

# COVID-19



**Exposure Prevention, Preparedness, and Response Plan**

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## Overview

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MOKA takes the health and safety of our employees very seriously. With the spread of the coronavirus or COVID-19, the agency must remain vigilant in mitigating the outbreak. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented, to the extent feasible and appropriate, throughout the agency. MOKA has also identified employees to monitor the related guidance that U.S. Center for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) continue to make available.

This Plan is based on information available from the CDC, OSHA, and other public health authorities at the time of its development, and is subject to change based on further information provided by the CDC, OSHA, and other public officials. The agency may also amend this Plan based on operational needs.

## Exposure Risk Determination

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We have identified the following potential sources of possible spread of COVID-19 in the workplace:

- The general public
- Individuals served
- Co-workers
- Vendors/visitors

MOKA employees fall into the following risk categories based on work location and job:

- Lower exposure risk - the work performed does not require direct contact with people known or suspected to be infected with COVID-19 or frequent close contact with the public and other co-workers. The following job types at MOKA fall into this category: Administrative Support, Management Jobs (unless identified in other exposure risk categories)
- 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 confirmed or suspected to have COVID-19. This also includes work involving contact with the public. The following job types at MOKA fall into this category: Youth Autism Employees, Clinic Manager, Mentors and Specialized Mentors of Community Supports, Job Developers, Supervisors and Assistant Supervisors of Community Supports. The following job types at MOKA typically fall into this category but may occasionally be in higher exposure risk categories: Residential Support Employees, Supervisors, and Assistant Supervisors of Residential.
- High exposure risk - the work performed has potential for employees to have frequent and/or close contact with known or suspected sources of COVID-19. The following job types at MOKA may fall into this category when working at a Residential Program with

individuals served who are confirmed or presumed COVID-19 positive and cannot self-isolate: Residential Support Employees, Supervisors and Assistant Supervisors of Residential.

- Very high exposure risk - performing aerosol-generating procedures on known or suspected sources of COVID-19. The following job types at MOKA may fall into this category when working at a Residential Program with individuals served who are confirmed or presumed COVID-19 positive and require assistance with an aerosol-generating procedure such as a nebulizer treatment: Residential Support Employees, Supervisors, and Assistant Supervisors of Residential.

## COVID-19 Workplace Coordinators

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We have designated the following employees as our COVID-19 Workplace Coordinators:

### **Emily Betz, Director of Programs**

Phone number: 616-719-4263 x417

Email: [ebetz@moka.org](mailto:ebetz@moka.org)

### **Dorothy Bowne, HR Director**

Phone number: 231-830-9376 x633

Email: [dbowne@moka.org](mailto:dbowne@moka.org)

The coordinators are responsible for staying informed of federal, state and local guidance and incorporating those recommendations into the workplace. The coordinators are also responsible for reviewing human resources policies, procedures and practices to make sure that they are consistent with this plan and existing federal, state and local requirements.

## Responsibilities of Managers and Supervisors

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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 safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

## Responsibilities of Employees

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MOKA is asking every one of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at our workplace, everyone must play their part. Below are described various housekeeping, social distancing, and other best practices to prevent the spread of the virus. All employees must follow these guidelines. In addition, employees are expected to report to their supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask your supervisor. If they cannot answer the question, please contact Emily Betz, Director of Programs or Dorothy Bowne, HR Director.

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



In addition, employees must familiarize themselves with the symptoms of COVID-19, which include the following:

Coughing

Fever

Shortness of breath, difficulty breathing; and

Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, do not go to work and call your supervisor and healthcare provider right away. If you come into close contact with someone showing these symptoms, call your supervisor right away.

### Workplace Protective Measures

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The following protective measures apply at all work locations.

#### General Safety Practices

- MOKA will conduct entry screening for employees, individuals served, contractors, vendors, and anyone else entering work locations. This screening will, at minimum, include a self-reported questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19. Screening protocol may vary between work locations and service lines. Documentation of employee screenings, if generated, will be kept secured in a location separate from other employee records.
- Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the location and return home.
- Employees must avoid physical contact with others whenever possible and shall direct others (co-workers/contractors/visitors) to increase personal space to at least six (6) feet, when possible. Where offices or internal rooms are used, only necessary employees should enter these spaces and all employees should maintain social distancing while inside.

- Fabric face covers should be worn in all common areas and individual workspaces where social distancing cannot be maintained. Face covers are not a replacement for social distancing.
- All in-person meetings and trainings will be limited. To the extent possible, meetings and trainings will be held virtually.
- There may be additional precautions specific to work locations and/or service lines; these will be shared with employees by supervisors.

### **Visitors**

- Visitors entering work locations, including the office, will be limited to only those necessary.
- All visitors will be screened in advance of arrival. If the visitor answers “yes” to any of the following questions, they should not be permitted to access:
  - ✓ Have you been confirmed positive for COVID-19?
  - ✓ Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?
  - ✓ Have you been in close contact with anyone who has been confirmed or suspected positive for COVID-19?

### **Personal Protective Equipment**

- In addition to regular PPE for employees engaged in normal work tasks, MOKA will also provide PPE necessary to prevent the spread of COVID-19 based on exposure risk associated with the specific job or work location. Exposure risk and associated PPE required is subject to change even within the same work location based on current exposure risk factors. At minimum, PPE will include fabric face covers. Supervisors are responsible for communicating specific PPE requirements to employees.



## Workplace Cleaning and Disinfecting

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MOKA has developed increased cleaning practices to prevent the spread of COVID-19. Common areas and frequently touched surfaces are being cleaned and disinfected at least daily. Cleaning supplies will be available and employees are encouraged to clean and disinfect workspaces throughout the workday. Specific practices vary based on work location and exposure risk factors. Supervisors are responsible for communicating specific cleaning and disinfecting requirements with employees.

