



TASC

Pandemic Planning and Response Guidelines

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Section 1 – COVID-Plan (OSHA ETS)

The purpose of this document: TASC, Inc. is committed to providing a safe and healthy workplace for all our employees. TASC, Inc. has developed the following COVID-19 plan which includes policies and procedures to minimize the risk of transmission of COVID-19, in accordance with OSHA'S COVID-19 Emergency Temporary Standard (ETS).

TASC, Inc. has multiple workplaces that are substantially similar, and therefore has developed a single COVID-19 plan for the substantially similar workplaces. These guidelines are to be used at all locations.

Because TASC is classified as providing "health care supports" in long term services and supports settings, any reference to the Center for Disease Control (CDC) guidelines or Iowa Department of Public Health (IDPH) refers guidelines for Healthcare Professionals (HCPs) and not guidelines for the general public.

Roles and Responsibilities

TASC, Inc.'s goal is to prevent the transmission of COVID-19 in the workplace(s). Managers as well as non-management employees and their representatives are all responsible for supporting, complying with, and providing recommendations to further improve this COVID-19 plan.

The COVID-19 Safety Coordinators (a/k/as the Crisis Team) listed below, implement and monitor this COVID-19 plan. The COVID-19 Safety Coordinators have TASC's full support in implementing and monitoring this COVID-19 plan, and has authority to ensure compliance with all aspects of this plan.

TASC and the COVID-19 Safety Coordinators will work cooperatively with non-managerial employees and their representatives to conduct a workplace-specific hazard assessment and in the development, implementation, and updating of this COVID-19 plan.

The Safety Coordinators, a/k/a "Crisis Team" that has been developed of Upper Management Staff, including: Executive Director, all Department Heads, Program Coordinators, and Personnel Management Specialist. This Team meets on a regular basis to discuss the current situation, monitor services during COVID 19, ensure the protection of persons served rights during the pandemic, to develop plans, etc.

Employees with suggestions or concerns should contact the appropriate Safety Coordinator, listed below based on the location/supervisor, who will relay the information on to the rest of the Crisis Team for analyzing, development, implementation, monitoring and updating of the plan if appropriate.

COVID-19 Safety Coordinator

Name	Title/Facility Location	Contact Information (office location, phone, email address)
Sheila Schulte (TASC Center) Kristie Welch Sheila Snitker Kris Cote Jamie Halse	TASC 2213 Mt. Olivet Road NW Waukon, IA 52172	2213 Mt. Olivet Road NW, Waukon, IA 52172 sheilaschulte@tascinc.org ; kwelch@tascinc.org ssnitker@tascinc.org kcote@tascinc.org jamiehalse@tascinc.org 563-568-4060
Bethany Hovden (Daily-Houses)	TASC House 1 901 2 nd Ave. NW #102 Waukon, IA 52172 TASC House 2 901 2 nd Ave. NW #101 Waukon, IA 52172 TASC House 3 903 4 th St. NW Waukon, IA 52172 TASC House 5 314 1 st Ave. SE Waukon, IA 52172 TASC House 13 710 1 st Ave. SW #201 Waukon, IA 52172 TASC House 14 303 West St. SW Waukon, IA 52172	2213 Mt. Olivet Road NW, Waukon, IA 52172 bhovden@tascinc.org 563-568-4060
Becky Schott (Hourly-Apartments)	TASC Apartment 105 6 th Ave. SW Waukon, IA 52172	105 6 th Ave. SW Waukon, IA 52172 bschott@tascinc.org 563-568-2741

Hazard Assessment and Worker Protections

TASC will conduct a workplace-specific hazard assessment of its workplace(s) to determine potential workplace hazards related to COVID-19. A hazard assessment will be conducted initially and whenever changes at the workplace create a new potential risk of employee exposure to COVID-19 (e.g., new work activities at the workplace).

TASC and the COVID-19 Safety Coordinators will work collaboratively with non-managerial employees and their representatives to conduct the workplace-specific hazard assessment. All completed hazard assessment forms and results will be accessible to all employees and their representatives at each facility upon employee's request.

