades information as we receive COVID-19 updates. In addition, everyone involved has a duty to keep themselves informed of this plan and any future agency communications related to COVID-19.

The following actions and expectations are now in effect.

1. **Team Members Staying Informed:** We are asking all team members to regularly check emails, updates to this document, watch “In the Know” broadcasts, and participate in All Staff Meetings as these are imperative to having a clear understanding of expectations related to COVID-19. It is the responsibility of all of us to help the people we support understand their choices and possible risks associated with those choices during this time, communicated in a manner that works for them. All of PCL’s In The Know broadcasts are located on the PCL website as well as PCL’s various Facebook pages. Team members also receive information via PCL’s email, Therap, and Facebook.
2. **The People We Support:** The people we support are encouraged to watch the weekly “In the Know” broadcast to ensure that they have the most recent information and guidance. There is additional information in the [Supporting People We Serve During this Health Crisis](#) section of this plan.
3. **What We Will do to Help Keep Family and Friends Informed:** Family and friends are encouraged to stay informed by remaining in contact and coordinate plans with the Service Team Coordinators, as needed. In addition, they are invited to participate in the “In the Know” broadcasts, follow Facebook posts, and other communication from PCL’s Chief Executive Officers and our Family Facilitator.

Communicating Barriers to this Plan

This plan relies on everyone involved to communicate when barriers arise, including resistance to implementing any part of this plan and instructions, inadequate supply of personal protective equipment (PPE), or other essential or unforeseen situations that may elevate risk of exposure.

Barriers to this plan must be reported promptly and directly to the Service Team Coordinator (or their designee), and:

- Quickly addressed by the Service Team Coordinator whenever possible; or
- Reported to the Area Director for guidance, if not readily addressable by the Service Team Coordinator; and
- If at any time one feels their concerns are not addressed, they can contact the Co-Chief Executive Officer & Founder directly at jfuhrman@pclpartnership.org.

Managing Communication

Sharing information should be based on facts. It is essential for everyone involved with PCL to remain calm, stay focused on the available facts, and enact this plan to the fullest. To help avoid misinformation, use the following guidance:

- Speculation about COVID-19 at any PCL location is discouraged, especially in the presence of the people we support.
- Stick to official announcements from PCL, as well as state and local governments.
- Communicate directly with supervisors and avoid spreading rumors, conspiracies, or gossip about COVID-19.
- Reference this plan as questions arise. If a situation is not addressed by this plan or any future agency directives, follow the guidance provided in the [Communicating Barriers to this Plan](#) section above.
- If you have a question, you can use the, "[Have an Idea to Improve PCL?](#)" form found on the Staff Links page, and/or the "[Safety Culture Feedback](#)" form found on Staff Links under Safety Information.

Supporting the People We Serve During COVID-19

During the COVID-19 outbreak, the people we support may experience anxiety or increased challenges. It is very important to keep people healthy. This extends beyond physical health to also include a person's mental health. We expect all team members to help people create ways to stay engaged at home or occasionally, safely going on walks and participating in things allowed for the current phase of reopening their county is in. We expect team members to be positive when in people's homes and keeping the atmosphere light and supportive. This is the most important time to keep routines: getting up, taking a shower, getting dressed, etc., and being present for the day ahead. Then, make it a great day.

Activities and Ideas:

- Fun activities such as crafting and other hobbies
- Movies and games
- Color books, drawing books, and similar
- Music, karaoke, and dancing
- Cooking
- Gardening
- Meditation
- Youtube, Hulu, lots of online learning, and fun options
- Physical activity such as walks, hikes, yoga, etc.
- Phone calls and virtual hang outs with friends and family
- Exercise and other activities that encourage movement

Helping people understand how their world has changed: Provide social stories to help people understand why staying at home, limiting visitors, and restrictions on community access during these times are important. Below are some external resources that you may find helpful. They can also be found on our [PCL Staff Links - In the Know](#) page.

[Covid 19 - Information for People We Support](#) is a helpful document to explain COVID-19.

[The Story of the Oyster and the Butterfly: The Corona Virus and Me - by Ana Gomez 2020](#) - This video is a wonderful resource for explaining COVID-19 and how to talk about it.

[ODDS COVID-19 Video](#) - ODDS created this video to help explain the Coronavirus or COVID-19 in an easy to use manner. Ideally, this will help people understand the importance of hand washing, how to engage in physical distancing, etc.

Medical Rights and Notification for the People we Support: It is important that the people we support know they have the right to the same medical care and treatment options as anyone else. People cannot be treated differently because of a disability.

[“Knowing Your Rights during COVID-19”](#) from the Office of Developmental Disability Services outlines these rights for receiving medical care.

During this time, medical facilities may have restrictions on visitors to mitigate the spread of COVID-19. Many hospitals are not allowing visitors in the emergency room or for people admitted to the hospital except under certain circumstances. The Oregon Health Authority has clarified visitation requirements for people other than healthcare workers and facility personnel. This includes guardians or caregivers of patients who need assistance due to their disability if in-person visitation is necessary to facilitate treatment or ensure the safety of the patient or facility staff.

You can read the entire guidance given in the [COVID-19 Guidance for Entry into Acute Health Care Facilities](#). It is a good idea to print this guidance and to bring it to the hospital if you are accompanying someone. The Autistic Self-Advocacy Network (ASAN) created an easy to follow guide to [Know your Rights: Bringing a Supporter to the Hospital or Doctor’s Office](#).

The Oregon Health Authority has made available a letter along with guidance for when this letter is to be used, to assist someone we support in requesting COVID-19 testing from their healthcare provider. This letter is only to be used if someone is exhibiting symptoms of COVID-19. The Executive Life Enrichment Co-Officer or the Executive Quality & Person Centered Services Officer will issue this letter, if it is needed, and team members can request support in this manner from them.

Prior to agreeing to schedule an elective or non-urgent medical procedure, we will have a conversation with the person we support about potential risks of exposure to COVID-19. We will also have a discussion with the guardian or ISP team members, as appropriate, regarding whether or not the medical procedure is necessary at this time. For instance, if the person is in significant pain or has an increased medical risk due to

delaying the procedure. We will also connect with the healthcare provider to evaluate the risk and safety measures to reduce exposure.

It is important people understand that adults of any age with certain underlying medical conditions are at increased risk for severe illness from the virus that causes COVID-19.

The [CDC lists these as](#):

- **Cancer**
- **Chronic kidney disease**
- **COPD (chronic obstructive pulmonary disease)**
- **Heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies**
- **Immunocompromised state (weakened immune system) from solid organ transplant**
- **Obesity**
- **Severe Obesity**
- **Sickle cell disease**
- **Smoking**
- **Type 2 diabetes mellitus**

You can also find information about underlying medical conditions that **MAY** increase the risk of severe illness from the virus that causes COVID-19, [here](#).

Even in the presence of a public health event, individual rights to privacy and protected health information continue to apply. PCL employees may not share information that is considered to be personal or protected health information, other than in those situations allowed for by law, administrative rule, or public policy.

Assuring Focus of Services for Person Centered Support

For each person we support, we are dedicated to doing all we can to ensure people remain both physically and mentally healthy. We encouraged each person we support to have a one-on-one conversation about how things are going for them during this time including the resources and questions below.

1. Review the document [Covid-19 Information for the People We Support](#).
2. Do you have any questions about COVID-19? What concerns do you have?
3. What do you understand about how to stay safe?
4. How can we best support you during this time? Since a lot of your time will be inside your home, what can we do to help you do the things you love? Are there things you like to do, but we don't have supplies for (puzzles, games, art supplies)?
5. What do you want to do outside that still keeps you and others safe?

6. Do you have friends or family we can help you stay connected with over the phone or through a video call?
7. Is there anything else we can help you with right now?

