



COVID-19 PREPAREDNESS PLAN

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Coronavirus (COVID-19) Preparedness Plan

Policy Statement

Search is committed to ensuring the health and safety of all people within the Search organization. Search has created the following protocol to ensure all people are as protected as possible from the threat of COVID-19. Please review the updated protocol that is in effect until further notice. The administrative team will regularly evaluate this plan to ensure it reflects the most up-to-date information from the Centers for Disease and Control and Prevention (CDC), Illinois Department of Public Health and Human Services (IDPH & IDHS), Occupational Health and Safety Administration (OSHA) and other regulatory entities

Communication

Search is committed to maintaining regular communication with our staff members and individuals served during this challenging time. Any urgent or sensitive communications will first be handled via phone. Search will also provide regular communications via the following:

- Written correspondence – this may include but is not limited to written notification of a potential exposure to COVID-19, documentation of new protocols or policies, standard symptom screenings and personal communications to Human Resources
- Text messaging – this may include but is not limited to standard symptom screenings and non-urgent communications between staff members
- Phone – this may include but is not limited to follow up on symptom screenings, communication between staff members, personal communication with Human Resources and program operations questions or concerns
- Email – this may include but is not limited to documentation of new protocols or policies, organization-wide communications and communications between staff members or with Human Resources
- Signs & Postings- Search will continue to update signage and postings that are displayed at the worksites related to COVID-19. The signs will follow guidelines provided by the aforementioned regulatory entities. Signs will include information about hand washing, PPE requirements, recognizing COVID symptoms, social distancing and other relevant information.

External Communication

The following information should be referenced when communicating with people and agencies outside of Search.

- Emergency Contact Lists – Emergency contacts for people served by Search are kept in the online Harmony database. This information is located the Relations and/or Contacts tab. All case managers and administrative staff have access to this information for all individuals served. Emergency Contacts for employees of Search are maintained within the online ADP software. Human Resources staff and Division Directors have access to this information for all employees.

- Local Health Departments – Local health departments must be contacted in the event of individuals being served testing positive for COVID-19. The below information should be referenced when communicating with these health departments.

Health Agency	Address	Phone #	Contact Email	Contact(s) at Agency
Illinois Department of Public Health	6959 W. Forest Preserve Dr., Chicago, IL 60634	217-782-2016		
Chicago Department of Public Health	333 S. State St. #200, Chicago, IL 60604	312-747-9884	Christoper.shields@cityofchicago.org	Christopher Shields, Assistant Commissioner
Village of Morton Grove	6101 Capulina Ave., Morton Grove, IL 60053	847-965-4100	tfriel@mortongroveil.org	Tom Friel, Asst. to Villiage Administrator
Village of Mount Prospect	50 S. Emerson Street, Mount Prospect, IL 60056	847-392-6000	blambel@mountprospect.org	Brian Lambel, Fire Chief
Skokie Department of Health	5127 Oakton St., Skokie, IL 60077	847-933-8252	Susan.Reisberg@skokie.org	Sue Reisberg, RNC, MSN, FNP
Cook County Department of Public Health	7556 Jackson Blvd., Forest Park, IL 60130	708-836-8600	ldubose@cookcountyhhs.org	LaToya Dubose, MPA
Lake County Department of Public Health	18698 Peterson Rd., Grayslake, IL 60058	847-377-8130		
COVID Hotline	n/a	800-889-3931	DPH.Sick@Illinois.gov	n/a

Essential Supplies/Equipment

Search maintains an inventory tracking spreadsheet, in order to ensure that we have an adequate supply of materials that we have determined to be essential, including PPE. This document is maintained, and kept up to date, by the Director of Operation Supports. Should an occasion arise where we are running low, and are unable to access essential supplies from our normal sources, then Search will reach out to surrounding health departments and other agencies in our field with whom we have a relationship. In addition to these resources, Search has a mutual aid agreement with the Collaborative Health Urgency Group (CHUG). In the event of an emergency CHUG can be contacted to help find and secure supplies, materials, staff, transportation and housing for the people supported. Our contact is Connie Polk, CEO of CHUG, connie.polke@chugteam.org and 847-812-1629.

