



Creative Empowerment Opportunities

"Empowering People for Success"



I. POLICY: COVID-19 Response Plan

II. PURPOSE: To create and maintain a work environment that is safe and healthy during the COVID-19 Pandemic.

III. PROCEDURE:

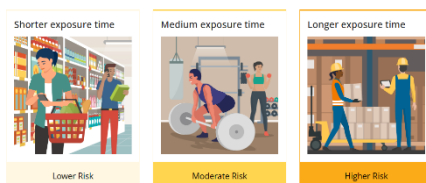
A. SYMPTOMS & INFECTIOUS SPREAD OF COVID-19:

- COVID-19 infections may cause illness ranging from mild to severe and in some cases be fatal. Possible symptoms include:

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

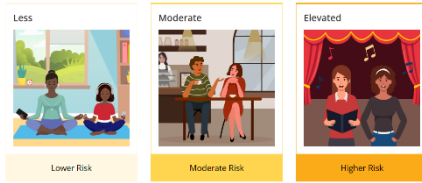
- This list does not include all possible symptoms. Symptoms may change with new COVID-19 variants and can vary depending on vaccination status. CDC will continue to update this list as they learn more about COVID-19. Older adults and people who have underlying medical conditions like heart or lung disease or diabetes are at higher risk for getting very sick from COVID-19.
- The principal mode by which people are infected with SARS-CoV-2 (the virus that causes COVID-19) is through exposure to respiratory fluids carrying infectious virus. Infectious exposure occurs in three principal ways:
 - Inhalation of very fine respiratory droplets and aerosol particles...
 - Respiratory droplets and particles deposited on exposed mucous membranes in the mouth, nose, or eye by direct splashes and sprays, and...
 - Touching mucous membranes with hands that have been soiled either directly by virus-containing respiratory fluids or indirectly by touching surfaces with virus on them.
- The risk of SARS-CoV-2 infection varies according to the amount of virus to which a person is exposed
- Factors that lower or increase risk of transmission:

LENGTH OF TIME: How long were you with the infected person?



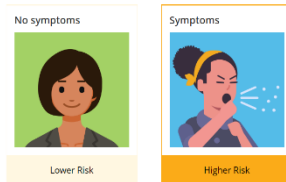
-Longer exposure time **increases** the risk of transmission (for example, contact longer than 15 minutes is more likely to result in transmission than two minutes of contact).

COUGH OR HEAVY BREATHING: Was the infected person coughing, singing, shouting, or breathing heavily?



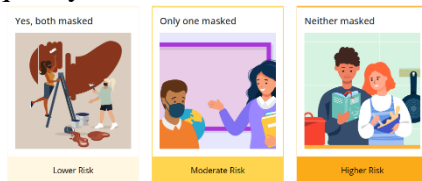
-Activities like coughing, singing, shouting, or breathing heavily due to exertion **increase** the risk of transmission.

SYMPTOMS: Did the infected person have symptoms at the time?



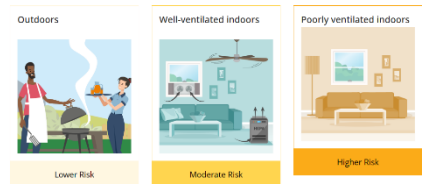
-Being around people who are symptomatic **increases** the risk of transmission.

MASKS: Were you or the infected person or both wearing a respirator (for example, N95) or high-quality mask?



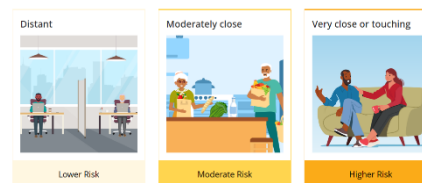
-If one person was wearing a mask, the risk of transmission is **decreased**, and if both people were wearing masks, the risk is **substantially decreased**. Risk is also lower if the mask or respirator is a type that offers greater protection.

VENTILATION and FILTRATION: How well-ventilated was the space?



-More outdoor air can **decrease** the risk of transmission. Being outside would be lower exposure risk than being indoors, even with good ventilation and filtration; both of those options would be lower risk than being indoors with poor ventilation or filtration.

DISTANCE: How close was the infected person to you?



-Being closer to someone who is infected with COVID-19 **increases** the risk of transmission. Crowded settings can raise your likelihood of being close to someone with COVID-19.

<https://journals.plos.org/plosmedicine/article?id=10.1371/journal.pmed.1003987>

B. MASK GUIDANCE & COVID-19 RISK LEVELS:

1. Creative Empowerment Opportunities is utilizing the Center for Disease Control's COVID-19 Community Level guidance as a tool to monitor which prevention actions should be taken based on the latest information.
2. Using this data, counties will be classified as low, medium, or high.
3. Each level helps convey how much COVID-19 is impacting your community based on hospitalizations and cases.