TASC will address the hazards identified by the assessment, and include policies and procedures to minimize the risk of transmission of COVID-19 for each employee. These policies and procedures are as follows:

Patient Screening and Management

In settings where direct patient care is provided, TASC will:

- Limit and monitor points of entry to the setting;
- Screen all clients, residents, visitors, and other non-employees entering the setting for symptoms of COVID-19;
- Implement other applicable patient management strategies in accordance with the CDC's "[COVID-19 Infection Prevention and Control Recommendations](#);
- Require mask usage by staff, clients, visitors;
- Avoid large group gatherings with the general public where it is not possible to social distance.

Standard and Transmission-Based Precautions

TASC will develop and implement policies and procedures to adhere to Standard and Transmission-Based Precautions in accordance with CDC's "[Guidelines for Isolation Precautions](#)."

TASC and the COVID-19 Safety Coordinators will work collaboratively with non-managerial employees and their representatives to develop and implement these policies and procedures.

Personal Protective Equipment (PPE)

TASC will provide, and ensure that employees wear, facemasks or a higher level of respiratory protection. Facemasks must be worn by employees over the nose and mouth when indoors and when occupying a vehicle with another person for work purposes. Policies and procedures for facemasks will be implemented, along with the other provisions required by OSHA's COVID-19 ETS, as part of a multi-layered infection control approach.

Facemasks provided by TASC will be FDA-cleared, authorized by an FDA Emergency Use Authorization, or otherwise offered or distributed as described in an FDA enforcement policy. TASC will provide employees with a sufficient number of facemasks, which must be changed at least once a day, whenever they are soiled or damaged, and more frequently as necessary (e.g., patient care reasons). TASC may also provide a respirator to employees when only a facemask is required (i.e., when a respirator is not otherwise required by OSHA's COVID-19 ETS) and, when doing so, will comply with OSHA's COVID-19 ETS mini respiratory protection program (29 CFR 1910.504). TASC will also permit employees to wear their own respirator instead of a facemask and, in such cases, will comply with OSHA's COVID-19 ETS mini respiratory protection program (29 CFR 1910.504). Additional information about when respirator use is required can be found below.

Employees should wear facemasks that cover the nose and mouth at all times, with the following exceptions:

1. When an employee is alone in a room.
2. While an employee is eating and drinking at the workplace, provided each employee is at least 6 feet away from any other person, or separated from other people by a physical barrier.
3. When employees are wearing respirators in accordance with 29 CFR 1910.134 or paragraph (f) of OSHA's COVID-19 ETS.
4. When it is important to see a person's mouth (e.g., communicating with an individual who is deaf or hard of hearing) and the conditions do not permit a facemask that is constructed of clear plastic (or includes a clear plastic window). When this is the case, TASC will ensure that each employee wears an alternative, such as a face shield, if the conditions permit.
5. When employees cannot wear facemasks due to a medical necessity, medical condition, or disability as defined

in the Americans with Disabilities Act (42 USC 12101 et seq.), or due to religious belief. Exceptions will be provided for a narrow subset of persons with a disability who cannot wear a facemask or cannot safely wear a facemask, because of the disability, as defined with the Americans with Disability Act (42 USC 12101 et seq.), including a person who cannot independently remove the facemask. The remaining portion of the subset who cannot wear a facemask may be exempted on a case-by-case basis as required by the Americans with Disability Act and other applicable laws. When an exception applies, TASC will ensure that any such employee wears a face shield, if their condition or disability permits it. TASC will provide accommodations for religious beliefs consistent with Title VII of the Civil Rights Act.

6. When TASC has demonstrated that the use of a facemask presents a hazard to an employee of serious injury or death (e.g., arc flash, heat stress, interfering with the safe operation of equipment). When this is the case, TASC will ensure that each employee wears an alternative, such as a face shield, if the conditions permit. Any employee not wearing a facemask must remain at least 6 feet away from all other people unless the employer can demonstrate it is not feasible. The employee must resume wearing a facemask when not engaged in the activity where the facemask presents a hazard.

If a face shield is required to comply with OSHA's COVID-19 ETS or TASC otherwise requires use of a face shield, TASC will ensure that face shields are cleaned at least daily and are not damaged.

TASC will not prevent any employee from voluntarily wearing their own facemask and/or face shield in situations when they are not required unless doing so would create a hazard of serious injury or death, such as interfering with the safe operation of equipment.

In addition to providing, and ensuring employees wear, facemasks, TASC will provide protective clothing and equipment (e.g., respirators, gloves, gowns, goggles, face shields) to each employee in accordance with Standard and Transmission-Based Precautions in healthcare settings in accordance with CDC's "[Guidelines for Isolation Precautions](#)," and ensure that the protective clothing and equipment is used in accordance with OSHA's PPE standards (29 CFR 1910 subpart I).