Things that arose from this discussion is discussed by the team so support is consistent. If someone needs something that is not readily available, the team will work together to find other resources. We have and we will continue to support people to make informed choices about accessing their community as Oregon moves through reopening phases, understanding the risks associated with those choices, and creating a plan to mitigate those risks to the greatest extent possible. This conversation has taken place with every person we support and is documented in a [Discussion Record](#) as outlined here.

Being part of their community: The people we serve have the right to a full life including fun outside their home in the communities where they live and with family and/or friends. PCL encourages people to limit being in areas where there are many people congregating. Time spent in the community will follow the Oregon Health Authority and the Governor's directions.

ODDS has asked people to continue to stay home and stay safe as much as possible. People have the right to spend time doing what they want to do, as allowed in the phase of reopening their county is in. We must help people understand how their choices may have risks associated with them, alternative options, as well as how to mitigate the risks associated with those choices. You can see more detailed instructions on how to do this in the [Assuring Focus of Services for Person Centered Supports](#) section above.

Employment Path and Day Support Activities with Non-PCL Providers: In the event that someone we support attends a Day Service or Employment Path program that supports 10 or fewer people, there should be a discussion with the person, their guardian (if applicable), and their team about the potential risks of exposure, particularly if the person has a chronic health condition (see links above) or is over the age of 60. If the person wants to continue to attend, they should be made aware of the risk of exposure and have a plan to mitigate those risks.

Things that should be discussed include:

- How many other people does the person interact with at work?
- What other potential risks are there (using public transportation to get to/from work, interaction with customers, etc.)?

The team should work through ways to mitigate these risks along with the Employment or Day Services provider including utilizing a different form of transportation, asking the employer for accommodations such as the ability to work from home or be in an environment with fewer people, a different schedule, a different space with additional

ventilation, etc. In the event that the person does not want to go to work, the team will help the person communicate with their employer.

If someone is working or attending a Day Service, this will be added to the Discussion Record referenced above for helping them understand their choices for going to work or a Day Service and how to mitigate those risks.

PCL's Job Launch Services: Job Launch has evaluated each of their services to determine what can be done at this time while maintaining safety measures related to COVID-19. This includes:

- Virtual support where possible.
- Supporting people to work with their employers to ensure safety.
 - Is there a different shift or time that will further reduce exposure?
 - How are employers ensuring safety in the workplace, including: access to safety equipment, time for washing hands, and is physical distancing being enforced?
 - Does the person we support understand their company's sick leave policy? Has the sick leave policy been updated as a result of the health crisis?
 - Regular communication on returning to work.
- Continuing to provide job coaching for people who are working in community jobs and assisting them with the following:
 - Adhering to employer and/or Center for Disease Control (CDC) COVID-19 guidelines in the workplace.
 - Scheduling time off if needed.
 - Making adjustments to work schedules.
 - Applying for unemployment benefits, if applicable.

As the people we support through Job Launch experience reduction in services, this may impact the number of hours available to Employment Support Professionals. This situation will be reviewed regularly for any possible adjustments. At this time, we are offering the following options for Job Launch team members:

- Work with the Area Directors and Service Team Coordinators to schedule shadow and training time to get to know people and their supports.
- Work with the Area Directors and Service Team Coordinators to provide Tapestry services in the community while maintaining safety guidelines.
- Cover shifts in our Residential 24-hour and Supported Living services.

PCL's Tapestry Services and Prisms Gallery: Tapestry has suspended all group activities. Should we begin to offer group activities, we will do so with an approved ODDS plan specific to these services. We are currently offering facilitated virtual craft events, virtual hangouts, virtual Bingo night, etc. in order for people to maintain their relationships to the highest extent possible.

Tapestry's mission has always been to help people build relationships and be a **PART** of the community, not just **IN** the community. We have expanded our interpretation of the mission and are now allowing activities where the person is alone with one or two team members, only when they are able to meet the safety guidelines in place, such as: trips to the park, hikes, time at the beach, walking around the neighborhood, playing games in the park, etc. If the guidelines can not be met, for example, the hiking trail has too many people to maintain a physical distance of at least six feet from others, the activity will need to be rescheduled for a less populated time, a different location found, a different activity, etc.

While participating in these activities, it is a great time to help someone meet their Tapestry communicating goals. [Click here](#) for tips about helping people with their communication goals and other Tapestry COVID-19 related information.

Tapestry team members are participating in ISP meetings and team training through virtual methods. Tapestry Coordinators are participating in the discussions with the people we support about their choices, alternatives, and mitigating risks as documented in the [Discussion Record](#).

New Referrals: PCL will not accept new referrals to a home where a person or team member has a suspected or confirmed case of COVID-19.

Event of Closure (Relocation) or Exit: PCL will notify appropriate county and ODDS personnel in the event of a closure (including temporary closures required as a result of cleaning, team member shortages, etc.). A less than 30 day notice due to medical emergency may be used. This would be if PCL needed to, for some reason, close a home or other PCL location.

In the event that relocation is needed, PCL's Executive Leadership Team will identify an appropriate available opening in a home where PCL is currently providing services or any vacant home(s) that PCL is renting. If there is a plan of relocation, PCL will provide transportation, will track the location details, and notify ODDS, case management entity, and ISP team members. Should no relocation within our agency be available, we will reach out to our County and State partners for assistance.

PCL will only give notice of exit in the event of an immediate and serious medical or behavioral health emergency **AND** not moving increases the risk of harm.

Plan for maintaining sufficient medical and food supplies: Each person's ISP will be followed to the best of PCL's ability during COVID-19. PCL will ensure the needs of people are addressed including providing immediate and continued access to medical treatment, continued access to medical supplies and equipment, and behavior support needs that may be anticipated in an emergency. PCL will work to ensure that we are maintaining adequate food supplies and meal planning, preparation, service, and food storage.

PCL has developed two separate processes to secure food and sanitation supplies for each person we support if there has been an exposure risk or confirmed positive COVID-19 for a team member or someone we support. These processes will be implemented and communicated to the team if this occurs. These requests are made electronically by the Service Team Coordinator or designee. As requests come in, assigned personnel gather the disinfecting supply requests and coordinate needed shopping for the person/home. The supplies are then delivered to the home. Team members have been instructed that if needed supplies are not available, they are to inform the Executive Leadership Team who will reach out to others for help.

We are reaching out to people's medical service providers, per our customary process, to ensure access to medical supplies. Our Individual Resource Team is available to assist with barriers should they arise.

Essential Visitors (anyone who does not live in the home)
During COVID-19, in-person visits from non-essential persons are restricted.
Essential persons are the people who need to be in the home to provide care or respond to a person's urgent health and safety needs.

Any essential person ([see definition on next page](#)) who has to enter the home will need to complete the [Visitor and Employee Log and Process](#) as well as be screened before entering.

1. The Screening Questions & Visitor Log should be placed as close to the main door that people use to enter.
 - a. This door should remain locked to prevent others from entering without being screened.
2. The Screening Questions & Visitor Logs must be completed with each person entering the home who doesn't live there, **every time, before they enter the home.**
3. The team member conducting the screening must ask the person arriving each screening question.
 - a. This is not something to just sign as part of habit with no thought to what you are agreeing to. We have experienced people who should have answered "yes," but didn't and came to work anyway. This puts everyone at risk - the people we serve and their entire support team.
4. If a team member reporting to shift can not answer "no" to all 4 questions, they are not to enter the home and they need to contact their supervisor.
 - a. The screener will call the supervisor on duty for instruction or support on coverage.
5. If you begin to feel unwell during your shift, please notify your supervisor or on-call, isolate if possible, and leave your shift as soon as approved.

Alternate Screening Process: When a team member arrives on shift and there is no other team member present to provide screening - prior to beginning their shift - the oncoming team member will communicate with their STC, STC-On Call, or STC designee. The STC or On-Call will then document the screening responses on the [Alternate Screening Log](#).

