

Recovery Technology's Covid-19 Preparedness and Response Plan

In response to Governor Whitmer's Executive Order 91, Recovery Technology has developed the following plan. The procedures within this plan must be adhered to by all Recovery Technology staff while performing functions for Recovery Technology, regardless of the setting (client's home, in office or community) in which the work function is occurring. All supervisors must be familiar with this plan and be ready to answer questions from staff. Supervisors must always set a good example by following this plan. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Supervisors must encourage this same behavior from all staff.

Recovery Technology is asking every staff person to help with our prevention efforts while at work. To minimize the spread of Covid-19 at our worksite, everyone must play their part. As set forth below, Recovery Technology has instituted various housekeeping, social distancing, and other best practices at our worksite. All staff must follow these. In addition, staff are expected to report to their supervisor if they are experiencing signs or symptoms of Covid-19, as described below. If you have a specific question about this plan or Covid-19, please ask your supervisor. If they cannot answer the question, do not hesitate to contact Jim DeBruler, CEO.

The procedures within this plan supplement, not replace the procedures outlined in Recovery Technology's Health and Safety Plan and remain in effect until Covid-19 no longer presents a risk for widespread infection.

This Covid-19 Preparedness and Response Plan will also be available on Recovery Technology's website.

- I. **Plan oversight:** Recovery Technology will always have a supervisor on site when staff are present who will be responsible to implement, monitor and report on the Covid-19 control strategies included in this plan.
- II. **Training:** All staff receive orientation and annual training regarding:
 - a. Workplace infection-control practices;
 - b. How to report unsafe working conditions;
 - c. Notifying supervisors of any symptoms of Covid-19 or a suspected or confirmed diagnosis of Covid-19 (staff are to self-quarantine and call their supervisor);
 - d. Using and requirements for Personal Protective Equipment (PPE);
 - e. How to keep everyone on the worksite premises at least 6 feet from on another to the maximum extent possible;
 - f. Protocol to clean and disinfect the facility in the event of a positive Covid-19 case in the workplace
- III. **Social Distancing:**
 - a. Staff are encouraged to maintain social distancing guidelines established by Governor Whitmer's executive order during non-work periods.

- b. Staff are required to wear a mask and to maintain a social distance of not less than 6 feet from all persons while completing work functions for Recovery Technology unless they are completed in the staff person's residence.
- c. Staff that work alone in an office are not required to wear a mask while in the office, however, a mask should be readily available and utilized whenever somebody enters the room.
- d. Staff should refrain from entering another staff's office space without allowing time for the person inside the office to put on their mask. The staff inside the office should tell the visitor when it is okay to enter the room.
- e. Staff are responsible to encourage clients to engage in proper social distancing. It is encouraged that when transporting clients, they sit in the back seat if possible.
- f. In situations where staff share a workspace with one or more other persons where desks are less than 6 feet apart, arrangements must be made to ensure maintenance of social distancing such as staggering work hours, temporary reassignment of work station and provision of PPE that will allow for breaking the 6 feet barrier.
- g. Staff are to coordinate with their supervisor coming into the office to slow the flow of traffic of both staff and clients being in the office at the same time.

IV. Cleaning Protocol:

- a. All staff should frequently and thoroughly wash their hands through their shift.
- b. Common areas such as group rooms and the kitchen will have sanitizing supplies available. Please clean up after yourself in these areas. If having a meeting in the group room, make sure each spot that was occupied is sanitized. Please do not leave dirty dishes in the kitchen for others, rinse out your dishes and take them to your office or car.
- c. Upon completion of each face-to-face client contact, staff are required to sanitize their work area.
- d. Maintenance staff will continue to sanitize bathrooms and lobby areas at least 3 times a day and as needed. Do not hesitate to assist if needed or to notify maintenance staff of any additional sanitizing that may be needed.
- e. Support staff must sanitize copiers, printers and mail area at the beginning and end of each shift.

V. Staff Exposure:

- a. All visitors to Recovery Technology must complete the Covid-19 risk assessment, including having their temperature taken, prior to conducting their intended business.
- b. All visitors must wear a mask. If they do not have one, they can request a disposable mask at the reception points.
- c. Clients will be asked to wait for their appointment in their cars, weather permitting. Additional seating for clients waiting inside will be provided in order to help maintain social distance.