For employees with exposure to people with suspected or confirmed COVID-19, TASC will provide respirators and other PPE, including gloves, an isolation gown or protective clothing, and eye protection. TASC will ensure respirators are used in accordance with the OSHA Respiratory Protection standard (29 CFR 1910.134), and other PPE is used in accordance with OSHA's PPE standards (29 CFR 1910 subpart I).

For aerosol-generating procedures (AGPs) on a person with suspected or confirmed COVID-19, TASC will provide a respirator to each employee and ensure it is used in accordance with the OSHA Respiratory Protection standard (29 CFR 1910.134). TASC will also provide gloves, an isolation gown or protective clothing, and eye protection to each employee, and ensure use in accordance with OSHA's PPE standards (29 CFR 1910 subpart I).

TASC and the COVID-19 Safety Coordinators will work collaboratively with non-managerial employees or representatives to assess and address COVID-19 hazards, including when there is employee exposure to people with suspected or confirmed COVID-19.

Aerosol-generating procedures (AGPs) on a person with suspected or confirmed COVID-19.

When an AGP is performed on a person with suspected or confirmed COVID-19, TASC will:

- Provide a respirator and other PPE, as discussed in the previous section;
- Limit the number of employees present during the procedure to only those essential for patient care and procedure support;
- Ensure that the procedure is performed in an existing airborne infection isolation room (AIIR), if available; and
- Clean and disinfect the surfaces and equipment in the room or area where the procedure was performed, after the procedure is completed.

TASC and the COVID-19 Safety Coordinators will work collaboratively with non-managerial employees and their representatives to assess and address COVID-19 hazards while performing AGPs

Physical Distancing

TASC will ensure that each employee is separated from all other people in the workplace by at least 6 feet when indoors, unless it can be demonstrated that such physical distance is not feasible for a specific activity. Where maintaining 6 feet of physical distance is not feasible, TASC will ensure employees are as far apart from other people as possible. Physical distancing will be implemented, along with the other provisions required by OSHA's COVID-19 ETS, as part of a multi-layered infection control approach.

TASC and the COVID-19 Safety Coordinator(s) will work collaboratively with non-managerial employees and their representatives to assess physical distancing in the workplace.

Tables and chairs will be distanced from one another. Because masks aren't worn while eating, tables will be distanced from one another and only individuals residing in the same residence will be allowed to eat together.

Physical Barriers

TASC will install physical barriers at each fixed work location outside of direct patient care areas where each employee is not separated from all other people by at least 6 feet of distance and spacing cannot be increased, unless it can be demonstrated that it is not feasible to install such physical barriers. Physical barriers will be implemented, along with the other provisions required by OSHA's COVID-19 ETS, as part of a multi-layered infection control approach.

TASC and the COVID-19 Safety Coordinators will work collaboratively with non-managerial employees and their representatives to identify where physical barriers are needed.

Where feasible, TASC will ensure that:

- Physical barriers are solid and made from impermeable materials;
- Physical barriers are easily cleanable or disposable;
- Physical barriers are sized (i.e., height and width) and located to block face-to-face pathways between individuals based on where each person would normally stand or sit;
- Physical barriers are secured so that they do not fall or shift, causing injury or creating a trip or fall hazard;
- Physical barriers do not block workspace air flow or interfere with the heating, ventilation, and air conditioning (HVAC) system operation;
- Physical barriers are transparent in cases where employees and others have to see each other for safety; and
- Physical barriers do not interfere with effective communication between individuals.
- A physical barrier will be placed at the front desk at the TASC center, free-standing on the front counter.

Cleaning and Disinfection

TASC will implement policies and procedures for cleaning, disinfection, and hand hygiene, along with the other provisions required by OSHA's COVID-19 ETS, as part of a multi-layered infection control approach. TASC and the COVID-19 Safety Coordinator(s) will work collaboratively with non-managerial employees and their representatives to implement cleaning, disinfection, and hand hygiene in the workplace.

In client care areas, residents rooms, TASC center and for medical devices and equipment:

TASC will follow standard practices for cleaning and disinfection of surfaces and equipment in accordance with CDC's "[COVID-19 Infection Prevention and Control Recommendations](#)" and CDC's "[Guidelines for Environmental Infection Control](#)."