4. Every Monday a Creative Empowerment Opportunities Program Manager or designee will check the [Michigan-Covid Act Now](https://covidactnow.org/us/michigan-mi_to_assist_them_in_determining_their_Community_Empowerment_Centers_COVID-19) website at [https://covidactnow.org/us/michigan-mi_to assist them in determining their Community Empowerment Centers COVID-19](https://covidactnow.org/us/michigan-mi_to_assist_them_in_determining_their_Community_Empowerment_Centers_COVID-19) Risk Level for that week. Although checked every Monday, the COVID-19 Risk Level may be altered at any time based on changing guidance or infections if needed.
5. After the COVID-19 Risk Level has been determined the Program Manager or designee will post the current COVID-19 Community Risk on the Community Empowerment Center’s door to communicate the current level of impact COVID-19 is having in their community.
6. For each level, the CDC recommends actions be taken to help you protect yourself and others from severe impacts of COVID-19.
7. Below is a table for facial mask protocol that each Creative Empowerment Opportunities Community Empowerment Center will be required to follow based on the COVID-19 Risk Level for their area, regardless of employee or persons served vaccination status.
8. In the event a COVID-19 infection is reported at a Creative Empowerment Opportunities Empowerment Center, that specific Empowerment Center’s location will be placed on “Medium/Yellow” status for a period of 5 days without new infections reported.

COVID-19 RISK LEVEL-WHEN TO WEAR A MASK			
WHO?	LOW	MEDIUM	HIGH
Persons Served-Transportation	Masks optional	Masks optional but strongly encouraged.	Masks required regardless of vaccination status.
Persons Served-Indoors	Masks optional	Masks not required but strongly encouraged.	*Mask required regardless of vaccination status.
Employees-Transportation	Masks optional	Masks optional but strongly encouraged.	Masks required regardless of vaccination status.
Employees-Indoors	Masks optional	Masks not required but strongly encouraged.	Masks required regardless of vaccination status.
Employees Providing Restroom/Hygiene Assistance	Masks optional	Masks not required but strongly encouraged.	Masks required regardless of vaccination status.
Employees Providing Eating/Drinking assistance	Masks optional	Masks not required but strongly encouraged.	Masks required regardless of vaccination status.
Visitors	Masks optional	Masks not required but strongly encouraged.	Masks required regardless of vaccination status.

*EACH PERSON’S SERVED IPOS THAT REFLECTS MORE SPECIFIC OR DIFFERING GUIDANCE WILL BE ADDRESSED ON AN INDIVIDUAL BASIS AND SERVICES WILL BE PROVIDED PER THE IPOS.

IMPORTANT STEPS TO CHOOSING A MASK



cdc.gov/coronavirus

9. Acceptable face coverings include clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet these criteria and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.
10. When face masks are being required due to a HIGH COVID-19 Risk Level status, the following are exceptions:
 - When an employee is alone in a room with floor to ceiling walls and a closed door.
 - For a limited time, while an employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements.

- Where Creative Empowerment has determined that the use of face coverings is not feasible or creates a greater hazard (e.g., when it is important to see the employee’s mouth for reasons related to their job duties, when the work requires the use of the employee’s uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee).

C. How to Care for Your Mask

1. Correct and consistent care for your mask helps to provide the best protection.

a. How to take off your mask:

- **Disposable masks and cloth masks:** Untie the strings behind your head or stretch the ear loops and fold the outside corners together.
- **Respirators:** Follow the manufacturer’s instructions.



b. For reusable cloth masks

- If your cloth mask is wet or dirty, put it in a sealed plastic bag until you can wash it. This will keep it from getting moldy.
- If your cloth mask is dry and clean, you can store it in a breathable bag (like a paper or mesh fabric bag) to keep it clean between uses in the same day.
- Cloth masks should be washed at least once a day or as soon as they become wet or dirty.
- You can either wash and dry your masks by hand or use a washer and dryer.

c. Wash or sanitize your hands after removing any mask.

d. Taking off your mask while you eat or drink

- If you are taking off your mask to eat or drink outside of your home, you can place it somewhere safe to keep it clean, such as your pocket, purse, or paper bag. After eating, put the mask back on with the same side facing out. Be sure to wash or sanitize your hands again after taking off your mask and after putting your mask back on.

e. **When to throw away or change your mask**

- Disposable masks should be thrown away after they’re worn once.
- If you use respirators, check the manufacturer’s instructions to learn how long they can be worn before they should be thrown away.
- Disposable masks and respirators that become wet or dirty should be thrown away in the trash right away. Do **not** continue to wear a wet or dirty mask. Replace it with a dry, clean mask.

D. EMPLOYEES:

1. Upon arriving, employees must conduct health screening and temperature check. Upon any positive results on the health screening the employee will be sent home and will follow guidance listed in the section titled **“EXPOSURE PLAN OF ACTION”** of this policy.

11. In the event of “High/Red” COVID-19 Risk Level, any work that is able to be feasibly performed remotely and is not vital to daily operations of the Community Empowerment Center will be done remotely.