Essential persons, include the following, and must be screened prior to entering people's homes:

- Residential team members and prospective team members seeking employment.
- Alternate caregivers, employees, and volunteers who provide care. *This may include Executive Team Members, CBHS, Maintenance, RNs, IT, or other essential support department team members depending on the support needs of the person.*
- Emergency personnel.
- Child and Adult Protective Services.
- Long Term Care Ombudsman and Deputies (not volunteers).
- Licensing team members for urgent health and safety concerns only.
- Friends or family members during end-of-life stages.
- Office of Training, Investigations, and Safety (OTIS) team members or delegates.
- Outside medical and behavioral health personnel.
- Vendors for critical supplies.
- Behavior Professionals (only when necessary for health and safety and telecommunication methods are insufficient).
- Direct Nursing Service providers.
- Case Managers.
- Office of State Guardian and other guardians when they have concerns about the health and safety of a protected person.

Essential visitors can **not exceed two visitors per household at any one time** (not including team members currently on shift). Any areas of the home where visitors spent time must be cleaned immediately afterward. We request that people visiting are pre-arranged in order to ensure there are not more than two visitors at a time inside the home and there is adequate time to clean between visitors. It remains PCL's recommendation that visits with family and friends are done in an outdoor space with a minimum of 6 feet of physical distance as this impacts not only the person we support and their family, but their housemates and team members supporting them.

During this time we will help people communicate with family members, guardians, etc. by providing necessary equipment to use for virtual visits via phone or video as well as encourage writing letters and or sending emails to stay in touch during this time.

PCL Electronic Essential Visitor Log Process - Job Launch: For our team members supporting people in community employment, regardless of screening procedures at the place of employment, PCL Employment Support Professionals must also screen

themselves in by utilizing our Electronic Essential Visitor Log Process or the standard screening process available at any PCL location:

By screening in using the standard process or using the electronic covid screening log, it indicates you are able to answer 'No' to ALL 4 Covid screening questions (see below), you will wear your mask the entire time you are with a person, you will remain physically distant as possible, you will follow good hygiene practices, including washing your hands on a regular basis and not touching your eyes, nose, mouth.

Read the [COVID Screening Log Process](#) for instructions and help accessing and using the screening process from a phone or computer

Suspected Exposure of Essential Persons

Recent Visitors or Essential Persons: If you, or someone you have had contact with, experiences an onset of signs or symptoms and you visited a PCL location within the last 14 days:

1. Notify your supervisor and Human Resources, or the Service Team Coordinator for non-PCL employees and they will initiate the necessary procedures.
2. Do not visit any PCL location until cleared by your healthcare provider and PCL.

Current Visiting Essential Persons: If someone, other than a person we support, is showing signs or symptoms while at a PCL location:

1. Have the person wear a facemask and gloves (as available).
2. If possibly, isolate. If that is not possible, keep yourself and others at a distance of at least 6 feet.
3. Ask them to leave the location as soon as it is safe to do so.
4. Sanitize all high-touch surfaces.
5. Notify the Area Director and Human Resources representative and follow instructions.

Ongoing Precautions (NPIa)

Enhanced precautions are essential for the protection of everyone involved with PCL. In support of this, the following precautionary measures are required at all PCL locations. For people we support living in their own home, or their family home, these measures are highly encouraged.

Enhanced Sanitation Measures

These sanitization measures are required in an effort to reduce the likelihood of transmission within each PCL location. It is important to ensure that all environments

are clean and sanitized. However, we also need to be mindful to not over use our resources, which are becoming more challenging to secure.

Sanitizing solutions include:

- Disinfecting wipes (Lysol, Clorox, etc.)
- Disinfecting spray cleaner containing bleach
- Simple Green Clean Finish
- Simple Green d Pro 5
- 70% isopropyl alcohol
- Pine Sol with Glycolic acid
- Pine Glo with Quaternary Ammonium
- 3% Hydrogen peroxide - use full strength, spray on the surface, leave 15 minutes, then wipe clean
- Bleach solution (5 tablespoons bleach per gallon of water or 4 teaspoons bleach per quart of water)
- Other items as listed on the CDC and EPA cleaning lists

Note: At this time, PCL is allowing bleach products to be utilized in the homes and offices. Bleach is not to be in a home at full strength. Any full strength bleach is to be stored at a PCL office, diluted as described above and dispensed into spray bottles. Then, those bleach spray bottles will be labeled as such and are able to be used in homes and other locations. Directions for safely and effectively using this bleach spray will be sent with the diluted spray bottle. Follow the [Centers for Disease Control Guidelines](#) on how to properly sanitize.

Sanitizing expectations include:

1. Clean and sanitize all high-touch surfaces at least three times daily (average of every 8 hours in a person served home when direct support is provided 24 hours a day). A sign will be posted in each home of this frequency expectation and team meeting notes will reflect a review of this expectation as well as any supplies needed and related.
2. Surfaces to be cleaned and disinfected, including but not limited to:
 - a. Door knobs
 - b. Light switches
 - c. Remote controls
 - d. All cell phones and landline phones
 - e. Touchscreens/keyboards, tablets
 - f. All bathroom and kitchen surfaces
 - g. Coffee pot handles
 - h. Vehicle interiors
 - i. Keys
 - j. Soap dispensers and other items that are frequently touched
 - k. Credit cards

- l. Safe pads and doors
 - m. Banisters
 - n. Notebooks
 - o. Washer and dryer handles and surfaces.
3. Sanitize all adaptive equipment and devices upon return from the community, including but not limited to:
 - a. Wheelchairs
 - b. Walkers
 - c. Any other equipment or devices taken into the community

Sanitizing Supplies and Personal Protective Equipment (PPE)

PCL's offices will maintain a centralized supply of sanitizing supplies and PPE. Residential team members are encouraged to purchase supplies as they need them. If people are unable to purchase what they need, they are asked to use the [Cleaning/Paper Products for PCL Homes/Offices](#) request form. To order PPE use the [Face Coverings & Covid PPE](#). Both request forms are found on Staff Links, click on the "In the Know" page.

Each person's home, office, or service locations is expected to have the following PPE and sanitizing supplies:

- Gloves - [How to Safely Use Disposable Gloves](#)
- Disinfecting supplies (available assortment from the list noted above).
- Paper products, such as paper towels.
- Other PPEs can be requested through the request form on the PCL website on the In the Know page or by calling the main office. We have a limited supply of eye protection and will continue to secure PPEs and distribute them in accordance with the Oregon Health Authority and Center for Disease Control directions/recommendations (updated 3/23).

Should someone we support have confirmed COVID-19, or in some cases, are being tested for COVID-19, additional PPEs will be provided to team members. This may include, gowns, N95 masks, and/or 3M branded KN95 listed on the FDA approved list.

Team Member Training Measures

All PCL team members, as well as new team members going through orientation, will be trained on this plan, the standard precautions, infection control, and handwashing. Team members will be asked to review the recordings of previous and current In the Know presentations as well as routine inservice training, and all other required and necessary ongoing training will be held virtually. Updates on any changes to training/requirements will be sent via PCL's Communication Procedures as noted above.

Preventative Measures and Safety Guidelines

These measures are required to reduce the likelihood of transmission between people and prepare for potential isolation or quarantine of one or more people. We must all be able to think critically regarding safety guidelines to determine the safest option possible using these guidelines as the first step in the process. It takes all of us following the safety guidelines, and all of us to respond if needed, to ensure that we keep the level of risk as low as possible for the people we support and each other. If you see these guidelines not being followed, please kindly remind each other of the expectations.

In all situations outlined in this policy, staff or others who provide essential direct support such as hygiene, feeding, medication administration, and other critical services may be within whatever distance necessary to deliver the support required.