In all other areas:

TASC requires the cleaning of high-touch surfaces and equipment at least once a day, following manufacturers' instructions for the application of cleaners.

When a person who is COVID-19 positive has been in the workplace within the last 24 hours, TASC requires cleaning and disinfection, in accordance with CDC's "[Cleaning and Disinfecting Guidance](#)," of any areas, materials, and equipment that have likely been contaminated by that person (e.g., rooms they occupied, items they touched).

See Section 8-CDC Guidance: Cleaning and Disinfecting Your Facility later in this Pandemic Planning Guide.

TASC will provide alcohol-based hand rub that is at least 60% alcohol or provide readily accessible hand washing facilities. In addition, signs will be posted encouraging frequent handwashing and use of hand sanitizers. Staff are required to wash hands (or sanitize if unable to wash) upon arriving at work. Visitors and clients are required to do the same.

Ventilation

TASC will implement policies and procedures for each facility's heating, ventilation, and air conditioning (HVAC) system and ensure that:

- The HVAC system(s) is used in accordance with the manufacturer's instructions and the design specifications of the HVAC system(s);
- The amount of outside air circulated through the HVAC system(s) and the number of air changes per hour are maximized to the extent appropriate;
- All air filters are rated Minimum Efficiency Reporting Value (MERV) 13 or higher, if compatible with the HVAC system(s); if not compatible, the filter with the highest compatible filtering efficiency is used;
- All air filters are maintained and replaced as necessary to ensure the proper function and performance of the HVAC system; and
- All intake ports that provide outside air to the HVAC system(s) are cleaned, maintained, and cleared of any debris that may affect the function and performance of the HVAC system(s).
- At the TASC center, air purifiers are used and cleaned monthly or more often as needed.

Ventilation policies and procedures will be implemented, along with the other provisions required by OSHA's COVID-19 ETS, as part of a multi-layered infection control approach. TASC will identify the building manager, HVAC professional, or maintenance staff member who can certify that the HVAC system(s) are operating in accordance with the ventilation provisions of OSHA's COVID-19 ETS and list the individual(s) below.

[Additional measures to improve building ventilation in accordance with "CDC's Ventilation Guidance":](#)

- [Opening windows and doors during work hours when outdoor climate allows, and when doing so would not present other health or safety hazards;](#)
- [Placing fans in windows, but not where potentially contaminated air flows directly from one person to another;](#)
- [Running the HVAC system for at least 2 hours before and after the building is occupied;](#)
- [Using portable high-efficiency particulate air \(HEPA\) fan/filtration systems.](#)

The following individual(s) is responsible for maintaining the HVAC system(s) and can certify that it is operating in accordance with the ventilation provisions of OSHA’s COVID-19 ETS.

(e.g., Maintenance staff, HVAC service contractor(s))

Name/Contact Information:

Hal Jones, Maintenance Technician
2213 Mount Olivet Road
Waukon, IA 52172
563-568-4060

Location:

All locations listed under Roles and Responsibilities

Vehicles

When employees occupy a vehicle with another person for work purposes, the following are required by the ETS (Emergency Temporary Standards) and TASC employees must follow these guidelines:

Facemasks are worn over the nose and mouth

Clean high-touch surfaces daily (e.g. steering wheel, door handles, seats). TASC requires this after each use.

Best practices for employee protection:

Use fan at highest setting

DO NOT USE “Recirculate” for cabin heating/cooling

Open windows whenever weather permits

Separate workers as much as possible in the vehicle (e.g. avoid having persons sit side-by-side)

Health Screening and Medical Management

Health Screening

Each employee is responsible to screen themselves upon arriving at work each day and each shift. Employees must complete the COVID-19 Employee Health Screening Questionnaire and have his/her signature witnessed by another staff member.

Employee Notification to Employer of COVID-19 Illness or Symptoms

TASC will require employees to promptly notify their supervisor or a COVID-19 Safety Coordinator when they have tested positive for COVID-19 or been diagnosed with COVID-19 by a licensed healthcare provider, have been told by a licensed healthcare provider that they are suspected to have COVID-19, are experiencing recent loss of taste and/or smell with no other explanation, or are experiencing both fever ($\geq 100.4^{\circ}$ F) and new unexplained cough associated with shortness of breath.