12. Creative Empowerment Opportunities has postings from governing authorities, in the languages common in the employee population that encourage staying home when sick, cough and sneeze etiquette and proper hand hygiene practices.

13. Creative Empowerment Opportunities employees are provided with PPE kits which include: Paper towels (several in the bag), disinfectant wipes, garbage bag (for disposal of used PPE in vehicle), masks, gloves, face shields (upon request), ponchos/gowns, goggles, disinfectant, hand sanitizer. Each employee has personal protective equipment available to them at all times. CEO will Ensure that hand sanitizers in use are not on the EPA Do Not Use list <https://www.fda.gov/drugs/drug-safety-and-availability/fda-updates-hand-sanitizers-consumers-should-not-use>
14. Employees must wear appropriate PPE during cleaning and disinfecting. See policy #602 Cleaning, Disinfecting and Sanitizing and policy #604 Infection Control for further guidance.
15. All types of PPE must be selected based upon the hazard to the worker and the COVID-19 Risk Level.
- PPE should be properly fitted and periodically refitted as applicable.
 - PPE should be consistently and properly worn when required
 - PPE should be regularly inspected, maintained and replaced as necessary.
 - When in close contact with people under investigation/people with COVID-19, the workforce should wear gowns, gloves, masks, goggles/face shield during said contact.
 - The use of gowns/ponchos, gloves, surgical masks, goggles/face shields is crucial for health workers and people who are taking care of someone in close settings.
16. Employees will refrain from using co-worker's phones, desks, offices, or other work tools and equipment, when possible.
17. Employee Notification of COVID-19 and Removal from the Workplace:
- a. Creative Empowerment Opportunities will require employees to promptly notify their Program Manager/Program Supervisor when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider within 12 hours of their diagnosis via telephone or email.
 - b. Creative Empowerment Opportunities will immediately remove an employee from the workplace if they have received a positive COVID-19 test or have been diagnosed with COVID-19 by a licensed healthcare provider (i.e., immediately send them home or to seek medical care, as appropriate). Please refer to the section "EXPOSURE PLAN OF ACTION" for isolation/quarantine guidance.
18. A positive state of mental health is crucial during the pandemic. Employees will be trained on stress management and mental health topics will be reviewed monthly in staff meetings.
19. Inspirational communications, "a daily dose of connectedness" are emailed daily to employees. The State of Michigan also has some mental health resources that your employees and program participants can utilize for free. The resources may be found at Michigan.gov/StayWell.
20. Within 24 hours notify any caregivers, stakeholders or any other exposed parties who may have come in contact with person infected with COVID-19.

21. Creative Empowerment Opportunities recognizes that workers with ill family members may need to stay home to care for them. For information on policies covering medical leaves, FMLA, attendance you should refer to the following policies found in the Employee Handbook:
 - #302 Paid Sick Leave and Vacation Pay
 - #303 Paid Sick Leave
 - #404 Attendance and Punctuality
 - #603 Family Medical Leave Act
22. In the event of a staffing shortage due to the pandemic, Creative Empowerment Opportunities will:
 - a. Cross-train team-members to perform critical functions in the event of an unexpected absence or quarantine of a team member.
 - b. Hire new employees as needed/available.
 - c. Suspend services in the event that enough staff is not available to deliver services safely per contract requirements.
 - c. Reduce services to business-critical operations only.
 - d. Document business-critical function, processes or procedures in the event of an unexpected absence or quarantine of a team member.

E. PERSONS SERVED:

1. A ***Risk of Potential Exposure to Infectious Diseases Returning to Skill Development Services Acknowledgement*** will be on file, signed by the legal Guardian or Person Served if they are their own guardian.
2. A health screening of persons served will be conducted by Creative Empowerment Opportunities personnel before entering the community empowerment center unless previously screened by Creative Empowerment Opportunities personnel on transport. Non-verbal or Persons Served with a decreased ability to communicate symptoms will be given a visual aid to communicate any symptoms they are experiencing. Failure of health screening will result in an inability to attend until the criteria is met per the Center for Disease Control or the local health department.
3. Upon arrival, after their health screening/temperature check, persons served will enter the Community Empowerment Center, and will immediately be encouraged to wash or sanitize their hands.
4. It is recognized that persons served may be feeling alone, worried, scared, confused, etc. Empowerment Opportunities works to emphasize the need to stay safe, be socially distanced but not socially or emotionally isolated. -All persons served regardless of vaccination status are encouraged to socially distance at 6 ft.
5. When face masks are selected or required, persons served are encouraged served to take “fresh air” breaks by going outdoors and while socially distancing, remove their face covering/mask with appropriate level of supervision per their IPOS.
6. Handwashing/sanitizing will be encouraged routinely throughout the day, especially after personal hygiene and prior to eating.
7. Direct Supports Professionals will utilize various teaching methods to teach social distancing, including daily review of social distancing guidelines provided on the placemats with persons served.
8. Creative Empowerment Opportunities will utilize seating placemats which signify designated seating to ensure 6-foot social distancing is maintained.