COVID-19 Prevention & Detection Protocol

Search is implementing the following protocol to address prevention, detection and containment of COVID-19 within our programs.

- **Pre-Screen:** All employees will provide their temperature and answer a series of questions related to symptoms and exposure prior to reporting their shift each day. This pre-shifting screening process is initiated and completed via text. **Staff are not authorized to report to shift until they have responded to the pre-shift screening text.** Failure to provide a timely and accurate response will lead to a delay in reporting to shift and/or disciplinary action.
- **Regular Monitoring:** Mid-shift temperature checks must be completed by all employees and documented on the Mid-Shift temperature log. If the employee has a temperature of 100.4 or develops symptoms during their shift they must contact their supervisor or coordinator on duty immediately. Program individuals are to have their temperatures checked at least twice a day and documented. Staff or individuals that have a temperature at or above 100.4F and display any other COVID-19 related symptoms must contact the supervisor immediately.
- **Wear a Mask:** All employees are required to wear a face mask or facial covering at all times while in the workplace, on shift in the community or while driving a Search vehicle. Face masks will be provided to employees and replenished as needed.
- **Social Distance:** Employees should maintain 6 feet distance and practice social distancing onsite as work duties permit.
- **Hand Hygiene:** All employees should wash their hands with soap and warm water throughout the day for at least 20 seconds. If soap and water isn't immediately available use alcohol based hand sanitizer. Employees in program sites should also ensure that individuals that are washing their hands throughout the day. Hand washing should happen after the following tasks, at a minimum:
 - Before eating or preparing food
 - Before touching your face
 - After using the restroom
 - After leaving a public place
 - After blowing your nose, coughing, or sneezing
 - After handling your mask
 - After taking off gloves and PPE
- **Avoid:** Touching your eyes, nose and mouth with unwashed hands and sneezing into your hands. Remember Batman- sneeze or cough into your shoulder or elbow.
- **Disinfect and Clean work spaces:** Employees are to clean and disinfectant areas after use. Examples of spaces that need cleaning after each use include dining room tables, kitchen surfaces, bathroom surfaces, and office spaces such as conference and training rooms. Surfaces that are frequently touched (knobs, handles and electronic devices) should be disinfected regularly throughout the day. A simple diluted bleach solution or other EPA approved product should be used.

- 4 teaspoons of bleach per quart/spray bottle (25 – 32oz) of water for counter tops, tables, sinks and objects that can come in contact with your mouth
 - ¼ cup of bleach per gallon of water for all other surfaces
 - **Do not mix bleach with other chemicals.**
 - **Do not use bleach on porous surfaces.**
 - **Always read and follow the directions on the label**
 - **Allow for proper ventilation and wear skin and eye protection as needed**
- **EPA Approved Disinfectants:** Search management staff will ensure Sporidicin or another EPA approved disinfectant is available at all sites, as needed, due to a potential exposure. Sporidicin wipes will be used to clean all surfaces that may come into human contact. Be sure to wear gloves when using the wipes. Do not rinse off, and allow 10 minutes to dry. Sporidicin is effective for several months from the time of application. **Do not use on skin.** Sporidicin is a List N product meaning it meets the EPA’s criteria for use against SARS-CoV-2, the virus that causes COVID-19. EPA Registration Number: 8383-3.
- **Universal Precautions:** In addition to the prevention strategies listed above Search will continue to adhere to Universal Precautions standard to reduce the transmission of germs and infectious pathogens:
 - Treat all bodily fluids as potentially infected,
 - Staff will wear gloves during tasks that require personal care and when attending to bodily fluids. Staff must change their gloves in between providing personal and/or hygiene care to multiple individuals
 - Clean and disinfect frequently used surfaces throughout the day and evening using a diluted bleach solution
- **Symptom Recognition:** Staff must recognize and report if they or the individuals they are supporting are exhibiting the following symptoms:
 - Fever (100.4 F confirmed with thermometer)
 - New or worsening cough
 - Shortness of breath or difficulty breathing
 - Sore throat
 - Loss of taste or smell
 - Chills
 - Headache
 - Muscle aches
 - Fatigue
 - You must report if you have been recently exposed to someone with a diagnosis of COVID-19