To promote employees staying at home when they are sick, when household members are sick, or when required by a healthcare provider to isolate or quarantine themselves or a member of their household, if the employee meets the guidelines established for FFCRA (Families First Coronavirus Relief Act) and the credit is still available through the federal government, the employee may access this credit to receive pay. If the employee does not qualify for FFCRA or the credit is no longer available, the employee may utilize their emergency leave benefit (Policy 4.12), sick leave benefit (Policy 4.4), vacation benefit (Policy 4.3), or Family and Medical Leave benefit (Policy 4.14)

TASC will notify employees if they have been exposed to a person with COVID-19 at their workplace, as described below. When TASC is notified that a person who has been in the workplace (including employees, clients, residents, vendors,

contractors, customers, delivery people and other visitors, or other non-employees) is COVID-19 positive, TASC will, within 24 hours:

- Notify each employee who was not wearing required PPE and has been in close contact with the person with COVID-19 in the workplace. The notification must state the fact that the employee was in close contact with someone with COVID-19 along with the date(s) the contact occurred.
- Notify all other employees who were not wearing required PPE and worked in a well-defined portion of a workplace (e.g., a particular floor) in which the person with COVID-19 was present during the potential transmission period. The notification must specify the date(s) the person with COVID-19 was in the workplace during the potential transmission period.
- Notify other employers whose employees who was not wearing required PPE and have been in close contact with the person with COVID-19, or worked in a well-defined portion of a workplace (e.g., a particular floor) in which that person was present, during the potential transmission period. The notification must specify the date(s) the person with COVID-19 was in the workplace during the potential transmission period and the location(s) where the person with COVID-19 was in the workplace.

Notifications will not include the name, contact information, or occupation of the COVID-19 positive person.

Note: Close contact means being within 6 feet of the person for a cumulative total of 15 minutes or more over a 24-hour period during the person's potential transmission period. The potential transmission period runs from 2 days before the person felt sick (or, if not showing symptoms, 2 days before testing) until the time the person is isolated.

Medical Removal from the Workplace

TASC has also implemented a policy for removing employees from the workplace in certain circumstances. TASC will immediately remove an employee from the workplace when:

- The employee is COVID-19 positive (i.e., confirmed positive test for, or has been diagnosed by a licensed healthcare provider with, COVID-19);
- The employee has been told by a licensed healthcare provider that they are suspected to have COVID-19;
- The employee is experiencing recent loss of taste and/or smell with no other explanation; or
- The employee is experiencing both a fever of at least 100.4°F and new unexplained cough associated with shortness of breath.

For employees removed because they are COVID-19 positive, TASC will keep them removed until they meet the return-to-work criteria established by the most current guidelines of the Center for Disease Control (CDC). If the employee refuses to take the test, TASC will continue to keep the employee removed from the workplace, but is not obligated to provide the medical removal protection benefits discussed below.

TASC will notify employees who were in close with a person in the workplace (including employees, clients, residents, vendors, contractors, customers, delivery people and other visitors, or other non-employees) who is COVID-19 positive when that employee was not wearing required PPE, TASC will immediately remove the employee from the workplace unless:

1. The employee does not experience recent loss of taste and/or smell with no other explanation, or fever of at least 100.4°F and new unexplained cough associated with shortness of breath; AND
2. The employee has either been fully vaccinated against COVID-19 (i.e., 2 weeks or more following the final dose) or had COVID-19 and recovered within the past 3 months.

Any time an employee must be removed from the workplace or in isolation, TASC may require the employee to work remotely if suitable work is available. When allowing an employee to work remotely or in isolation, TASC will continue to pay that employee the same regular pay and benefits the employee would have received had the employee not been absent.

TASC will not subject its employees to any adverse action or deprivation of rights or benefits because of their removal from the workplace due to COVID-19.

Return to Work Criteria

TASC will only allow employees who have been removed from the workplace to return to work in accordance with guidance from a licensed healthcare provider or in accordance with the CDC's most current "Isolation Guidance" and "Return to Work Healthcare Guidance."

If an employee has severe COVID-19 or an immune disease, TASC will follow the guidance of a licensed healthcare provider regarding return to work.

