



Creative Empowerment Opportunities

"Empowering People for Success"



- I. **POLICY:** Public Health Emergency Transition Plan
- II. **PURPOSE:** To create and maintain a work environment that is safe and healthy Post-COVID-19 Public Health Emergency and transition to Respiratory Infection Guidance.
- III. **PROCEDURE:**
 - A. The Center for Disease Control states “COVID-19 remains an important public health threat, but it is no longer the emergency that it once was, and its health impacts increasingly resemble those of other respiratory viral illnesses, including influenza and RSV. This reality enables CDC to provide updated guidance proportionate to the current level of risk COVID-19 poses while balancing other critical health and societal needs. Key drivers and indicators of the reduction in threat from COVID-19 include:
 - Due to the effectiveness of protective tools and high degree of population immunity, there are now fewer hospitalizations and deaths due to COVID-19.
 - Protective tools, like vaccines and treatments, that decrease risk of COVID-19 disease (particularly severe disease) are now widely available.
 - There is a high degree of population immunity against COVID-19.”
 - B. Unlike early in the pandemic when COVID-19 was nearly the only respiratory virus causing illness, there are now numerous respiratory viruses including influenza, RSV, adenovirus, rhinoviruses, etc. including influenza, RSV, adenoviruses, rhinoviruses, and many other common coronaviruses. The Center for Disease Control has shifted their focus from providing guidance strictly targeting COVID-19 but instead focusing guidance on guidance that provides the most protection against many respiratory viruses. The updated guidance emphasizes the importance of staying home and away from others when sick from respiratory viruses, regardless of the virus, as well as additional preventive actions. The plans overall focus is on hygiene, indoor air improvements, and mask use, coupled with necessarily specific recommendations about vaccines and treatment, provides a practical approach that addresses the key prevention measures.
 - C. **MASK GUIDANCE:**

Creative Empowerment Opportunities is following the Center for Disease Control’s guidance for Respiratory Virus. The CDC has stated that wearing a mask can help lower the risk of respiratory virus transmission. When worn by a person with an infection, masks reduce the spread of the virus to others. Masks can also protect wearers from breathing in infectious particles from people around them. Different masks offer different levels of protection. Wearing the most protective one you can comfortably wear for extended periods of time that fits well completely covering the nose and mouth) is the most effective option.

D. 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.

E. EMPLOYEES:

1. 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.
2. 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>
3. Employees must wear appropriate PPE during cleaning and disinfecting. See policy #602 Cleaning, Disinfecting and Sanitizing and policy #604 Infection Control for further guidance. All types of PPE must be selected based upon the hazard to the worker
4. Employees will refrain from using co-worker's phones, desks, offices, or other work tools and equipment, when possible.
5. Employee Notification of COVID-19 and/or respiratory virus 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 another Respiratory Virus.
 - b. In the event of a positive respiratory virus diagnosis, employees should follow guidance located in the section “EXPOSURE PLAN OF ACTION” of this policy.
6. Within 24 hours notify any caregivers, stakeholders or any other exposed parties who may have come in contact with a medically diagnosed/confirmed respiratory virus.
 7. 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

F. 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. Handwashing/sanitizing will be encouraged routinely throughout the day, especially after personal hygiene and prior to eating.
3. 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.
4. In the event that a person served becomes symptomatic while receiving services;
 - a. Creative Empowerment Opportunities will conduct a 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.

CEO PROGRAM LOCATION	DESIGNATED QUARANTINE AREA	CEO PROGRAM LOCATION	DESIGNATED QUARANTINE AREA
ANCHORVILLE	Conference Room	WESTLAND	Conference Room
CLINTON TWP.	Conference Room	WASHINGTON	Conference Room
PONTIAC	Conference Room		

5. 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. 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.
- c. Creative Empowerment Opportunities will follow guidance listed in the “*EXPOSURE PLAN OF ACTION*” section of this policy.

G. TRANSPORTATION:

1. Creative Empowerment Opportunities will take safety measures during transportation regardless respiratory virus risk levels. Some of these measures will include:
 - Promote hand hygiene.
 - Improve Ventilation by Open windows when feasible.
2. Infection mitigation measures in the vans may increase to include including social distancing, limited transportation to necessary trips only, as recommended by governing authorities.