PCL has designated Marisela Avila (Office Manager for the PCL Main office), April Niles (Lane County Area Director - Temporarily Assigned), and Rachael Ramsay (Southern Oregon Receptionist) as the designated employees to ensure physical distancing policies, consistent with guidance from the Oregon Health Authority. If the designated employee is out of the office, they will designate a replacement. For our Residential teams, the designated employee is the Service Team Coordinator (STC), and in the absence of the STC, the DSP on duty will assume this role. Even with designated employees, we are still responsible to each other to ensure safety guidelines are met.

Hand Washing

Washing your hands is easy, and it is one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community. Wash your hands often, especially during these key times, when you are likely to get and spread germs:

- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick
- Before and after treating a cut or wound
- After using the toilet
- After helping someone with personal care such as showering, using the bathroom, and other hygiene related needs
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After touching garbage
- After you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens, etc.
- Before touching your eyes, nose, or mouth because germs enter our bodies through mucous membranes.

Follow these five steps every time:

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for **at least 20 seconds**. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.
6. Shut the water off with a clean paper towel or your forearm.

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based **hand sanitizer** that contains at least 60 percent alcohol. You can tell if the sanitizer contains at least 60 percent alcohol by looking at the product label.

How to use hand sanitizer:

- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers **until your hands are dry**.

Face Coverings/Masks

Given the continued transmission of COVID-19, PCL remains dedicated to ensuring the safety of our workforce. It is important to note that a cloth face masks/face covering is not necessarily meant to protect the wearer **from others**. Rather, the intention is to prevent the wearer (possibly asymptomatic person) from unknowingly transmitting the virus **to others**. Please be mindful that the use of a face mask/face covering should not be seen as a substitute for remaining physically distant (at least 6 feet) when possible. Use of face masks/face coverings will follow the guidance of the Oregon Health Authority and ODDS. The most current guidelines can be found [here](#).

OHA and PCL requires masks/face coverings in the following environments:

1. All private and public workplaces — for example banks, classrooms, construction sites, offices, and meeting rooms — unless someone is alone in an office or in a private workspace.
2. Indoor public spaces — for example grocery stores, pharmacies, public transit, personal services providers, restaurants, bars, and retail stores.
3. Indoor and outdoor markets and street fairs.

4. Outdoor public spaces when physical distancing of at least six feet is not possible.

When entering a PCL owned or operated home or building, it is required that you answer screening questions, sign or be signed into the visitor log, don a face covering before entering the building. Face coverings must be worn **at all times**, when working, regardless of the distance between you and others. This includes wearing a face covering when you are in a vehicle with another person, as it is impossible to maintain safe physical distance in that setting.

Exceptions to wearing a face covering may be made if you are in your own office or cubicle, the kitchen alone, in the laundry room alone, you step outside and take a break, etc. Even during a time of exception, your face covering should still be on your person and easily able to be quickly put back on and you remain aware of your surroundings and anyone approaching you.

1. Acceptable “face coverings” should:
 - Cover the nose and mouth and fit snugly but comfortably against the side of the face
 - Be secured with ties or ear loops
 - Include multiple layers of fabric
 - Allow for breathing without restriction
 - Be able to be laundered and machine-dried without damage or change to shape
 - Fully cover mouth and nose and under the chin
 - Be free from holes and tears
2. The following are all acceptable forms of face coverings: cloth, surgical mask, bandana. Face shields are not an acceptable form of a face mask/face covering as they have not been proven to effectively reduce the spread of COVID-19. OHA does not recommend wearing a plastic face shield alone. While face shields can be very good at blocking droplets, they are not as good at stopping aerosols that can go around the shield. OHA recommends face shields only be used on a limited basis, for example when talking to someone who is deaf or hard of hearing and needs to read lips to communicate.
 - a. A spit guard (plastic shield covering the chin and mouth) are not acceptable forms of face covering.
 - b. Wearing N95 Respirators or other face masks with **exhalation valves is not** permitted as a face covering. Such respirators and masks are not effective in reducing the spread of COVID-19.
3. If you are eating and need to have your face covering pulled down, you need to be at least 6 feet away or as far apart from others, as possible.
 - a. If part of your role is supporting someone to eat and you are right next to them, your face covering should be on and you can eat your meal afterward.

- b. Consider the following: Sitting so you are not face to face, is there an open window, is there a comfortable outside option, etc.
 - c. You may be at the table for an hour visiting, but as soon as you are not actively eating, put your face covering back on.
4. Pictures/Selfies - you must be wearing a face covering! If you can not wear a face covering, do not take the picture.
5. If wearing a face covering is not possible because it causes extreme distress or a physical response from the person you are supporting, this will be documented in the Helping People Understand Their Choices and Understand Risks Discussion Record referenced above. Only if this is documented here is it acceptable for you to remove your face covering according to the guidance given.
6. If wearing a face covering is not possible because of the need of the employee, please contact Lisa Buccello.
7. Failure to wear a face covering may result in accountability actions.

It is important to put on and remove face coverings in the correct manner. Follow the CDC guidance for this.

Putting it on (donning):

- Wash your hands before putting on your mask.
- Put it over your nose and mouth and secure it under your chin by using the chin straps and seams. Try not to touch the main portion of the face covering.
- Try to fit it snugly against the sides of your face and over your nose.
- Make sure you can breathe easily.
- The CDC does not recommend the use of masks or cloth masks for source control if they have an exhalation valve or vent

Taking it off (doffing):

- Untie the strings behind your head or stretch the ear loops.
- Handle the mask only by the ear loops or ties.
- Fold outside corners together.
- Place the mask in the washing machine (learn more about [how to wash masks](#)).
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.
- Do not set your face covering on the counter, desk, car seat, etc.

Access to Face Coverings, PPE, and Disinfectant Supplies

Team members and supervisors can request face coverings, personal protective equipment, and disinfectant supplies utilizing request forms found on [PCL's In the Know page](#) under Logs & Request Forms.

PCL will ensure the people we support and team members have access to a face covering at no cost. If someone cannot (or if a person served will not) wear a face covering, we offer alternatives such as a face shield, face coverings made of different material, and face coverings that have a screen and allow someone to still see lips/mouths.

N95 and 3M Branded KN95 Face Masks (As approved by FDA)

Should it happen that someone we support or a team member test positive for COVID-19, or in some instances, a PCL team member, or an exposure with no confirmed positive test, and it has been determined an N95 respirator is needed, they will be provided a fit test by PCL's Respiratory Program Administrator and instructions on how to follow PCL's Respiratory Protection Programs.

It is important that a respirator fits well and the [seal checked](#) to confirm the fit forms a tight seal on the wearer's face before it is to be used in the workplace. Facial hair that comes between the sealing surface of the facepiece and the face of the wearer will make it so the respirator does not seal correctly.

For team members using assigned respirators and for team members voluntarily wearing an N95 respirator, they must be knowledgeable of and adhere to the guidance outlined in [PCL's Respiratory Protection Program for Mandatory Use](#) and [PCL's Respiratory Protection Program for Voluntary Use](#). If a team member wishes to voluntarily use an N95 mask, they must contact Keith Aldrich for training at kaldrich@pclpartnership.org prior to wearing the N95 mask at work.

Physical Distancing

Remember that even when wearing a face covering, it is important to maintain physical distancing as much as reasonably possible. This includes being mindful when providing support in a person's home to balance the preferences of the person supported and working to be as safe as possible. For example, sit on the opposite end of the couch from the person instead of right next to them. We want to role model and practice physical distancing and staying at least 6 feet from others to help everyone we support to learn how to be safe while not causing distress for the person.