Medical Removal Protection Benefits

TASC will continue to pay employees who have been removed from the workplace under the medical removal provisions of OSHA's COVID-19 ETS. When an employee has been removed from the workplace and is not working remotely or in isolation and the employee meets the guidelines established for FFCRA (Families First Coronavirus Relief Act) and the credit is still available through the federal government, the employee may access this credit. If the employee does not qualify for FFCRA or the credit is no longer available, the employee must first utilize other paid benefits offered by TASC such as their emergency leave benefit (Policy 4.12), sick leave benefit (Policy 4.4), vacation benefit (Policy 4.3), or Family and Medical Leave benefit (Policy 4.14). When possible, TASC will provide employee with remote work. If employee has not accrued the paid benefits listed above, TASC will follow OSHA'S Covid-19 ETS policy for compensation.

Vaccination

TASC encourages employees to receive the COVID-19 vaccination as a part of a multi-layered infection control approach. TASC will support COVID-19 vaccination for each employee by providing reasonable time and paid leave to each employee for vaccination and any side effects experienced following vaccination. Reasonable time to be vaccinated includes travel time and wait time while receiving the vaccine. Should employee experience adverse symptoms which renders them unable to work, recovery time will must be discussed and approved by employee's supervisor. The amount of time needed may vary from employee to employee.

Training

TASC will implement policies and procedures for employee training, along with the other provisions required by OSHA's COVID-19 ETS, as part of a multi-layered infection control approach. TASC and the COVID-19 Safety Coordinator(s) will work collaboratively with non-managerial employees and their representatives to assess COVID-19 hazards and implement an employee training program at each facility

TASC's COVID-19 training program will be accessible in the following ways: online education, department/center meetings, emails to supervisors (train the trainer), postings at sites, Pandemic Planning and Response Guidelines on Relias Training.

TASC will ensure that each employee receives training, in a language and at a literacy level the employee understands, on the following topics:

- COVID-19, including:
 - How COVID-19 is transmitted (including pre-symptomatic and asymptomatic transmission);
 - The importance of hand hygiene to reduce the risk of spreading COVID-19 infections;
 - Ways to reduce the risk of spreading COVID-19 through proper covering of the nose and mouth;
 - The signs and symptoms of COVID-19;
 - Risk factors for severe illness; and
 - When to seek medical attention;
- TASC's policies and procedures on patient screening and management;
- Tasks and situations in the workplace that could result in COVID-19 infection;
- Workplace-specific policies and procedures to prevent the spread of COVID-19 that are applicable to the employee's duties (e.g., policies on Standard and Transmission-Based Precautions, physical distancing, physical barriers, ventilation, aerosol-generating procedures);
- Employer-specific multi-employer workplace agreements related to infection control policies and procedures, the use of common areas, and the use of shared equipment that affect employees at the workplace;
- TASC's policies and procedures for PPE worn to comply with OSHA's COVID-19 ETS, including:
 - When PPE is required for protection against COVID-19;
 - Limitations of PPE for protection against COVID-19;
 - How to properly put on, wear, and take off PPE;
 - How to properly care for, store, clean, maintain, and dispose of PPE; and
 - Any modifications to donning, doffing, cleaning, storage, maintenance, and disposal procedures needed to address COVID-19 when PPE is worn to address workplace hazards other than COVID-19;
- Workplace-specific policies and procedures for cleaning and disinfection;
- TASC's policies and procedures on health screening and medical management;
- Available sick leave policies, any COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws, and other supportive policies and practices (e.g., telework, flexible hours);
- The identity of TASC's Safety Coordinators specified in this COVID-19 plan;
- OSHA's COVID-19 ETS; and
- How the employee can obtain copies of OSHA's COVID-19 ETS and any employer-specific policies and procedures developed under OSHA's COVID-19 ETS, including this written COVID-19 plan.

TASC will ensure that the training is overseen or conducted by a person knowledgeable in the covered subject matter as it relates to the employee's job duties, and that the training provides an opportunity for interactive questions and answers with a person knowledgeable in the covered subject matter as it relates to the employee's job duties.

TASC will provide additional training whenever changes occur that affect the employee's risk of contracting COVID-19 at work (e.g., new job tasks), policies or procedures are changed, or there is an indication that the employee has not retained the necessary understanding or skill.

Anti-Retaliation

TASC will inform each employee that employees have a right to the protections required by OSHA's COVID-19 ETS, and that employers are prohibited from discharging or in any manner discriminating against any employee for exercising their right to protections required by OSHA's COVID-19 ETS, or for engaging in actions that are required by OSHA's COVID-19 ETS.