H. 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.

I. VACCINATIONS:

1. According to the Center for Disease Control, immunizations help prepare your body to defend itself from viruses and severe illness. Some immunizations teach your immune system what the virus looks like so it can prepare to protect against it. Other immunizations directly provide you with antibodies to protect you from the virus. Getting vaccinated can reduce your chances of getting infected to some degree, but its main strength is preventing severe illness and death. More and more evidence suggests that the COVID-19 vaccine can also lower your chances of developing Long COVID.
2. Creative Empowerment Opportunities advises employees and persons served to talk with a healthcare provider to make sure they are up to date on vaccines.
 - Review the [vaccine schedule](#) to become familiar with the immunizations recommended for you and when you should get them.
 - Visit www.vaccines.gov to locate flu and COVID-19 vaccines near you.
 - Learn more about [how vaccine recommendations](#) are made.
 - Talk to your friends and family about the benefits of getting vaccinated.

J. EXPOSURE PLAN OF ACTION:

1. While still posing a significant health threat to those at higher risk, COVID-19 health impacts are now increasingly similar to other respiratory viruses, like flu, which are also important causes of illness and death, especially for people at higher risk. As a result, this the right time to issue unified Respiratory Virus Guidance, rather than additional guidance for each specific virus. Issuing Respiratory Virus Guidance brings a unified, practical approach to protecting against a range of common respiratory viral illnesses so that people can protect themselves and loved ones from these illnesses. These viruses share similar routes of transmission, symptoms, and prevention strategies. Although COVID-19 is starting to look like other respiratory viruses like flu when we look at the number of hospitalizations and deaths, it continues to differ in important ways, such as Post-COVID Conditions. Flu, COVID-19, and RSV continue to be significant health burdens, especially to people at higher risk, and require ongoing actionable prevention strategies such as those recommended in our updated Respiratory Virus Guidance. This updated guidance continues to protect those most at risk, and evidence indicates it will not significantly increase severe disease related to COVID-19 or other respiratory viruses.

K. ENVIRONMENTAL:

1. Each Community Empowerment Center will have designate a member of the management team to coordinate and monitor environment controls to ensure proper sanitizing and disinfecting measures are in place and conducted daily.
 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. We will improve ventilation by opening windows when feasible.
 5. 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.
 6. Alternative supplies and suppliers will be identified in the event of a shortage of supplies and/or personal protective equipment.
 7. All environments will be equipped with tissues and trash receptacles for safe disposal of personal protective equipment to promote good hygiene practices.
 8. Assigned personnel will complete disinfecting and initial the cleaning checklist daily. The Program Manager will complete a daily inspection for each center.
 9. Bathrooms will be properly cleaned and disinfected throughout the day.
 10. Assigned Creative Empowerment Opportunities personnel will monitor the restrooms to ensure social distancing is followed.

11. In the event of a positive respiratory virus case at one of the Community Empowerment Centers, that center will follow all Deep Cleaning Protocols to clean and disinfect areas thoroughly.
12. 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.
13. Furnace filters will be changed per manufacturers guidelines unless respiratory virus levels are at a “High” status. Furnace filters are changed on a monthly basis for added filtration protection during high status periods.
14. 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.
15. All applicable MDHHS/Center for Disease Control capacity limits will be adhered to at all Creative Empowerment Opportunities Community Empowerment Centers if applicable.

L. 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 communicate on respiratory virus infection precautionary measures and management in the primary languages common in the employee population regularly.
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 suspected or confirmed diagnosis of respiratory virus infection.
 - 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. 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 acknowledgements will be kept on file for all employees.

M. 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.

N. 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 relevant guidance including health and safety policies including Public Health Emergency Transition 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.

O. 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 “Public Health Emergency Transition 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. The next review date for this policy will be **10/1/2024**. Any updates from experts and or governing authorities will be made by the designee. All “Public Health Emergency Transition Plan” updates will be made available on our website at www.creative-employment.org and reviewed at staff meetings as needed.

P. RESOURCES:

- MDHHS-IPRAT@Michigan.gov
- Michigan.gov/StayWell
- <https://www.epa.gov/coronavirus/about-list-n-disinfectants-coronavirus-covid-19-0>
- www.creativeempowerment.org
- [Immunizations for Respiratory Viruses Prevention | Respiratory Illnesses | CDC](#)

Q. FORMS:

- Risk of Potential Exposure to Infectious Diseases Returning to Skill Development Services Acknowledgement
- Cabinet/Closet Checklist

R. APPROVED BY:

Kathleen Kunz, Executive Director

Date



Original 3/2020 Revised, 3/2024, 9/2023, 6/23,3/23, 9/22, 8/22, 1/22, 10/21, 7/21, 5/21CLF – Public Health Emergency Transition Plan
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