Time in Public Places

It is important that the people we support have the same rights as everyone else when it comes to spending time outside their home. It is important that we help people understand the choices available to them and the risks associated with them. Refer to their personal [Discussion Record - Helping People Make Choices and Understand Risk](#). Additionally, we will adhere to the following guidelines:

- PCL is suspending all in-person group sponsored activities in all areas that we provide service. These events are, but not limited to:
 - a. Craft Classes
 - b. Self-Protection Advocacy and Rights Council (SPARC)

- c. FLiP Dances and events
- d. Bingo Night
- e. Day Trippers
- f. Prisms Gallery events
- g. PCL hosted Movie Night
- It is important we help people continue to live great lives. PCL knows this is a hard time for everyone. We need to do what we can to keep routines as similar as possible and find creative alternatives, when needed. Time spent outside on a hike, walking around their neighborhood, and the like are great ways to stay active while physical distancing and maintaining 6 feet from others.
- If people are using agency vehicles, sanitize the vehicle upon return. Public transportation is discouraged. However, if people are needing to use public transportation, follow the guidelines given by the CDC and the State of Oregon such as, but not limited to: not touching your face, keeping a physical distance of 6 feet from others, and washing hands with soap and water when you arrive at your location as well as when you arrive back home. Change into clean clothing. Processes for transportation and the plan for returning home may be included in the Helping People Understand Their Choices and Understand Risks Discussion Record referenced above.
- When returning home from any activity outside their home in shared public spaces, the person(s) must be encouraged to immediately wash their hands, change into clean clothing, and complete the [Return from the Community Log](#) and associated processes.

Maintenance Requests

The Maintenance Department will be limiting exposure to people as much as possible in order to attempt to slow the “community spread.” The plan to do that includes:

- Maintenance will follow all safety guidelines outlined above:
 - Complete the screening process and visitor logs
 - Limited contact with team members and those who live in the home
 - Closing the door to the room they are working in if possible
 - Being efficient to reduce the amount of time needed to be inside
 - Making arrangements and scheduling with the team if they need to be there for an extended period of time so those who live there can go out and do something fun
- For issues that arise that are not listed above, the Maintenance Department is asking that when you submit a work order, please be very clear about what needs to be done and the importance of the task.

Please be patient with Maintenance as they are committed to assuring that the people supported by PCL have a safe home in good working order and that PCL team members have a safe place to work. As always, for immediate emergencies please feel free to call the Director of Maintenance Operations during the day or the Maintenance on-call at night, **BEFORE** submitting a request for work.

Notification, Isolation, and Quarantine Procedures

PCL will use the COVID-19 [Scenario Tools for Suspect or Presumptive COVID-19](#) cases.

PCL will adhere to the [“Playbook for Timely Response Protocol for COVID-19 Outbreak in a Developmental Disability Residential Setting”](#) guidelines that establish the coordination and response efforts of the Department of Human Services Office of Developmental Disabilities Services and Oregon Health Authority (OHA).

Additional guidance on [Isolation and Heightened Precautions can be found here](#) with information and required training for team members. Should a team member or someone we support test positive for COVID-19, a team of people will immediately begin training all team members impacted on these procedures, expectations, etc. This includes:

- Required training completed by an Executive Leadership team member or designee
- Postings for areas of the home with expectations
- Regular team check-ins with a member of the Executive Leadership team and Area Director
- Symptom tracking

Isolation Procedures

If anyone is showing signs or symptoms, has tested positive, or has a suspected case, isolation is essential for the prevention of spreading contagions. The following actions will be taken:

1. Designate an isolation area, which can be their bedroom or another enclosed space, and:
 - a. Keep the person in the isolation area to the greatest extent possible
 - b. Ask the person to wear a facemask
 - c. Provide all meals to the person in the isolation area
 - d. Provide all supports, such as medication administration, to the person in the isolation area
 - e. Keep doorways into the isolation area closed as much as possible
 - f. Wash your hands and put on gloves before entering the isolation area
 - g. If possible, identify a restroom that can be used only by the person or sanitize the bathroom after each use
 - h. Keep other people we support at least 6 feet away from the person to the greatest extent possible
 - i. Sanitize all high-touch surfaces after each use
2. If possible, use only one designated vehicle for essential transportation and sanitize after use.

3. Contact the person's primary physician and follow all instructions.

The aforementioned actions will remain in effect until:

- It has been 10 days since the onset of symptoms and/or a positive test.
- The person has gone 24 hours without a fever (or otherwise instructed by LPHA) and has not used medications or treatments to reduce body temperature.
- If symptoms were present, these symptoms have improved.

Quarantine Procedures

If exposure to COVID-19 is suspected at a PCL home, isolation and quarantine is essential for the protection of everyone involved. Exposure is defined as, "Someone who was within 6 feet of an infected person for a combined total of at least 15 minutes starting from 2 days before illness onset (or for asymptomatic people, 2 days prior to positive specimen collection) until the time the patient is isolated." In that event, the following actions will be taken and remain in effect for two weeks or until COVID-19 is ruled out by a healthcare provider. Quarantine means separating and restricting the movement of people who may have been exposed to a contagious illness, but do not have symptoms. In the event of closures, potential exposures, outbreak due to COVID-19, or other infectious disease, the following will need to be implemented:

1. Continue Enhanced Sanitation Procedures
2. Notify the Area Director and Human Resources, Lisa Buccello
3. Suspend community activities and in person meetings
4. If signs and symptoms of COVID-19 are observed, begin Isolation Procedures
5. Protect privacy of person as reasonably able
6. Suspend visits, unless it is absolutely necessary
7. Reschedule non-emergent, non-essential appointments with professionals
8. Isolate as much as possible
9. If a person is relocated, such as to a hotel to isolate their personal area (bedroom/bathroom) should be closed off for at least a period of 24 hours prior to cleaning and disinfecting.

Office Spaces (non-service setting)

PCL office schedules are:

- **PCL Main Administrative Office**
8:00 am to 5:00 pm Monday - Friday
503-838-2403 ext. 301
- **Monmouth Life & Learning Center**
Open by appointment only
- **Salem Life & Learning Center**
Open by appointment only

- **Eugene Office**
8:30 am - 5:00 pm Monday - Friday
541-505-9092
- **Southern Oregon Office**
8:30 am - 5:00 pm Monday - Friday
541-955-5186
- **Corvallis Office**
Open by appointment only

We are asking people to only come to the office if they have essential business that can only be done in person. Please email the person ahead of time to make sure they are at the office.

Open/Closed to the Public: As Oregon has changing opening and closing of businesses, based on different dates and counties, PCL will keep updated on each office if it is open or closed to the public by posting a notice at the front door of the office.

Before entering a PCL owned or operated home or building, it is required that you answer screening questions, sign or be signed into the visitor log, and that you put on a face covering before entering the building. Once you are in the office, please wash your hands in the restroom, or use hand sanitizer, prior to interacting with anyone and while you are at the office, follow physical distancing guidelines of remaining at least six feet from others.

If you are there to pick something up and do not wish to come in, please call the Receptionist. We will make arrangements to have someone bring it outside to you. If you are located in the Northern Area and you need something from the office, you can utilize the Mail Run to deliver any items to your work site. Please call the Receptionist at the Monmouth Office and she can help facilitate this.

Healthy Work Practices and Environmental Controls

The following list shows the general steps we are taking to keep everyone safe at our workplace.