9. For sanitation purposes, individualized skill development kits have been created for persons served who will utilize them, containing frequently used skill development supplies.
10. In the event that a person served becomes symptomatic while receiving services;
 - a. Creative Empowerment Opportunities will conduct another health screening/temperature check.
 - b. Upon any positive response to the health screening or presence of a fever of 100.4°F or greater, the person served will be sent home.
 - c. Group home staff and/or personal caregivers are expected to arrive within 1 hour of the request to have the person served picked up.
 - d. Symptomatic persons served will be kept comfortable in a separate “quarantine” area with closable doors, away from others, for health and safety purposes while following their IPOS, until their home care provider arrives. The number of personnel allowed to enter the quarantine area will be limited to no more than 2 at a time.

CREATIVE EMPOWERMENT OPPORTUNITIES PROGRAM LOCATION	DESIGNATED QUARANTINE AREA	CREATIVE EMPOWERMENT OPPORTUNITIES PROGRAM LOCATION	DESIGNATED QUARANTINE AREA
ANCHORVILLE	Conference Room	WESTLAND	Conference Room
CLINTON TWP.	Conference Room	WASHINGTON	Conference Room
PONTIAC	Conference Room		

11. When a person served is identified with a confirmed case of COVID-19:
 - a. Within 24 hours notify any caregivers, stakeholders or any other exposed parties who may have come in contact with the COVID-19 infected person.
 - b. Creative Empowerment Opportunities will allow persons served with a confirmed or suspected case of COVID-19 to return to work/services only after they are no longer infectious according to the latest guidelines per the Center for Disease Control.
 - c. Either a “*Creative Empowerment Opportunities COVID Notification-Not in Close Contact*” letter or a “*Creative Empowerment Opportunities COVID Notification-Close Contact Quarantine*” letter will be sent home as applicable to provide information and guidance regarding any/all COVID-19 exposures.
 - d. Creative Empowerment Opportunities will follow guidance listed in the “**EXPOSURE PLAN OF ACTION**” section of this policy.

F. TRANSPORTATION:

1. Primary transportation is defined as transportation to and from the home. To embrace social distancing measures, Creative Empowerment Opportunities will only be providing transportation for persons served who do not have a Medicaid funded vehicle available to them at their home. In the event home placement with a Medicaid funded vehicle is unable to transport, the Program Manager/Supervisor should be informed and accommodations will be discussed.
2. Secondary transportation is defined as transportation for greater community outings.
3. Creative Empowerment Opportunities will take safety measures during transportation regardless COVID-19 Risk Levels. Some of these measures will include:

- Before persons served enter the van, upon Creative Empowerment Opportunities arrival for pick up, a health screening will be performed for the person served and have their temperature checked. Failure of health screening and/or a fever of 100.4°F or greater will result in the inability to attend until the person has completed the recommended actions for testing/exposure as outlined in Section H-EXPOSURE PLAN OF ACTION in this COVID-19 RESPONSE PLAN for guidance on how to proceed.
 - Promote hand hygiene.
 - Improve Ventilation by Open windows when feasible.
4. COVID-19 mitigation measures in the vans may increase during periods of High COVID-19 Risk Levels to include including increased social distancing, limited transportation to necessary trips only, etc.

G. VAN CLEANING:

1. A designated team member will oversee the sanitation of each vehicle and ensure personnel are using appropriate PPE while sanitizing/cleaning.
2. Fogging sanitation devices have been purchased for each program and are used to sanitize vehicles after each day.
3. Vans will be fogged using a commercial fogger and sanitizing solution that kills the COVID-19 virus at the end of the day.
4. In the event a fogger is not available, disinfecting solution and disposable paper towels/cloth's will be utilized to wipe down all hard surfaces and cloth surfaces will be sprayed with a fabric safe, disinfecting spray at the end of the day and disinfectants will be given adequate "dwell time".
5. Foggers are maintained according to the manufacturer's instructions between use and that only those products for use with that fogger are used according to the manufacturer's IFU.

H. VACCINATIONS:

- The Center for Disease Control and FDA have determined that COVID-19 vaccines are safe and effective.
- CDC recommends everyone stay up to date with COVID-19 vaccines for their age group.
- Getting a COVID-19 vaccine after you have recovered from COVID-19 infection provides added protection against COVID-19.
- People who are moderately or severely immunocompromised have different recommendations for COVID-19 vaccines.
- Boosters are an important part of protecting yourself from getting seriously ill or dying from COVID-19. People ages 6 months and older should receive 1 updated booster, if they are eligible, including those who are moderately or severely immunocompromised. COVID-19 vaccine and booster recommendations may be updated as CDC continues to monitor the latest COVID-19 data.
- **To find a COVID-19 vaccine near you: Search** [vaccines.gov](https://www.cdc.gov/vaccines/imz/COVID-19/), **text** your zip code to 438829, or **call** 1-800-232-0233 to find COVID-19 vaccine locations near you.
- **For more information you may go to** [COVID-19 Vaccination Clinical and Professional Resources | CDC](https://www.cdc.gov/vaccines/imz/COVID-19/)