Symptoms that require immediate medical attention include:

 - Shortness of breath or difficulty breathing
 - Persistent chest pain or pressure
 - Blue lips or face
 - New onset of confusion
 - Altered consciousness or unconsciousness

Containment and Quarantine

Prevention and detection measures are in place to prevent the likelihood of COVID-19 entering any Search sites. In cases where a Search staff or program individual is exhibiting symptoms of a COVID-19 infection or has reported a possible exposure incident they can be referred for testing at a local testing center, hospital or occupational health center. In addition, containment procedures will be enacted to prevent the spread among our workforce, individuals and the local community. In many cases we are contacting the local department of public health and will follow their guidelines for communication, monitoring, treatment and quarantine.

- **Employees that have been exposed to COVID-19:**
 - Are required to report their potential exposure and any symptoms they may be experiencing prior to reporting to work via the pre-shift symptom screening process.
 - Must complete a COVID-19 test and self-quarantine until the results are made available and/or quarantine 14 days from the last time of close contact with the person
 - Negative Results: If the test results are negative, the employee must self-monitor for symptoms (fever, etc) and be symptom free for at least 72 hours prior to reporting to a worksite.
 - Positive Results: If the test results are positive, the employee must quarantine at home for at least 14 days and until they are symptom free for at least 72 hours prior to reporting to work at a Search site. Employees, program individuals and guardians will be notified if they or their family member have been considered to have a low risk or high risk exposure to someone who has tested positive. Instances of high risk exposure will include a period of quarantine, symptom monitoring and testing (see above guidelines).

- **Individuals served that display COVID-19 symptoms:**
 - Individuals who are symptomatic or COVID-19 positive should be separated from residents who are COVID-19 negative or have no known symptoms.
 - Individuals displaying cough or breathing symptoms or other symptoms will be quarantined immediately and tested for a fever (100.4° F).
 - The symptoms must be reported to a supervisor or nurse as soon as possible.
 - The symptomatic individual should be quarantined in the house away from others.
 - Have the person wear a face mask, if possible.
 - PPE equipment will be made available for any staff asked to support an individual that has COVID-19 positive or symptomatic including N95/KN95 masks, gloves, gown, and goggles/eye protection. These must be worn whenever interacting with the symptomatic individual and all used disposable equipment must be discarded in a separate bag and removed from the house immediately.
 - Staff should try to bundle tasks that require close contact to limit encounters with person that is ill
 - The individual must be monitored closely for any changes. This can include completing additional temperature checks and pulse oximeter readings. Any observed changes that indicate the person is becoming more must be reported to the nurse and supervisor as soon as possible.

- You may be asked to transport an individual to the hospital or to be tested. PPE equipment will be provided if transportation is required.
- All other individuals potentially in contact with an infected person will be tested for COVID-19 on the basis of an individual review (i.e. adult learning site, other program sites, contacts within the community, etc.).
- The decision to further minimize exposure may include changing staffing patterns to decrease exposure to others, and can include temporarily converting the site to an alternate staff schedule/live-in model.

Community Day Services

Community Day Services will be limited to a small group of individuals who have participated in the completion of a COVID-19 Risk Benefit Discussion Tool, and it has been assessed that the potential benefit of the program outweighs the risk for this individual. Risk mitigation strategies identified in this Discussion Tool must be reviewed by program staff at any Community Day Services site that the individual attends. Many mitigation strategies are being employed at the day services locations.

