



May 28, 2020

To Our Families and Guardians

Subject: CA COVID-19 Update

“The brain loves patterns. Human behavior relies on the expectations of the brain.”

If there is one thing that has been shaken in our lives, it's the patterns we came to understand as 'normal'. Truth be told, many of the 'normalcies' of our culture needed to be shaken up and should not be re-engaged as we grow beyond COVID-19. My hope is that we come out of this pandemic better and stronger than what we were before it.

That said, the Executive Order for businesses in the age of COVID-19 are basically what we've been doing since the beginning. Added employer responsibility is to have a written Emergency Plan in the event a COVID-19 diagnosis is positive among our staff. Please find below a list of proactive actions we will continue to take and an outline of our Emergency Plan.

#### Proactive Actions

- Sanitize hands when entering the suite, wash hands often for 20 seconds
- 6-foot social distancing will continue
- Masks must be worn when moving around the suite/apartment or when a guest or vendor is in the suite/apartment; employees stationed at the receptionist desk must wear a mask; when you are sitting at your desk working wearing a mask is optional; direct care workers are to wear a mask while providing direct hands on care or when 6-foot social distancing is not possible;
- Monitoring your health with daily recording of oral temperature and answering CDC questions on the back of the time sheets will continue.
- Cleaning desk tops, hot spots, kitchen and bathrooms must continue. Employees are expected to use the disinfectant provided in work areas to clean their work area before leaving for the day. Our suite is cleaned each night by Regal Services. The apartments and homes of our clients are cleaned by direct care workers on shift. Community Alliance will continue to provide disinfectant and paper towels to all SLP apartments and homes.
- All essential service employees are encouraged to get the COVID-19 test, there are memos at work sites about how to access these tests.

#### Emergency Plan

1. Employee's with **direct contact** with a person that **has tested positive** for COVID-19 should be immediately tested. Contact their direct supervisor for next steps. (Ideally, we will ask you to stay home until you have the results of your COVID-19 test).
2. Employees that test positive for COVID-19 must stay home and take the advice of their physician. A copy of the positive test result must be faxed from your doctor's office to our Human Resources Department. We must have a letter from your doctor stating you are eligible to return to work.
3. If an employee begins to feel sick with COVID-19 symptoms **while at work**, they must immediately put on a mask, send their supervisor an email or text of what is happening and

leave the building immediately. Direct support employees must call HR and wait outside the client's home within health and safety distance to observe, until an administrative team member can relieve them. Employees are to go to a test site to be tested immediately. The admin team will determine next steps. We will send everyone that had direct contact with the sick employee to be tested and then clean the suite or apartment thoroughly

5. The client will be taken by administration to a COVID-19 testing site to immediately be tested. The client will be self-quarantined in their apartment, HR will minimize the number of employees that are assigned, pending the outcome of the test. CMH and Public Health will be notified of the possible exposure. A negative test will result in resumed staffing activity. A positive test will result in moving the client to Extended Stay America where they will recover with minimal dedicated staff. As warranted the client will be examined by EMT to determine if hospitalization is required.

4. Employees that believe they have already had COVID-19 should pursue an antibody test which is becoming more readily available.

5. The Executive Director will notify Washtenaw County Public Health, Community Mental Health and families and guardians of our findings and actions taken on all points above.

Since the start of the pandemic, Community Alliance has had no COVID-19 infections among its clients and employees. We will continue to maintain our standards of care with the goal of ensuring no one in our organization becomes sick with COVID-19.

Please let me know if anyone has any questions.

Katherine Grant

Executive Director