



**St. Vincent Catholic Charities' (STVCC)
COVID-19 Preparedness and Response Plan**

Updated 10/7/2020

Introduction:

In accordance with [Executive Order 2020-97](#) (and any subsequent related orders), STVCC institutes the following *COVID-19 Preparedness and Response Plan* for all employees.

STVCC aims to protect its workforce by enacting all appropriate prevention efforts. STVCC is continually monitoring guidance from local, state, and federal health officials and implementing workplace and the *COVID-19 Preparedness and Response* modifications where appropriate.

STVCC's Guiding Principles:

- Phased implementation
- Individual health and well-being
- Transparent, ongoing communication

STVCC's Key Standards:

- Facial covering requirements and proper use of PPE
- Promote disinfecting and hygiene, especially in common areas
- Conduct and maintain employee health screenings
- Practice social distancing
- Ensure client and visitor safety
- Provide clear, ongoing communication and training prior to return to workplace
- Maintain and continue an inclusive culture through our behaviors and actions

*Safety is STVCC's number one priority.
Any non-compliance with the above standards should be reported directly to HR, so that we can ensure everyone's well-being and have a safe working environment for all.*

STVCC's Approach:

FACIAL COVERING REQUIREMENTS AND PROPER USE OF PPE.

Background:

The U.S. Centers for Disease Control and Prevention (CDC) continues to study the spread and effects of the novel coronavirus across the United States and on April 3, 2020, issued new recommendations. The new recommendations are that individuals should wear cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies) especially in areas of significant community-based transmission.

The most effective way to control the spread of the virus and to protect the health of high-risk groups such as senior citizens and those with compromised immune systems is to practice social distancing, frequently and thoroughly wash your hands and avoid touching your face. The improper use of face masks or facial coverings may create more risk because individuals may not properly clean them, may feel an inflated sense of protection and let their guard down with social distancing practices, handwashing, or may in fact touch their face more frequently as they adjust their mask.

Implementation:

STVCC will provide employees and clients with, at a minimum, non-medical grade face coverings. In addition, STVCC has and will continue to provide training on how to properly use PPE. STVCC encourages employees to wear PPE, as necessary, to ensure their safety at the agency (gloves, use of hand sanitizer, Plexiglas, sneeze/cough guards etc.)

STVCC is instituting the following safety measures:

- Per [executive order 2020-147](#), face mask coverings are now required in the State of Michigan. Face coverings have and are still required in indoor public spaces and are now required in crowded outdoor spaces.
- ALL EMPLOYEES NEED TO WEAR A MASK or other face covering when entering, exiting, walking around and certainly when in the presence of others – in either building. The only time you're able to take off your mask or face covering is while you're at your desk – not moving around. Should you need to walk to the printer or the restroom, you need to wear your mask.
- If an employee has a medical condition that prohibits them from wearing a mask, they must have support documentation on file from their healthcare provider submitted to HR in advance of working on-site.
- Any non-compliance should be reported directly and immediately to HR, so that we can ensure everyone's safety and have a safe working environment for all.
- Any employee reporting for work that refuses to wear a mask (and doesn't have appropriate medical documentation on file in HR) will be denied entry to the building and issued a discipline for insubordination (which includes a 3-day suspension).
- If you're seen not wearing a mask, a co-worker may ask you to either return to your work station and put on a mask – or request you to exit the building. While not everyone is comfortable speaking up in these situations, at a minimum, we are strongly encouraging employees to report any situations of non-compliance to HR.

PROMOTING DISINFECTING AND HYGIENE.

Introduction:

STVCC's number one priority is the health and safety of our employees and clients. STVCC has implemented strict hygiene practices and is taking every possible precaution to protect each life.