1. Physical distancing of administrative offices workspace. All employees must maintain a distance of six feet between each other at all times in the workplace. In situations where six feet of distance cannot be maintained, PCL has implemented the following additional safety measures:
 - a. Protective barrier at the reception areas
 - b. Limiting the number of employees in the office at any one time including adjusting work schedules and work spaces
 - c. The reception area has hand sanitizer and lysol wipes and they are available at various locations throughout the offices
 - d. Limiting onsite visitors to only those critical to business operations

- e. Posted signs and other visual markers throughout the workplace to remind people of safe distancing and flow of movement
 - f. Team members take their break and lunch at their discretion and at their desk. The number of people in the same area is limited
 - g. Improved access to online/virtual technology to limit the number of in-person meetings
 - h. Scheduled All Staff Meetings virtually for training on new protocols
 - i. Prop conference room doors and other doors open as appropriate
 - j. Arrows on floor to direct foot traffic to avoid people passing in the hallways.
 - k. The process of Installing hands free water faucets has been initiated and is waiting on improvement of current plumbing- 11/2020.
 - l. Work environments will be adjusted to meet the CDC's physical distancing recommendations.
 - m. Teammates are asked to alternate days of working remotely and work hours when able, to accommodate having only one person in a workspace at a time.
2. Cleaning and disinfecting - All common areas, shared equipment, and high touch areas will be cleaned and sanitized regularly and at a minimum daily, as no office is occupied for more than 12 hours on any given day. Touchpoints are cleaned throughout the day.
- a. Follow the process as outlined previously in this document.

If a team member has any suggestions on other items to assist with physical distancing, they can contact Lorrie Bakke at lbakke@pclpartnership.org.

Supporting Our Team

PCL is committed to supporting its workforce to the best of our ability. We recognize that we can only provide services if we have healthy, qualified team members.

PCL team members are essential workers. It is our hope that, as essential workers, our team members continue to follow guidance on accessing the community and traveling when off work. We offer these guidelines in the document [Essential Worker Guidelines: Time Off Work](#) to help if you plan safe activities outside of your home during your off hours.

How Do I Confirm I Am An Essential Worker If Asked?

The current Executive Order does not require you to carry identification designating you as an “essential worker.” However, we have created a [letter](#) each team member can download, complete, and print if you feel more comfortable carrying such a letter.

Child Care Resources

DSPs are included in the priority workers for child care considerations. DSPs are falling under the “essential worker” category of “workers who support food, shelter, social

services, and other necessities of life for economically disadvantaged or otherwise needy individuals.”

School districts are currently being asked to open schools and provide child care for essential health care workers. This is still in the early stages so we will continue to monitor. In the meantime, child care options:

- DSPs can call 2-1-1 and they will direct “essential workers” to child care providers who are designated to prioritize and save space to meet the child care needs of essential workers. Wait for the CHILD CARE prompt for an expedited process. You can also email: children@211info.org
- In addition, DSPs should be encouraged to sign up for the emergency child care subsidy. The state has increased the income eligibility for this program and waived all family copay requirements so parents who qualify will receive fully subsidized child care. There is also a process to get their current child care provider qualified and paid for by the State.

You can apply online: <https://apps.state.or.us/onlineApplication/>. While this application appears to only be for the Supplemental Nutrition Assistance Program (SNAP) it will cover ERDC and when the eligibility worker calls to verify the application, the worker needs to note that they are interested in ERDC.

Reporting Safety Concerns

If you have urgent safety concerns, email your supervisor and safety@pclpartnership.org. If your supervisor is unable to locate the resources to address your concerns, the Safety Committee will team up with you and your supervisor to address those concerns.

- If you have non-urgent concerns or an idea to help improve the culture of safety at PCL in general, see the safety page on Staff Links and complete the [Safety Culture Feedback](#) form.
- If you have a concern about something that has caused an injury, or something you're concerned could cause an injury, please contact Brandon Eshleman at beshleman@pclpartnership.or

Team Meetings, Orientation, & Other Related Information

Before choosing to meet in person, we ask people to be very thoughtful regarding safety measures. Virtual participation must also be an option unless absolutely essential (fit testing, certain delegation training, OIS practice, etc.).

- Ask yourself, is it essential we meet in person?
- Can you meet outside?
 - a. If inside - Calculate the size of the room needed [using this calculator](#) for people to remain **8 feet apart** (still wearing face coverings) to determine the number of people for the meeting space. We are using the 8 feet

calculator to allow for movement and accommodate variation of items in the room and the shape of the room.

- Consider ventilation. Are there a lot of windows that can be open? If there isn't good ventilation, consider more space between people.
- Eating - If there will be food involved and face coverings are going to be off, there must be at least **6-8 feet of distance** between each person.
- Orientation and other essential training will occur with the least amount of proximity and physical presence and interaction as possible. If people are physically present, we will do our best to ensure there is six feet between each participant and instructor.

Attendance and Coverage Shortages

All team members are expected to attend scheduled work shifts unless they know they have been exposed to COVID-19, or exhibiting symptoms associated with COVID-19. Exposure is defined as, "Someone who was within 6 feet of an infected person for at least 15 minutes (cumulative) starting from 2 days before illness onset (or for asymptomatic people, 2 days prior to positive specimen collection) until the time the patient is isolated." If suspected, team members shall follow the procedure for suspected exposure of team members or visitors (see below). Communicate with Human Resources about your rights concerning Workers Compensation and short-term disability eligibility.

PCL will remain in contact with other local agencies to provide adequate team members through sharing available team members. PCL will ensure that each home has adequate team members at all times by any means necessary and available. All of PCL's team members are expected to be available to help provide services if needed and as they are trained and able. This may result in temporary job switches in order to ensure that the best suited/trained people are working directly with the people PCL serves. This includes all leadership personnel and administrative team members.

Details of addressing staffing shortages: [All Hands on Deck](#)

To ensure the ongoing safety of PCL's auxiliary team members, both as a safety measure to ensure that they are available to cover at people's homes if needed, as well as continue general agency operations, the following measures have been implemented:

- Signage at all PCL offices with screening questions and mask requirements. All essential employees and visitors will be asked to immediately go wash their hands before proceeding with any other agency business.
- A visitor log will be maintained at each PCL's office and the same process will be followed as the Essential Visitors outlined above.
- Each team will assess their work environment and make needed adjustments to meet the CDC's physical distancing recommendations (e.g. 6 feet of space between people, not sick, etc). This may result in teammates alternating days of

working remotely, alternating work hours, some teammates attend a team meeting virtually, etc.

Restricted Time Off Requests

At this time, all time off requests will be approved or denied according to the coverage and staffing needs of the people we support. To ensure we are able to continue delivering vital services, we may need to restrict time off requests until later or the end of this pandemic.

If you have a compelling situation or event and need time off during this period, we encourage team members to speak with each other to see what kind of arrangements can be made for coverage within the team. We want our team members to continue to achieve work and home life integration and the way we thrive through this event is to work as a team.

Additional Compensation

Contingent on the availability of emergency funding, additional compensation may be offered to team members affected by COVID-19.

To ensure that team members have the ability to stay home if they are ill (presenting with symptoms related to COVID-19), we have implemented the following short term measures to compliment team members existing Paid Leave Benefit (PLB):

- If you are a member of PCL's Paid Leave Pool and have met the criteria to use it, you will be able to access the pool to cover time off of your regularly scheduled hours (up to what you are currently eligible for).
- If you recently signed up for PCL's Paid Leave Pool and have not met the criteria (e.g., haven't been contributing for 6 months), you will be able to use up to 2 weeks of your regularly scheduled hours for illness related to COVID-19. This includes, testing, required/recommended quarantine, and/or treatment.
- If you have not signed up for PCL's Paid Leave Pool (because you have not met the 90 day introductory period or haven't taken advantage of this benefit), you will have a one (1) time option to sign up for the Paid Leave Pool. You must sign up prior to the 21st of the month, and you will be eligible on the 1st of the following month (eg, sign up prior to April 21st, eligible May 1st). We will leave this open until further notice. If you choose this option, we will waive the six (6) month waiting period and you will then be able to use up to two (2) weeks of your regularly scheduled hours for illness/treatment related to COVID-19. Again, this will include testing, required/recommended quarantine, and/or treatment. If you have no paid leave available, it will be deducted from your first month of earned PLB.

