

Recovery Technology Health and Safety Plan Outcome Report

2020

This Health and Safety Outcome report addresses all Health and Safety issues that occurred during 2020 at Recovery Technology. Recovery Technology takes every measure possible to assure the Health and Safety needs of Clients and Staff is met.

Exposure Control Plan

- 1. Exposure Training:** All Recovery Technology staff hired during 2020 received an initial training upon hire, and all current staff received exposure training annually during staff meetings.
- 2. Hepatitis B Vaccine Injections:** All Recovery Technology staff hired during 2020 was given information about receiving the HBV vaccination series. It is the responsibility of the employee to obtain and pay for the vaccination series.
- 3. Tuberculosis:** All Recovery Technology staff hired during 2020 received a TB screening. If indicated, a TB test was required. Current staff are required to complete a TB screening every 2 years and if indicated must have a TB test completed. There were no positive TB tests in 2020.
- 4. Determining Level of Risk:** Employees who are at high risk for frequent or occasional contact with blood or other potentially infectious materials are trained and have at their disposal personal protective equipment.
- 5. Universal Precautions:** Employee exposure to blood borne pathogens is controlled through the use of Universal Precautions.
- 6. Handling Sharps:** All staff is trained annually on handling sharps.
- 7. Medical Equipment-Review by Medical Director:** Recovery Technology uses safe medical devices and equipment to minimize exposure to blood borne pathogens. Sharps are disposed of per the Health and Safety Plan. All Recovery Technology staff who transported clients during the Covid-19 Pandemic were provided thermometers to take client's temperature before transporting them.
- 8. Personal Protective Equipment:** This is provided to Recovery Technology staff without cost to the employee. All employees have access to gloves, masks and the First Aid kit at all times. In addition, due to the Covid-19 Pandemic, gowns, face shields, hand sanitizer and disinfectant spray for rooms and cars were provided to staff.
- 9. Hand Hygiene:** The importance of hand washing to prevent disease transmission is discussed regularly during staff meetings. Hand sanitizer is also available to staff. Additional hand sanitizing units were mounted on the walls throughout the building at the onset of the pandemic to further assist staff in sanitizing their hands.
- 10. Pandemic Flu:** There were no widespread flu outbreaks in 2020. However, there was a Corona Virus (Covid-19) Pandemic. Recovery Technology was able to utilize their Pandemic Flu Plan as an outline to handling the Covid-19 Pandemic. Leadership

developed a Covid-19 Preparedness and Response Plan. As a result of Leadership's quick response, there were no widespread Covid-19 outbreaks in staff or clients. Recovery Technology was able to receive a PPP loan in which paid sick time was added temporarily to encourage staff who were not feeling well to stay at home. Through the use of Telehealth many staff were able to work from home. The traffic coming in and out of Recovery Technology's office space was drastically reduced. Following the Governor's Orders, masks mandates were implemented. An app call "MISymptoms" was utilized. This app allowed staff to self-screen prior to entering the building. Reports were sent to leadership daily from the app. Clients and visitors were also screened at all entry points, temperature checks with questionnaires. All services that could be provided using Telehealth were immediately implemented. Any staff who could do their job from home were encouraged to do so.

- 11. Infection Containment:** There were no reports of other communicable diseases (other than Covid-19) by staff or clients during 2020.
- 12. Housekeeping:** Recovery Technology has a person on staff that is responsible for sanitizing toys in the Play Therapy Room as well as Recovery Technology tables and other surfaces and doorknobs. The Play Therapy Room was closed throughout much of 2020 due to the Covid-19 Pandemic. All staff took responsibility for sanitizing common areas. Additional maintenance staff were hired to help keep all surfaces and areas clean and sanitized.
- 13. Waste Handling and Disposal:** All potentially infectious material is handled as hazardous waste and is placed in red biohazard bags and disposed of per the Health and Safety Plan.
- 14. Work Practices:** Changes in work practices are identified through review of safety incidents and through employee feedback. Staff were required to wear face coverings throughout much of 2020 due to the Covid-19 Pandemic. Staff were also encouraged to work from home to reduce the number of people in the building, many services were provided through telehealth and all staff, clients and visitors were screened at Recovery Technology's entrances before being allowed in the building.
- 15. Immediate Response:** There were no emergencies or widespread disaster in the Jackson area in 2020.
- 16. Command Center Phone:** There were no incidents involving the need for a command center phone in 2020.
- 17. Medical Emergencies:** There were no medical emergencies at the Recovery Technology location or in the community in 2020.
- 18. Blood Borne Pathogen Exposure (Post Exposure Procedures):** There was no exposure to Blood Borne Pathogens reported in 2020.

- 19. Exposure to Chemicals or Fumes:** There were no incidents involving Chemicals or Fumes in 2020.
- 20. Clinical Emergency:** There were no Clinical Emergencies at Recovery Technology during 2020.
- 21. Lockdown:** There were no incidents requiring a lockdown in 2020.
- 22. Power and Utility Failures:** There was no power or Utility Failures at Recovery Technology in 2020.
- 23. Fire:** There were no fires at Recovery Technology in 2020.
- 24. Earthquake:** There were no earthquakes in Jackson, Michigan in 2020.
- 25. Bomb Threats:** There were no bomb threats at Recovery Technology in 2020.
- 26. Evacuation:** There were no incidents requiring evacuation at Recovery Technology in 2020.
- 27. Blizzards, ice storms, snowstorms:** There were no Blizzards, Ice Storms or Snow Storms in 2020 that prevented Recovery Technology from performing normal business activities.

Business Continuity and Pandemic Flu Plan Report

Please see Covid-19 Pandemic 2020 Special Outcome Report.

Emergency Response Drills

Recovery Technology performs the following drills at least annually:

- *Utility Failure
- *Fire
- *Bomb
- *Tornado
- *Threatening Behavior/Weapon
- *Earthquake
- *Medical Emergency

Please see attached for results of these drills.

Safety Audits/Inspections

Safety Audits and inspections are conducted monthly. Please see attached for results. First aid kits are inspected and restocked at this time, as well as Personal Protective equipment.