I. TESTING:

1. Employees/Persons Served seeking testing locations can utilize MDHHS (Michigan Department of Health & Human Service) online test finder tool at Michigan.gov/CoronavirusTest with filters that allow users to find the closest testing sites that meet their needs. Using these new filters, Michiganders can easily locate test sites that are no cost, that test people who do not have symptoms, that do not require a doctor’s order, or are for uninsured individuals. For select testing sites, users can schedule an appointment online.
2. Self-administered and self-read at-home tests are only permissible if monitored by a Creative Empowerment Opportunities management team member and recorded on a “Self-administered COVID-19 Test Verification”.
3. MDHHS in collaboration with Michigan 211 are available to help residents find test sites and register for testing over the telephone. Anyone who calls the Michigan COVID-19 hotline Monday-Friday from 8 a.m. to 5 p.m., at 888-535-6136, and presses 1 will be transferred automatically to a 211 operator who can help the caller find testing sites and, for select sites, schedule an appointment.

J. EXPOSURE PLAN OF ACTION:

1. Decisions about return to work for persons served and employees with COVID-19 infection should be made in the context of local circumstances. Creative Empowerment Opportunities will use a symptom-based strategy to determine the time period and guidelines to be followed depending on the circumstances per guidance from the Michigan Department of Health and Human Services and/or Center for Disease Control. To assess the level of action required the following guidelines are to be followed:

2. GUIDANCE DUE TO EXPOSURE:

About Being Exposed to COVID-19:	
If you were exposed to the virus that causes COVID-19 or have been told by a healthcare provider or public health authority that you were exposed, here are the steps that you should take, regardless of your vaccination status or have been previously infected.	
After Being Exposed to COVID-19:	
START PRECAUTIONS: Immediately & wear a mask as soon as you find out you were exposed Start counting from Day 1: Day 0 is the day of your last exposure to someone with COVID-19. Day 1 is the first full day after your last exposure	
CONTINUE PRECAUTIONS: 10 Full Days-You can still develop COVID-19 up to 10 days after you have been exposed	
Take Precautions: <ul style="list-style-type: none"> ▪ Wear a high-quality mask or respirator (e.g., N95) any time you are around others inside your home or indoors in public ▪ Do not go places where you are unable to wear a mask, including travel and public transportation settings. ▪ Take extra precautions if you will be around people who are more likely to get very sick from COVID-19. ▪ More about how to protect yourself and others 	Watch for Symptoms: <ul style="list-style-type: none"> ▪ fever (100.4°F or greater) ▪ cough ▪ shortness of breath ▪ other COVID-19 symptoms ▪ If you develop symptoms ▪ isolate immediately ▪ get tested ▪ stay home until you know the result ▪ If your test result is positive, follow the isolation recommendations.

GET TESTED:	
<ul style="list-style-type: none"> ▪ Day 6 ▪ Get tested at least 5 full days after your last exposure ▪ Test even if you don't develop symptoms. ▪ If you already had COVID-19 within the past 90 days, see specific testing recommendations. 	
IF YOU TEST NEGATIVE:	IF YOU TEST POSITIVE:
<ul style="list-style-type: none"> ▪ Continue taking precautions through day 10 ▪ Wear a high-quality mask when around others at home and indoors in public ▪ You can still develop COVID-19 up to 10 days after you have been exposed. 	<ul style="list-style-type: none"> ▪ Isolate immediately

3. ISOLATION AND PRECAUTIONS FOR PEOPLE WITH COVID-19:

Quarantine

If you were exposed: [Quarantine](#) and stay away from others when you have been in close contact with someone who has COVID-19.

Isolate

If you are sick or test positive: [Isolate](#) when you are sick or when you have COVID-19, even if you don't have symptoms.

WHEN TO ISOLATE:

Regardless of vaccination status, you should isolate from others when you have COVID-19. You should also isolate if you are sick and suspect that you have COVID-19 but do not yet have test results. If your results are positive, follow the full isolation recommendations below. If your results are negative, you can end your isolation.

IF YOU TEST NEGATIVE:	IF YOU TEST POSITIVE:
<ul style="list-style-type: none"> ▪ You can end your isolation 	<ul style="list-style-type: none"> ▪ Follow the full isolation recommendations below
When you have COVID-19, isolation is counted in days, as follows:	
IF YOU HAD NO SYMPTOMS:	IF YOU HAD SYMPTOMS:
<ul style="list-style-type: none"> ▪ Day 0 is the day you were tested (not the day you received your positive test result) ▪ Day 1 is the first full day following the day you were tested ▪ If you develop symptoms within 10 days of when you were tested, the clock restarts at day 0 on the day of symptom onset 	<ul style="list-style-type: none"> ▪ Day 0 of isolation is the day of symptom onset, regardless of when you tested positive ▪ Day 1 is the first full day after the day your symptoms started

ISOLATION:

- If you test positive for COVID-19, stay home for at least 5 days and isolate from others in your home.
- Wear a high-quality mask if you must be around others at home and in public.
- Do not go places where you are unable to wear a mask.
- Do not travel.
- Stay home and separate from others as much as possible. Use a separate bathroom, if possible.
- Take steps to improve ventilation at home, if possible.
- Don't share personal household items, like cups, towels, and utensils.
- Monitor your symptoms. If you have an emergency warning sign (like trouble breathing), seek emergency medical care immediately.
- Learn more about what to do if you have COVID-19.