- **IL.20.012 Informational Bulletin:** All Program Managers and Coordinators have thoroughly reviewed the IL DHS DDD IL.20.012 Informational Bulletin regarding CDS Operations Under COVID-19. All guidelines included in the Informational Bulletin are being applied to the operations of these programs, including, but not limited to, the following:
 - Groups will not be larger than 10, including staff members.
 - All program spaces will be arranged with more than adequate social distancing between workspaces.
 - Participants will be verbally prompted and physically assisted to properly wear face coverings, throughout their time at the program location.
 - All individuals only enter through the assigned entrance and have their temperatures taken, as well as symptoms screened, by the Program Manager or Coordinator, upon arrival.
 - Participants will be assigned to specific program spaces, during their time at the day services site. Program Managers and Coordinators are responsible for the monitoring and enforcement of these assignments.
 - Participants will have set schedules for when they arrive and depart. Program Managers and Coordinators are responsible for the monitoring and enforcement of these schedules.
 - Entry and exit from bathroom facilities will be supervised, to ensure that no more than one individual is in a bathroom. After each use, the bathroom areas that were used will be disinfected, either by the individual with supervision from staff or by staff.
 - All items typically available for communal use will be stored away. Decorations and other non-essential items will be stored away or disposed of, prior to opening.
 - Should individuals display COVID-19 symptoms, then that individual will be isolated while determining the best method for transporting them home or to a medical facility.
 - Individuals from other agencies, or from a community home, must formally agree to promptly and safely transport any participants who display COVID-19 symptoms.
 - Community partners must agree to keep individuals home who are ill or showing symptoms of illness.

- Participants have temperatures taken and symptoms screened prior to transportation.
- **Cleaning/Disinfecting:** Cleaning and disinfecting routines and schedules will be implemented at each program location, minimally covering the guidelines outlined in the Informational Bulletin.
 - All program spaces will be thoroughly cleaned and disinfected, either prior to participants' arrival in the morning or at the end of the previous day.
 - Once program has begun, a disinfecting routine will take place every two hours, to disinfect high-touch surfaces within the program spaces.
 - Prior to meals, program spaces will be cleaned and disinfected.
 - Directly after meal, program spaces will be cleaned and disinfected.
 - Upon departure, the program spaces and common areas will be cleaned and disinfected.
 - Re-usable materials will be disinfected after every use.
 - Materials will not be used by more than one individual, before disinfection.

Community Activities

Community activities will be reviewed on a case-by-case basis to ensure the threat of COVID-19 infection is as contained as possible. Given the immense safety risk, only those that are able and willing to follow proper safety protocols (face masking, social distancing, handwashing, etc) will be able to participate in community activities other than outdoor activities at this time. Major travel activities, as well as large congregate activities (such as sporting events) are suspended at this time.

Transportation

The transportation department will engage in prevention measures to ensure that as transportation needs arise exposure risks remain low and are mitigated.

- **Pre-screening**
 - The driver and all passengers will be pre-screened prior to entering the vehicle. This includes checking temperatures with a temporal thermometer and screening for any symptoms. If a rider is noted to have any symptoms they will be quarantined and transported separately.
- **Passengers**
 - All occupants of the vehicle must wear a mask. Individuals that cannot tolerate a mask will be seated to adhere to social distancing guidelines.
 - Passengers will be limited to individuals that live at the same residential site. This guideline also applies to Individuals that ride community paratransit vehicles
 - Social distancing guidelines will be followed. When possible, riders from the same residential site will be spaced so there is only one person per seat. If the need arises to transport individuals that reside in different locations, the driver **must ensure** the riders are spaced so there is one person per seat or alternating rows.
 - Physical support will be provided as needed. Individuals that can be independent in maneuvering in and out of a vehicle will be encouraged to do so. Supervision and staffing requirements will always be adhered to as prescribed by the ISP.