TASC will not discharge or in any manner discriminate against any employee for exercising their right to the protections required by OSHA's COVID-19 ETS, or for engaging in actions that are required by OSHA's COVID-19 ETS.

Requirements implemented at no cost to employees

TASC will comply with the provisions of OSHA's COVID-19 ETS at no cost to its employees, with the exception of any employee self-monitoring conducted under the Health Screening and Medical Management section of this Plan.

Recordkeeping

TASC will retain all versions of this COVID-19 plan implemented to comply with OSHA's COVID-19 ETS while the ETS remains in effect.

TASC will establish and maintain a COVID-19 log to record each instance in which an employee is COVID-19 positive, regardless of whether the instance is connected to exposure to COVID-19 at work. The COVID-19 log will contain, for each instance, the employee's name, one form of contact information, occupation, location where the employee worked, the date of the employee's last day at the workplace, the date of the positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced.

TASC will record the information on the COVID-19 log within 24 hours of learning that the employee is COVID-19 positive. TASC will maintain the COVID-19 log as a confidential medical record and will not disclose it except as required by OSHA's COVID-19 ETS or other federal law.

TASC will maintain and preserve the COVID-19 log while OSHA's COVID-19 ETS remains in effect.

By the end of the next business day after a request, TASC will provide, for examination and copying:

- All versions of the written COVID-19 plan to all of the following: any employees, their personal representatives, and their authorized representatives.
- The individual COVID-19 log entry for a particular employee to that employee and to anyone having written authorized consent of that employee;
- A version of the COVID-19 log that removes the names of employees, contact information, and occupation, and only includes, for each employee in the COVID-19 log, the location where the employee worked, the last day that the employee was at the workplace before removal, the date of that employee's positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced, to all of the following: any employees, their potential representatives, and their authorized representatives.

Reporting

TASC will report to OSHA:

- Each work-related COVID-19 fatality within 8 hours of TASC learning about the fatality;
- Each work-related COVID-19 in-patient hospitalization within 24 hours of TASC learning about the in-patient hospitalization.

Monitoring Effectiveness

TASC and the COVID-19 Safety Coordinators will work collaboratively with non-managerial employees and their representatives to monitor the effectiveness of this COVID-19 plan so as to ensure ongoing progress and efficacy.

TASC will update this COVID-19 plan as needed to address changes in workplace-specific COVID-19 hazards and exposures.

Coordination with Other Employers

TASC will communicate this COVID-19 plan with all other employers that share the same worksite, and will coordinate with each employer to ensure that all workers are protected.

TASC will adjust this COVID-19 plan to address any particular hazards presented by employees of other employers at the worksite. If the plan is adjusted or modified, all employees will be notified. Employers listed below will notify the controlling employer when its employees are exposed to conditions at the worksite that do not meet the requirements of OSHA'S Covid-19 ETS.

TASC has identified below all other employers to coordinate with to ensure employees are protected.

Other Worksite Employers	
Employer Name / Employer Representative:	Contact Information:
Decorah Community School/Marie Conway	563-382-3643
West Elementary, Waukon/Ashley Beach	563-568-6375
Winneshiek County Recycling/Scott Logsdon	568-382-6514
Dee Implement/Dick Reinke	563-568-4511
Allamakee County Extension Office/Julie Fossum	563-568-6345
West Side Lumber/Dave Stillwell	563-568-3723
Allamakee County Economic Development/Val Reinke	563-568-2624
Waukon City Club/Vicki Bloxham	563-568-2656
Kwik Star, Waukon, Iowa/Tami Snitker	563-568-3327
Kwik Star, Monona/Kristin Earles	563-539-4218
Robey Memorial Library/Cate St. Clair	563-568-4424
Waukon Feed Ranch, Agronomy Center/Michelle Wood	563-568-3909
Waukon Feed Ranch/Kim Winters	563-568-4472

Entering Residences

TASC will identify potential hazards and implement measures to protect employees who, in the course of their employment, enter into private residences and other physical locations controlled by a person not covered by the Occupational Safety & Health Act of 1970 (OSH Act). TASC requires that TASC COVID-19 protocols be communicated to homeowners and sole proprietors prior to conducting work activities at private residences or other physical locations not covered by the OSH Act.

Signature and Plan Availability

TASC has prepared and issued this COVID-19 plan on [September 1, 2021](#).