MOKA will ensure that any disinfection will be conducted using one of the following:

- ✓ Common EPA-registered household disinfectant;
- ✓ Alcohol solution with at least 60% alcohol; or
- ✓ Diluted household bleach solutions (if appropriate for the surface).



## Workplace Potential Exposure Situations

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### Employee Experiences COVID-19 Symptoms

Employees experiencing a fever, symptoms of respiratory illness, such as cough or shortness of breath, sore throat, or body aches should not report to work. Call your supervisor and healthcare provider right away. You will be asked to stay away from work until you are able to receive COVID-19 testing or receive other direction from your healthcare provider. Please keep your supervisor informed of your testing status. An employee who tests positive for COVID-19 will be directed to self-quarantine away from work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state or local public health representatives.



### Employee Has Close Contact with Someone Who Has Known or Suspected COVID-19

Employees who have come into close contact with someone who has tested positive for COVID-19 or is suspected to have COVID-19 should inform their supervisor right away. Close contact is defined as someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period\* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated. An employee who has close contact with a person with known or suspected COVID-19 will be directed to self-quarantine away from work until the criteria to discontinue quarantine are met.

\* Individual exposures added together over a 24-hour period (e.g., three 5-minute exposures for a total of 15 minutes).

### **Notification of Employee Testing Positive in the Workplace**

An employee who tests positive for COVID-19 will be directed to self-quarantine away from work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state or local public health representatives. When MOKA learns that an employee has tested positive, an investigation will be conducted to determine co-workers who may have had close contact with the confirmed positive employee in the prior 14 days. Notifications to potentially exposed employees will occur within 24 hours. If applicable, MOKA will also notify individuals served and their family or guardians, sub-contractors, vendors or visitors who may have had close contact with the confirmed positive employee. In these circumstances the number of people who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. All other medical information will be kept confidential as required by law.

## OSHA Recordkeeping

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If a confirmed employee case of COVID-19 is reported, MOKA will determine if it meets the criteria for recordability and reportability under OSHA’s recordkeeping rule. OSHA requires employers to record work-related injuries and illnesses that meet certain severity criteria on the OSHA 300 Log, as well as complete the OSHA Form 301 (or equivalent) upon the occurrence of these injuries. For purposes of COVID-19, OSHA also requires employers to report to OSHA any work-related illness that (1) results in a fatality, or (2) results in the in-patient hospitalization of one or more employee. “In-patient” hospitalization is defined as a formal admission to the in-patient service of a hospital or clinic for care or treatment.



OSHA has made a determination that COVID-19 should *not* be excluded from coverage of the rule – like the common cold or the seasonal flu – and, thus, OSHA is considering it an “illness.” However, OSHA has stated that only confirmed cases of COVID-19 should be considered an illness under the rule.

If an employee has a confirmed case of COVID-19, MOKA will assess any workplace exposures to determine if the case is work-related. Work-relatedness is presumed for illnesses that result from events or exposures in the work environment, unless it meets certain exceptions. One of those exceptions is that the illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs *outside* of the work environment. Thus, if an employee develops COVID-19 *solely* from an exposure outside of the work environment, it would *not* be work-related.

MOKA’s assessment will consider the work environment itself, the type of work performed, the risk of person-to-person transmission given the work environment, and other factors such as community spread.

## Confidentiality/Privacy

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Except for circumstances in which MOKA is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. MOKA reserves the right to inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health. The Company also reserves the right to inform sub-contractors, vendors, or visitors that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to COVID-19 so those individuals may take measures to protect their own health.

## General Questions or Concerns

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Given the fast-developing nature of the COVID-19 outbreak, MOKA may modify this Plan as needed including modification, adding or deleting of additional documents described below. If at any time you have questions about this Plan or concerns about the handling of COVID related practices and your safety at work please inform your supervisor or contact Emily Betz, Director of Programs, or Dorothy Bowne, HR Director.

## Additional Documents

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The following documents contain department or job specific protocol related to COVID-19 prevention or exposure and as such are considered part of this Plan. These documents can be found on the MOKA intranet or are available upon request.

- Admission Planning
- AFC PPE Considerations
- AFC PPE Daily Inventory Check
- Community Activities During State Ordered Restrictions
- Community Supports: Covid-19 Reopen - Infection Control during Community-based and Launchpad Services
- Community Supports: Daily Launch Pad Cleaning and Task List
- COVID Screening Log
- Employee Return-to-Work Following COVID-19 Confirmed or Suspected Positive
- Evaluate and Manage Individual with Symptoms of Respiratory Illness
- General Recommendations for Cleaning and Disinfection of Households with People Isolated in Home Care
- Health Screening Form for Visitors at Offices
- In-home Visits During a Pandemic
- Infection Control During Center-Based ABA Sessions
- Monitoring for COVID-19 Following Exposure
- Office Teams COVID-19 Prevention
- Onsite Training COVID Guidelines Kent Regional Office
- Onsite Training COVID Guidelines Terrace Office
- Positive COVID-19:Communication Guide
- Recommended Precautions When in Close Contact with Someone with COVID19 or Under Investigation
- Recovery from COVID-19 Individuals Served/Residential
- Requirements for Care when a Resident has COVID-19
- Requirements for Monitoring Following Staff Contact with a Confirmed Case
- Specialized Residential COVID-19 Coronavirus or Something Else?

- Specialized Residential COVID-19 Indoor Visits During a Pandemic
- Specialized Residential COVID-19 Screening Tool
- Specialized Residential COVID-19 Screening Tool For Individuals Served
- Specialized Residential COVID-19 Weekly Screening Tool