STVCC is instituting the following cleanliness measures by:

- Maintaining and increased cleaning efforts throughout agency
- Promoting personal hygiene
- Ensuring ongoing stock and supply of PPE
- Performing routine environmental cleaning
- Applying disinfectant to common area touchpoints
- Providing hand sanitizer and anti-bacterial cleaning products to each program, high-traffic areas and entry/exit points

STVCC employees are expected to minimize COVID-19 exposure by the following:

- All meetings must be conducted remotely when possible
- If an in-person meeting is required, the meeting must be held in a large or outdoor space where proper physical distancing can be maintained
- Non-essential business-related travel (such as conferences or trainings) should be postponed or cancelled
- Cleaning work areas at the beginning and end of each shift
- Avoiding, when possible, the use of other employees' phones, desks, offices, or other work tools and equipment
- Frequently washing hands with soap and water for at least 20 seconds
- Utilizing hand sanitizer when soap and water are unavailable
- Avoiding touching faces with unwashed hands
- Avoiding handshakes or other physical contact
- Avoiding close contact with sick people
- Practicing respiratory etiquette, including covering coughs and sneezes
- Immediately reporting unsafe or unsanitary conditions on STVCC premises
- Complying with daily health screening processes
- Seeking medical attention and/or following medical advice if experiencing COVID-19 symptoms
- Complying with self-isolation or quarantine orders

CONDUCT AND MAINTAIN EMPLOYEE HEALTH SCREENINGS.

Introduction:

Effective June 6, 2020, as an employer, STVCC must follow Executive Order 2020-97 and conduct and maintain a daily record of the following: *1 (d): Conduct a daily entry self-screening protocol for all employees, visitors, volunteers, or interns entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.*

For EVERY DAY worked (does not include SICK/VACTION/PTO days) and every time entry into your ADP timesheet, even if the employee is working remotely; the employee MUST conduct a daily health self-screening (See below), including responses to the questionnaire covering symptoms and suspected (or confirmed) exposure to people with possible COVID-19. This new protocol will aid supervisors when signing off on an employee's timesheet to ensure compliance.

See each building's protocol below:

- **For the Children's Home**, the current protocol in place with the questionnaire upon entry/re-entry complies and will remain in practice. **However, if working remotely, employees must enter the results of the health screening questionnaire into their ADP timesheet.**
- **For the Service Center**, all employees **MUST make a daily entry in their ADP timesheet** – and should continue until further notice.

Conduct the self-screening and insert the following statement: ***I have taken the self-screening and answered "no" to the questions (3-5) below.***

1. Are you working on-site or remotely?
2. Temperature: _____
3. Have you traveled to Michigan from an affected country or region? *As of March 2020, those countries are – most of Europe, China, Iran, and South Korea.*
4. Have you been in contact with a COVID-19 infected person?
5. Have you had the following symptoms in the last few days? *Felt unwell, especially with respiratory symptoms (fever, cough, shortness of breath, difficulty breathing, sore throat).*

If an employee answers "YES" to any of the above questions, they must notify their supervisor and should NOT report to work and contact your primary care physician for further advice. If an employee tests positive for COVID-19, the employer is required to contact the local health department and *"any coworkers, contractors or suppliers who may have come into contact with the person."*

ENSURE CLIENT AND VISITOR SAFETY.

Introduction:

STVCC's Service Center (SC) will remain closed to the general public until further notice. Clients only with appointments will be allowed to enter the SC building.

STVCC is instituting the following safety measures:

- Any visitor is required to properly wear face coverings BEFORE they enter the SC
- Disposable masks will be provided to all visitors in the event they do not have their own
- The employee meeting with the client/visitor must bring a mask to the door for the client/visitor and ensure a mask is applied before said individual enters the building
- Lobby/reception areas will have a reduced number of chairs which will be spread-out to adhere to the social distancing guidelines
- Each receptionist window will be equipped with a Plexiglas sneeze/cough guard to reduce the possibility of cross contamination, and there will be signs and floor markings to help insure 6 feet social distancing is respected
- Other than a family unit, SC elevator use will be kept to a two person maximum, however, all individuals will be encouraged to use stairs to travel between floors to allow for better social distancing