Note: You will be expected to stay in the Paid Leave Pool for 12 months. If you choose to leave the Paid Leave Pool, you must notify payroll by email:

payroll@pclpartnership.org.

When to let HR know you are sick in relation to COVID-19?

Human Resources should **always** be included in all time off related to COVID-19 - the employee is sick, exposed to known virus, time off because of lack of child care, time off for doctor's appointments, etc. **Lisa Buccello** is the point of contact for these situations and will communicate with the required health officials per the guidance they have set. She will be available by phone (see number below) from 9:00 AM - 9:00 PM.

Call/text: (503) 339-3125

Email: HRMailbox@pclpartnership.org (please use **COVID-19** as your subject line)

PCL is required to report to health agencies non identifying information about team members who are in health provider recommended quarantine, testing, or have a confirmed diagnosis of COVID-19. We have established the following guidelines for reporting to Human Resources:

- You are experiencing one or more of the following symptoms not related to a pre-existing diagnosis or condition.
 - Cough (usually dry)
 - Fever (over 100.4 F or 38C)
 - Shortness of breath
 - Headache
 - Fatigue
 - Aches and pains
 - Sore throat
 - Runny nose (rarely occurs with COVID-19)
 - Abdominal pain including nausea or diarrhea
 - Chills
 - New loss of taste or smell
- You are in a health provider recommended quarantine
- You are being tested for COVID-19 (for any reason)
- You have a presumptive or confirmed diagnoses of COVID-19

Reporting and Notification

PCL will follow all [Notification Procedures](#) as outlined in the [Scenario Tool](#) which includes:

- If someone we support comes in close contact with someone who has a confirmed or suspected case of COVID-19 and/or if they have been told by a physician they may have COVID-19 and to stay home and self-isolate
- Are being tested for COVID-19 for any reason
- Been told by a physician that it is likely that they have COVID-19 (and to stay home and self-isolate)

- If someone we support, their guardian, family, or DSPs have been exposed to COVID-19, PCL will notify those who have potentially been exposed

Information will be shared with ODDS, in addition to communicating with medical teams and public health entities, following the guidelines.

PCL Team Members who suspect they have been exposed will contact their supervisor and the HRMailbox@pclpartnership.org as directed in this plan. If someone we support is suspected of having or being exposed to COVID-19, team members must contact their supervisor immediately.

COVID-19 Tips for PCL Team Members

It is important we are supportive of the people we serve and our team members while protecting their health and safety. At the same time, we are healthcare providers and must all do our best to continue providing services for the people we support.

General guidance for supporting team members is to be kind, calm, and supportive to their questions and their need to call-out when they are not feeling well. Human Resources should **always** be included in all time off related to COVID-19: the employee is sick, exposed to known virus, time off because of lack of child care, time off for doctor's appointments, etc. **Lisa Buccello** will be the point of contact for these situations. She will be available by phone (see number below) from 9:00 AM - 9:00 PM.

Call/text: (503)339-3125

Email: HRMailbox@pclpartnership.org (please use **COVID-19** as your subject line)

What do I do if someone I support reports they have symptoms of COVID-19?

Offer them comfort and help them understand what is important for their health and safety and have them isolate (see Isolation Procedure previously outlined in this Plan). Begin with taking their temperature and tracking the date, time, and results. If their temperature reaches 100, contact their medical professional immediately. Follow the guidance given and contact your supervisor who will then follow PCL's Notification process including the County Services Coordinator or Brokerage Personal Agent.

What do I do if someone I support does not want to follow the safety guidelines?

People have the right to adhere to safety guidelines for themselves to the degree they choose. We are responsible for education and encouragement. If the person chooses not to follow safety guidelines (washing hands, changing clothes, being around groups of people, etc.), follow the documentation instructions for each person found in their Helping People Understand Their Choices and Understand Risks Discussion Record

referenced earlier in this Plan. Before someone leaves, do a social story (resources are available on YouTube and other online sources specific to COVID-19). You can also contact their CBHS representative for ideas.

What do I do if the person I support lives with others who do not want to follow the safety guidelines?

Offer to review this plan with them and why it is important. Contact your Service Team Coordinator to explain what is happening and include any support you have offered and given. The Service Team Coordinator will contact the Area Director and the Executive Leadership member for support. This may result in further education, formal agreements, and as a last resort, if we are unable to provide services in a safe situation, discuss our ability to continue supporting the person.

What do I do if I, or someone I supervise, reports they have symptoms of COVID-19?

It is critical that employees do not report to work while they are experiencing the symptoms listed above in this plan for unknown reasons. The team member will be instructed not to come to work and to email HRMailbox@pclpartnership.org with the subject line of **COVID-19**. The supervisor will begin the process of finding shift coverage.

Oregon Developmental Disabilities Services (ODDS) is requiring that we do not allow any employee showing signs of COVID-19 to have contact with the people we support until the employee's symptoms have subsided for 72 hours or they are released to work by their doctor.

What do I do if I, or someone I supervise, calls out for their shift because they aren't feeling well, have been instructed by a doctor to self-quarantine, or for another COVID-19 related reason such as no child care?

The team member will be instructed to email the HRMailbox@pclpartnership.org with the subject line of **COVID-19**. HR will track the necessary information needed and keep the information confidential. The supervisor will begin the process of finding shift coverage.

What do I do if I, or someone I supervise, reports they were exposed to COVID-19 and they want to come to work?

The screening process includes questions related to exposure that would prevent the team member from entering the home of the people we support. It is important to determine if this exposure was with a person who has tested positive for COVID-19.

The CDC advises people to contact their medical professionals immediately and follow their instructions. If they have been exposed to someone who has tested positive for

COVID-19, they may not work in any PCL home or location until they have received advice from their medical professional and PCL. The team member is instructed to email the HRMailbox@pclpartnership.org with the subject line of **COVID-19**.

What if I, or someone I supervise, isn't showing signs and symptoms, but is afraid to come to work?

It is important to be calm and not complacent. The reason for heightened vigilance is not because the virus became more dangerous, rather we are trying to stop the spread and prevent overwhelming our health care systems and keep the risk down for those in high risk categories. Coming to work in and of itself is not a risk. It is important to follow guidelines around cleanliness and hygiene - washing hands upon arrival and frequently thereafter, keep a physical distance of at least six feet where and whenever possible, etc.

Is a doctor's note needed if calling out sick either because of COVID-19 or not?

At this time, we are not requesting doctor's notes for team members calling out sick. Please email the HRMailbox@pclpartnership.org with the subject line of **COVID-19**.

What do I do if I, or someone I supervise, is being tested for COVID-19?

The team member should email the HRMailbox@pclpartnership.org with the subject line of **COVID-19** immediately. The team member will be given guidance, track the needed information, and their information will remain confidential.

What if a team member has lost child care as a result of COVID-19 closures and is not available to come to work?

Work together to be creative - see if people can cover for each other or find resources for child care. Swap shifts if possible. It is okay to use Gmail to network with each other for this reason. If no solution is found, the team member needs to email the HRMailbox@pclpartnership.org with the subject COVID-19 and you will start the process to fill their shift. The team member may also qualify for OFLA.

What if I, or someone I supervise, is worried about not having paid leave to be out of work?