ENDING ISOLATION:

End isolation based on how serious your COVID-19 symptoms were.

IF YOU HAD NO SYMPTOMS:

- You may end isolation after day 5.

IF YOU HAD SYMPTOMS:

You may end isolation after day 5 if:

- You are fever-free for 24 hours (without the use of fever-reducing medication)
- Your symptoms are improving

If you still have fever or your other symptoms have not improved, continue to isolate until they improve.

If you had moderate illness (if you experienced shortness of breath or had difficulty breathing), or severe illness (you were hospitalized) due to COVID-19, or you have a weakened immune system, you need to isolate through day 10.

If you had severe illness or have a weakened immune system, consult your doctor before ending isolation.

Ending isolation without a viral test may not be an option for you.

If you are unsure if your symptoms are moderate or severe or if you have a weakened immune system, talk to a healthcare provider for further guidance.

*Regardless of when you end isolation, avoid being around people who are more likely to get very sick from COVID-19 until at least day 11. Remember to wear a high-quality mask when indoors around others at home and in public and not go places where you are unable to wear a mask until you are able to discontinue masking (see below), including public transportation and travel settings.

*Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.

REMOVING YOUR MASK:

- After you have ended isolation, when you are feeling better (no fever without the use of fever-reducing medications and symptoms improving),
 - Wear your mask through day 10.
- OR**
- If you have access to antigen tests, you should consider using them. With two sequential negative tests 48 hours apart, you may remove your mask sooner than day 10.
 - Note: If your antigen test results¹ are positive, you may still be infectious. You should continue wearing a mask and wait at least 48 hours before taking another test. Continue taking antigen tests at least 48 hours apart until you have two sequential negative results. This may mean you need to continue wearing a mask and testing beyond day 10.

***After you have ended isolation, if your COVID-19 symptoms recur or worsen, restart your isolation at day 0. Talk to a healthcare provider if you have questions about your symptoms or when to end isolation.**

4. When an employee, visitor, person served, etc. with a known case of COVID-19, Creative Empowerment Opportunities shall:
 - a. Immediately notify the local public health department
 - b. Within 24 hours of learning of the known case, notify any co-workers, contractors, or suppliers who may have come in contact with the person with a known case of COVID-19.
 - c. You may also refer to your local health department for guidance on quarantine and isolation periods.

K. ENVIRONMENTAL:

1. Each Community Empowerment Center will have a designated COVID-19 safety coordinator(s). The COVID-19 safety coordinator(s):

- a. Must implement, monitor, & report on the COVID-19 control strategies required for the worksite.
 - b. Must remain on-site at all times when employees are present on-site.
2. Posters recommended by governing authorities for guidance which includes social distancing and masking as well as encourages people to stay away from work when sick and proper hand hygiene practices are posted throughout our Community Empowerment Centers in the languages common to the population.
3. Daily deep cleaning/ disinfecting of all our Community Empowerment Centers and vehicles is performed at the end of the day as well as needed throughout the day. A cleaning procedure has been implemented as well. See policy #602 CLEANING, DISINFECTING AND SANITIZING.
4. The Community Empowerment Center environments have been designed to have a table layout adhering to 6 feet social distancing guidelines.
5. During High COVID-19 Risk Levels, outdoor services will be conducted when possible in adherence with all social distancing and PPE guidelines per the Center for Disease Control and/or local health department.
6. We will improve ventilation by opening windows when feasible.
7. All environments will be equipped with access to sanitizing and disinfecting materials for prompt disinfecting of areas as needed. Guidelines will be posted in each Community Empowerment Center regarding CLEANING AND DISINFECTING Best Practices During the COVID-19 Pandemic. See <https://www.epa.gov/coronavirus/about-list-n-disinfectants-coronavirus-covid-19-0> for further information.
8. Alternative supplies and suppliers will be identified in the event of a shortage of supplies and/or personal protective equipment.
9. All environments will be equipped with tissues and trash receptacles for safe disposal of personal protective equipment to promote good hygiene practices.
10. Assigned personnel will complete disinfecting and initial the cleaning checklist daily. The Program Manager will complete a daily inspection for each center.
11. Bathrooms will be properly cleaned and disinfected throughout the day.
12. Assigned Creative Empowerment Opportunities personnel will monitor the restrooms to ensure social distancing is followed.
13. In the event of a positive COVID-19 case at one of the Community Empowerment Centers, that center will follow all Deep Cleaning Protocols to clean and disinfect areas thoroughly.
14. HEPA filtration air cleaning systems are utilized in each classroom setting. See directions for operation and maintenance of the HEPA filtration systems in policy #602 CLEANING, DISINFECTING AND SANITIZING of the policy and procedure manual.
15. Furnace filters will be changed per manufacturers guidelines unless COVID-19 Risk Levels are at a “High” status. Furnace filters are changed on a monthly basis for added filtration protection during High COVID-19 Risk Levels
16. Fogging sanitation devices are utilized to sanitize the vehicles after each use as well as the community empowerment centers at the end of the day. See directions for operation and maintenance of fogging device in policy #602 CLEANING, DISINFECTING AND SANITIZING of the policy and procedure manual.