- When arriving at the drop-off location the driver and all riders should wash their hands with soap and water or use a hand sanitizer.
- **Personal Protective Equipment (PPE)**
PPE will be provided and accessible on the vehicle. This will include:
 - Disposable masks
 - Gloves
 - Gowns
 - Hand sanitizer
- **Cleaning and Disinfecting Search Vehicles**
Each vehicle will have supplies that address the need to clean and disinfect the vehicle after use. These supplies can include but are not limited to spray bottles with a diluted bleach solution and paper towels, bleach wipes, or other EPA approved disinfectant. The following cleaning protocol will be followed:
 - Regular Cleaning- the vehicles will have high touched surfaces such as seatbelts, doors, steering wheel, window and radio controls, etc. cleaned with a diluted bleach solution or another EPA approved cleaning product. Vans should be cleaned after a round trip that included the same passengers and driver each way, otherwise it should be cleaned after every trip.
 - Deep Cleaning- vehicles that are used to transport a passenger that is known to have COVID-19 or is symptomatic will receive a more stringent cleaning. This will include having all surfaces cleaned with Sporicidin or another EPA approved cleaner. The driver will also follow the quarantine protocol.

Visitors

Search is committed to promoting and supporting relationships that our program individuals have with family and friends and other natural supports in the community. We are also at a heightened awareness of the essential and basic need to keep everyone healthy and safe. The following guidelines will be in place and adhered to until further notice:

- **Supported Living Sites**
 - All visits will be outside of the home - visitors are not allowed to enter the home.
 - Visitors must notify the Coordinator of the home to schedule the visit to ensure only one visiting group is present at a time.
 - Visitors must wear a mask at all times and maintain the proper social distancing of 6 feet at all times. Unfortunately, this means no physical contact is allowed at this time.
 - No visits are allowed for anyone who has had a temperature of 100.4° F or above for the past 72 hours, or any symptoms of COVID-19 per CDC guidelines.
 - When arriving for your visit, your temperature will be taken outdoors to ensure there is no fever of 100.4° F or higher and you will be asked if you have any COVID-19 symptoms currently.
 - Homes with active COVID-19 symptoms will not be able to have visitors for the duration that the symptoms last.

- **All Other Sites**

- Visits to all other Search sites, other than homes, are restricted to essential business purposes only.
- Anyone entering an adult learning program or administrative site must wear a mask, wash their hands with soap and water or use hand sanitizer. Non-search employees entering sites for essential business must also use the site's temporal thermometer to take their temperature and participate in a self-screening for COVID-19 symptoms. Any visitor that is displaying or reporting symptoms or has a temperature reading of 100.4° F or higher will not be allowed in the site.
- Face masks will be made available at all the sites and must be worn.

Training

Search will provide ongoing training to employees and program individuals that address prevention, detection and containment as it relates to our COVID-19 Preparedness plan.

- **Training Plan:** Employees will be provided training as part of their new employee onboarding and ongoing. Competency of the topics will be shown by demonstration of skills and/or achieving at least 80% score on a quiz. The training plan will include the following topics:
 - Proper Handwashing
 - Social distancing
 - Proper use of PPE
 - Proper use of cleaning and disinfecting products
 - Recognizing the signs and symptoms of COVID-19
- **Staff Coverage:** Due to certain quarantine circumstances, employees may be required to cover shifts at locations other than their home department. The necessary training, including but not limited to service plans, behavior plans, site safety features, emergency preparedness, and core duties, will be provided to employees prior to any reassignment. The Training department and Administrative team will ensure that the necessary training occurs, in coordination with site supervisors.

COVID-19 Preparedness Plan Review

This COVID-19 Preparedness Plan will be reviewed annually (Q2) as an Appendix to the Search Safety Manual. The Director of Operations Supports at Search is responsible for this annual review. In addition, this Plan will updated in accordance with regulations and guidance from the Centers for Disease Control and Prevention, Illinois Department of Public Health and any other appropriate regulatory bodies. Please reference Appendix A: Critical Staffing Scenarios for additional information regarding maintain services in crisis scenarios.

Thank you for your very important attention to keep Search healthy and safe.