We provide paid leave and other benefits to compensate employees who are unable to work due to illness. To ensure that team members have the ability to stay home if they are ill (presenting with symptoms related to COVID-19), **we have implemented the following short term measures to compliment team members existing Paid Leave Benefit (PLB):**

- If you are a member of PCL's Paid Leave Pool and have met the criteria to use it, you will be able to access the pool to cover time off of your regularly scheduled hours (up to what you are currently eligible for).
- If you recently signed up for PCL's Paid Leave Pool and have not met the criteria to utilize it (e.g., haven't been contributing for 6 months), you will be able to use up to 2 weeks of your regularly scheduled hours for illness related to COVID-19. This includes testing, required/recommended quarantine, and/or treatment.
- If you have not signed up for PCL's Paid Leave Pool (because you have not met the 90 day introductory period or haven't taken advantage of this benefit), you will have a **one (1) time option to sign up for the Paid Leave Pool. You will need to do this by the 20th of the month to be eligible to use it the first of the following month (eg., sign up by May 20th, to use June 1st).** If you choose this option, we will waive the six (6) month waiting period and you will then be able to use up to two (2) weeks of your regularly scheduled hours for illness/treatment related to COVID-19 including testing, required/recommended quarantine, and/or treatment. If you have no paid leave available, it will be deducted from your first month of earned Paid Leave Benefit. Use this link to sign up: [Updated Paid Leave Pool Participation](#)

Note: You will be expected to use your existing Paid Leave, prior to accessing the Paid Leave Pool. You also will be expected to stay in the Paid Leave Pool for the period of 12 months. If you are wanting to leave the Paid Leave Pool, you will need to email: payroll@pclpartnership.org requesting to do so.

Employees are protected from discrimination or retaliation under ORS 654.062(5). This includes protections for actions against employees for opposing any practice forbidden under the Oregon Safe Employment Act and related statutes and rules (including this temporary rule for COVID-19), making a complaint or causing any proceeding to be instituted under the Oregon Safe Employment Act, or exercising any rights under the law, including those conferred by this temporary COVID-19 rule.

Background Information: COVID-19 Transmission and Mitigation of Spread

On February 11, 2020 the World Health Organization announced an official name for the disease causing this 2019 pandemic. They named it the coronavirus disease 2019, abbreviated as COVID-19.

'CO' stands for 'corona (named Corona because each virion is surrounded by a "corona," or halo).

'VI' for 'virus,' and 'D' for disease. Formerly, this disease was referred to as "2019 novel coronavirus" or "2019-nCoV".

1. The virus is called Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2).
2. Viruses are named based on their genetic structure to facilitate the development of diagnostic tests, vaccines, and medicines.
3. Diseases are named to enable discussion on disease prevention, spread, transmissibility, severity, and treatment.
 - a. Viruses, and the diseases they cause, often have different names. HIV, for example, is the virus that causes AIDS (HIV is not a Coronavirus).
4. How SARS-CoV-2 is spread:
 - a. The virus that causes COVID-19 most commonly spreads between people who are in close contact with one another (within about 6 feet, or 2 arm lengths) of a confirmed COVID-19 individual for a cumulative total of 15 minutes or more, regardless of whether one or both of them were wearing face coverings. The virus can be spread whether the carrier is or is not experiencing symptoms. In other words, transmission can happen when a person is asymptomatic, or pre-symptomatic. Both terms refer to people who do not have symptoms. 'Asymptomatic' refers to people who are infected, but never develop any symptoms, while 'pre-symptomatic' refers to infected people who have not yet developed symptoms but go on to develop symptoms later.
 - b. Primarily people are infected through exposure to respiratory droplets carrying infectious viruses. These droplets are produced during coughing, sneezing, singing, talking, or even breathing.
 - c. There is growing evidence that droplets and airborne particles can remain suspended in the air and can be breathed in by others and travel distances beyond 6 feet (for example, during choir practice, in restaurants, or in fitness classes). In general, indoor environments without good ventilation increase this risk.
 - d. Droplets can also land on surfaces and objects and be transferred by touch. A person may get COVID-19 by touching the surface or object that has the virus on it and then touching their own mouth, nose, or eyes (mucous membranes). It is very important to wash your hands before touching your eyes, nose, or mouth.

COVID-19 seems to be spreading easily and sustainably in the community ("community spread") in [many affected geographic areas](#). Community spread means people have been infected with the virus in an area, including some who are not sure how or where they became infected.

The incubation period for COVID-19 is thought to extend to 14 days, with a median time of 4 to 5 days from exposure to symptoms onset. One study reported that 97.5% of persons with COVID-19 who develop symptoms will do so within 11.5 days of

SARS-CoV-2 infection. Which means self-isolating if you have been exposed, whether you have symptoms or not, is imperative to prevent the spread of this virus.

COVID-19 affects different people in different ways. Infected people have had a wide range of symptoms reported – from mild symptoms to severe illness. Symptoms and the ability to infect others, may appear 2 to 14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Call your medical provider for any other symptoms that are severe or concerning to you. This plan outlines Non-Pharmaceutical Interventions (NPIs). NPIs are actions, apart from getting vaccinated and taking medicine. NPIs are proactive measures that can be taken to help slow the spread of illnesses. They are also known as community and personal mitigation strategies. NPIs are among the best ways of controlling pandemic flu when vaccines are not yet available.

The most common NPIs include:

- Physically distancing
- Use of masks/face coverings in the community
- Good hand hygiene
- Surface cleaning and disinfection
- Good ventilation in shared indoor spaces
- Avoiding crowds, especially in crowded indoor

Transmittals, ODDS, and OHA Guidance

ODDS Communications

- [24-Hour Residential and Foster Home Setting Provider COVID-19 Worker's Guide](#)
- [Employment and DSA COVID-19 Worker's Guide](#)
- [Supported Living COVID-19 Worker's Guide](#)
- [In-Home COVID-19 Worker's Guide](#)
- [Supported Living Worker's Guide](#)
- [OHA Mask Guidance](#)
- [ODDS Message from the Director on 5/15/20](#)
- [Making a Plan for Work and Community Activities](#)
- [Phase 1 Reopening Guidance](#)
- [ODDS Scenario Tool](#)
- [Face Covering Guidance from the Oregon Health Authority](#)
- [Face Covering Guidance extended statewide](#)
- [Statewide Mask, Face Shield, Face Covering Guidance 7/15/20](#)
- [Temporary Rule Change to Agency Management and Personnel Practices](#)

Transmittals

- [AR-20-030: Behavior Professionals with "G" level OIS certificates expiring soon](#)
- [AR-20-031: COVID-19 Scenarios Tools \(Guidance for Providers and CMEs on how to respond to symptoms and cases of COVID-19\)](#)
- [AR-20-035: REVISED: Hiring on a Preliminary Basis process due to COVID-19 \(Temporary change\) Corrected #2](#)
- [AR-20-037: Staffing Support -- Provider Agencies and Case Management Entities Requesting Direct Support Staffing Information and Staffing Support Phone Line- Updated](#)
- [AR-20-042 Temporary Changes to CDDP/CMHP Adult Abuse Investigation Practice Due to COVID-19 Precautions](#)
- [AR 20-049: Information to report to ODDS re: individual with suspected or positive case of COVID-19- Updated](#)
- [AR 20-055: Training Opportunity Through Open Future Learning](#)
- [AR 20-059: Notification of potential COVID-19 exposure](#)
- [IM-20-026: Behavior Professionals and home visits during CV19](#)
- [IM-20-023: Appropriate Use of Collective including COVID-19 and Corona Virus Corrected](#)

- [PT-20-045: “Stay at Home, Save Lives,” Executive Order 20-12](#)
- [PT 20-064: COVID-19 CARES Act benefits and resources](#)
- [PT 20-069: LTCR Extension for DD Providers in eXPRS](#)
- [PT 20-071: Department funding of Assistive Technology during the Stay Home, Save Lives executive order](#)
- [PT-20-073: ODDS Phase 1 Reopening Policy Worker’s Guides](#)

Miscellaneous

- [Face Covering Guidance from the Oregon Health Authority](#)
- [OHA COVID-19 Testing Guidance for Healthcare Providers](#)
- [COVID-19 Test Site](#)