17. All applicable MDHHS/Center for Disease Control capacity limits will be adhered to at all Creative Empowerment Opportunities Community Empowerment Centers if applicable.
18. All visitors will be greeted by a management team member and asked to conduct a health screen/temperature check. All visitors be given a nametag and expected to adhere to guidance as stated in this COVID-19 RESPONSE PLAN section “B”-Mask Guidance and COVID-19 Risk Levels”.

L. NEW HIRES:

1. All new employees are required to comply with the vaccination, testing, and face covering requirements outlined in this policy as a condition of employment. Potential candidates for employment will be notified of the requirements of this policy prior to the start of employment.

M. TRAINING:

1. All Direct Support Professionals are trained on Blood borne Pathogens, Universal Precautions, American Red Cross, Safety, Cleaning & Sanitation, Gentle Teaching While Social Distancing and Transportation.
2. Creative Empowerment Opportunities will provide training to employees on SARS CoV-2 and COVID-19 as well as any communication on COVID-19 infection control practices in the primary languages common in the employee population.
3. The training shall cover:
 - Workplace infection-control practices.
 - The proper use of personal protective equipment.
 - Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
 - Vaccinations available.
 - How to report unsafe working conditions.
4. The employer shall provide updated training if it changes its preparedness and response plan or new information becomes available about the transmission of SARS-CoV-2 or diagnosis of COVID-19. Updated information pertaining to the COVID-Response Plan will be provided for the review upon implementation and provided at weekly staff meetings.
5. Record of trainings and COVID-Response Plan update acknowledgements will be kept on file for all employees.

N. CONFIDENTIALITY AND PRIVACY:

1. All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

O. CONTACT TRACING:

1. Creative Empowerment Opportunities must provide names and phone numbers of employees and/or persons served with possible COVID-19 exposure to MDHHS and/or local health departments to aid in contact tracing and case investigation efforts if requested or required.
2. Data collected under this section:
 - a. Must not be sold, or used for sales or marketing purposes without the express consent of each patron;
 - b. Must be protected as confidential information to the fullest extent of the law;

- c. Must not be provided to law enforcement or immigration officials except upon receipt of a lawful subpoena from a court or other lawful court order;
- d. Must be retained for 28 days by the collecting organization, after which time the data must be destroyed.

P. RECORDKEEPING:

- 1. Employers must maintain a record of the following:
 - a. Training; maintain all COVID-19 employees training.
 - b. A record of screening for each employee, persons served or visitor entering the workplace and records of notifications associated with confirmed cases of COVID-19 in the workplace will be retained and kept confidential.
 - c. Records will be kept for one year from time of generation.

Q. COMMUNICATION:

- 1. Creative Empowerment Opportunities will utilize the following forms of communication for reaching employees, persons served/stakeholders:
 - Company Email
 - Company website
 - Creatively Speaking persons served monthly newsletter
 - Creative Connections quarterly stakeholder newsletter
 - Executive News employee monthly newsletter
 - Creative Empowerment Opportunities Facebook page
 - Posters and informational resources.
 - Monthly Persons Served Advisory Council meetings
 - Weekly staff meetings
- 2. These methods of communication are utilized to identify simple, key messages, a reliable process for effective communication.
- 3. Communication content/topics are designed to:
 - a. Review the COVID-19 Response Plan.
 - b. Discuss the impact on the organization, operations, services, travel, supply chain, business, revenues, etc., so employees can plan accordingly.
 - c. Summarize company policies/positions: Describe health plan coverage (preventive and treatment), attendance, paid time off, payroll continuation, and group meetings.
 - d. Articulate work-from-home policies as needed.

R. DEFINITIONS:

- 1. *Individual Plan of Service (IPOS)*: Individual plan or Individual service plan means the written description of services, supports, and activities to be provided to an individual.
- 2. *Center for Disease Control*: The CDC is a United States federal agency under the Department of Health and Human Services and is headquartered in Atlanta, Georgia. Its main goal is to protect public health and safety through the control and prevention of disease, injury, and disability in the US and internationally.
- 3. *Michigan Department of Health and Human Services (MDHHS)*: The Michigan Department of Health and Human Services (MDHHS) is a principal department of state of Michigan, headquartered in Lansing, that provides public assistance, child and family welfare services, and oversees health policy and management.
- 4. *Personal Protective Equipment (PPE)*: Equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses. These injuries and illnesses may result from contact with biological, chemical, radiological, physical, electrical, mechanical, or other workplace hazards.