- d. All persons accompanying clients are asked to wait in their cars, weather permitting.
- e. Staff should avoid and encourage clients to avoid touching their eyes, nose, or mouth with unwashed hands.
- f. Staff should practice and encourage clients to practice appropriate respiratory etiquette, which includes coverings for coughs and sneezes.
- g. If a staff person is sick, they should follow protocols for remaining home from work.
- h. Any staff person who experiences symptom during their shift similar to Covid-19 should contact their supervisor for further evaluation and instruction.
- i. Any staff person who has been exposed to a person that has tested positive for Covid-19 must:
 - a. Self-quarantine at home for at least 3 days and until such time as they test negative for Covid-19
 - b. Contact their supervisor for further instructions.
- j. Staff are encouraged to work from home as much as is practicable while serving the needs of Recovery Technology and its clients, such as:
 - a. Attending meetings, trainings, and other congregate activities remotely;
 - b. Completing service documentation and other paperwork that does not require face to face interaction with clients or other staff.
- k. When a Recovery Technology staff person is identified with a confirmed case of Covid-19, they must notify their supervisor within 24 hours. Supervisor is responsible for notifying the CEO. It is also the responsibility of the supervisor to contact any client, staff person or supplier who may have come in contact with the person with a confirmed case of Covid-19.
- l. Recovery Technology will not discharge, discipline, or otherwise retaliate against a staff person who stays home or who leaves work when they re at particular risk of infecting others with Covid-19.

VI. Exposure Response Plan:

- a. Any persons expressing or displaying symptoms of Covid-19 while at Recovery Technology are asked to safely leave the premises and return home.
- b. If a staff person, client, or visitor expresses or displays symptoms of Covid-19, the should:
 - i. Isolate themselves/be provided a location to isolate from other people. This isolation location should be a place that can be quarantined from use for at least 24 hours after the exposure event.
 - ii. Ensure the symptomatic person wears a face mask at all times in order to limit the spread of respiratory secretions.
- c. While the symptomatic person is in the isolation room, no other persons should enter the room. Recovery Technology staff should ensure the person has a working telephone in order to communicate with others outside the room.

- d. With the help of the person experiencing symptoms, develop a list of all areas of the facility the person visited that day and the duration of time the person was in each area and of all person the person came into contact with while at our facility.
- e. When all areas of the facility the person visited that day have been identified, maintenance or staff should clean each location with disinfecting cleaning solution and quarantine areas of the building where the person spent longer durations of time (1 hour or more). All quarantined areas should be cleaned like the isolation room (described below).
- f. Allow the person experiencing the symptom adequate time while in the isolation room to contact their primary care physician for instructions about what to do and make a plan for where they are going to go when they leave Recovery Technology and how they are going to get there (advise persons that have utilized public transportation to get to Recovery Technology that they should find safer, less public means of transportation home).
- g. Without entering the isolation room, the supervisor on duty should frequently check in on the wellbeing of the symptomatic person. This can be completed by calling the person or talking through the door.
- h. When the person is ready to leave Recovery Technology, they should notify the supervisor on duty. Prior to allowing the person to exit the isolation room, the supervisor should clear the path between the isolation room and the building's exit of all persons. It may require the assistance of additional staff to ensure the pathway remains clear of individuals until the symptomatic person has successfully left the building.
- i. Immediately after the symptomatic person leaves the facility, the pathway used to exit should be sanitized using a disinfecting cleaning solution.
- j. After the exposure event has concluded, the isolation room should be quarantined from all other use for a period of 24 hours. At the end of the 24-hour quarantine period, maintenance staff should thoroughly clean all surfaces and items in the room with a disinfecting cleaning solution.
- k. As soon as possible during or after the exposure event, the supervisor should notify DHHS (855-723-3219) and follow their instructions for notification of all persons the symptomatic person identified as having come into contact.

VII. Remote Service Delivery:

- a. Psychiatric, therapy, case manager, supports coordination and ACT staff may continue to provide services utilizing a broad range of remote communication options until (whichever comes first):
- b. Thirty days after the end of Governor Whitmer's emergency order; or,
- c. The date payers determine to stop paying for services delivered using non-traditional, remote platforms.

- d. All services are encouraged to plan for and implement migrating client contacts to company-approved, HIPAA compliant platforms at the earliest date possible based on the client's individual needs and their access to technology and internet.

VIII. **Travel:** Staff may not travel in relation to their work functions for Recovery Technology until 30 days after the Governor's "Stay Home, Stay Safe, Save Lives" executive order is lifted except:

- a. To and from their worksite;
- b. In an emergency response to the health and safety of a Recovery Technology client (appropriate PPE must be used);
- c. To provide essential needs for a client (including food, medications, healthcare services).