5. *Quarantine*: A strategy to prevent transmission of COVID-19. It ensures that unvaccinated or not fully vaccinated people who have been in close contact with someone with COVID-19 stay apart from others. You quarantine when you have been exposed to the virus that causes COVID-19 and are unvaccinated or not fully vaccinated.
6. *Isolation*: A strategy to prevent transmission of COVID-19 by separating people with COVID-19 from those who are not infected. You isolate when you have symptoms of COVID-19 or are infected with the virus that causes COVID-19, even if you don't have symptoms.
7. *Close Contact*: Someone who was less than 6 feet away from infected person (laboratory-confirmed or a clinical diagnosis) for a cumulative total of 15 minutes or more over a 24-hour period (for example, *three individual 5-minute exposures for a total of 15 minutes*). An infected person can spread SARS-CoV-2 starting from 2 days before they have any symptoms (or, for asymptomatic people, 2 days before the positive specimen collection date), until they meet the criteria for ending isolation.
6. *COVID-19*: Coronavirus disease 2019, a severe acute respiratory disease characterized by symptoms including fever, cough, fatigue, and shortness of breath which may progress to pneumonia, multi-organ failure and death.
7. *Known Cases of COVID-19*: Persons who have been confirmed through diagnostic testing to have COVID-19.
8. *SARS-COV-2*: Severe acute respiratory syndrome coronavirus 2, the virus which is the causative agent of COVID-19.
9. *Suspected Cases of COVID-19*: Persons who have symptoms of COVID-19 but have not been confirmed through diagnostic testing or person who have had close contact with a person who has been confirmed through diagnostic testing.
10. *Fully Vaccinated*: In general, people are considered fully vaccinated:
 - 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
 - 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine
 - If you don't meet these requirements, regardless of your age, you are NOT fully vaccinated. Keep taking all precautions until you are fully vaccinated.

S. DISCLOSURE:

Creative Empowerment Opportunities is committed to providing a safe and healthy working environment for all employees and persons served by conforming with current legislation, regulations, accrediting and/or funding agency standards, as well as all other governing authorities. The material in this COVID-19 Response Plan is designed to provide accurate and useful information. Due to the constantly changing nature, interpretations, clarifications and industry requirements/standards, this document is fluid and will be reviewed routinely for accuracy and relevance by the CEO Safety Committee. Any updates from experts and or governing authorities will be made by the designee. All COVID-19 Response Plan updates will be made available on our website at www.creative-employment.org and reviewed at staff meetings as needed.

T. RESOURCES:

- https://www.michigan.gov/coronavirus/0,9753,7-406-100467_100913---,00.html
- <https://www.michigan.gov/coronavirus>
- <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- <https://www.osha.gov/SLTC/covid-19>
- MDHHS-IPRAT@Michigan.gov
- www.CDC.gov/vaccines/covid-19/retail-pharmacy-program/index.html

- [www.Michigan.gov/Covid Vaccine](http://www.Michigan.gov/CovidVaccine)
- https://www.michigan.gov/coronavirus/097537-406-98178_103214-547150—00.html
- Michigan.gov/coronavirus
- [COVID-19 hotline at 888-535- 6136](tel:888-535-6136)
- [Isolation and Precautions for People with COVID-19 | CDC](https://www.cdc.gov/isolation/)
- [What to Do If You Were Exposed to COVID-19 | CDC](https://www.cdc.gov/what-to-do-if-you-were-exposed-to-covid-19/)
- Michigan.gov/StayWell
- Michigan.gov/CoronavirusTest
- <https://www.epa.gov/coronavirus/about-list-n-disinfectants-coronavirus-covid-19-0>
- [Michigan COVID-19 hotline](tel:888-535-6136)
- www.creativeempowerment.org

U. FORMS:

- Self-administered COVID-19 Test Verification
- Risk of Potential Exposure to Infectious Diseases Returning to Skill Development Services Acknowledgement
- Creative Empowerment Opportunities COVID Notification-Not in Close Contact
- Creative Empowerment Opportunities COVID Notification-Close Contact Quarantine
- Person Served Health Screening Log
- Employee Health Screening Log
- Cabinet/Closet Checklist

V. APPROVED BY:

Kathleen Kunz, Executive Director

Date

Original 3/2020
 Revised, 9/2023, 6/23,3/23, 9/22, 8/22, 1/22, 10/21, 7/21, 5/21CLF – COVID-19 Response Plan

Creative Employment Opportunities, Inc. DBA Creative Empowerment Opportunities a Michigan non-profit service corporation and an equal opportunity at-will employer.