/s/Sheila Schulte, Executive Director

Sheila Schulte, Executive Director

Employer Name:	TASC, Inc.
Address:	2213 Mt. Olivet Road NW, Waukon, Ia 52172
Business Director:	Sheila Schulte, Executive Director

This COVID-19 plan is available:

<input type="checkbox"/> Via TASC website: www.tascinc.org	<input type="checkbox"/> Posted to Relias Training for Review	<input type="checkbox"/> Available by request by emailing kwelch@tascinc.org
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This model plan is intended to provide information about OSHA's COVID-19 Emergency Temporary Standard. The Occupational Safety and Health Act requires employers to comply with safety and health standards promulgated by OSHA or by a state with an OSHA-approved state plan. However, this model plan is not itself a standard or regulation, and it creates no new legal obligations.

SECTION 2- General Information

What is a Pandemic? Pandemics happen when a new virus emerges to infect people and can spread between people sustainably. Because there is little to no pre-existing immunity against the new virus, it spreads worldwide.

What is an Outbreak? A greater than anticipated increase in the number of endemic cases. It can also be a single case in a new area. If it's not quickly controlled, an outbreak can become an epidemic

What is Coronavirus? Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

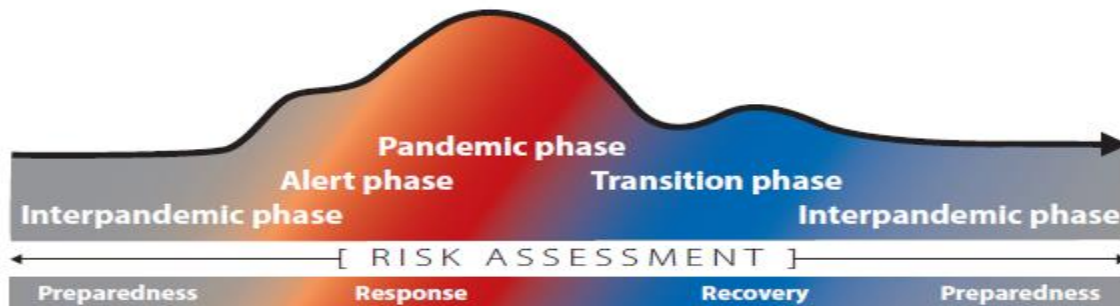
The best way to prevent and slow down transmission is be well informed about the COVID-19 virus, the disease it causes and how it spreads. Protect yourself and others from infection by washing your hands or using an alcohol based rub frequently and not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it's important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow).

At this time, there are three vaccines available to combat COVID-19 for those 12 years of age and older: BioNTech Pfizer, Johnson and Johnson and Moderna, NIAID. TASC strongly encourages all staff and clients to be vaccinated. In addition, booster vaccines are now being tested for approval and should be available to those immunocompromised by September 20, 2021.

The Continuum of Pandemic Phases

Figure 1. The continuum of pandemic phases^a



^a This continuum is according to a "global average" of cases, over time, based on continued risk assessment and consistent with the broader emergency risk management continuum.

Figure one shows the World Health Organization's "Continuum of Pandemic Phases," displayed as a distribution curve of the hypothetical global average of pandemic cases over time based on a continued pandemic risk assessment.

From left to right, the curve shows the increase and decrease of the global average of pandemic cases across four phases of the pandemic continuum. The four phases include "interpandemic," "alert," "pandemic," and "transition." The phases in the continuum also overlap with the stages of the pandemic risk assessment. From left to right, the three stages of the risk assessment include "preparedness," "response," and "recovery."

Starting at the far left of the continuum, the global average of cases is lowest during the "interpandemic" phase, which is during the "preparedness" risk assessment stage. The global average of cases greatly increases through the "alert" and "pandemic" phases, with the greatest global average of cases occurring in the "pandemic" phase. These two phases overlap with the "response" stage of the risk assessment.

The global average of cases greatly decreases moving into the "transition" phase, which overlaps with the "recovery" stage of the risk assessment. The figure shows a slight increase of the global average of cases during the "transition" phase, indicating a possible second wave of pandemic cases. The global average of cases decreases until it levels out to the original global average of cases, returning to the "interpandemic" phase, which overlaps with the "preparedness" risk assessment stage.

People with Disabilities

COVID-19 is a new disease and we are still learning how it spreads, the severity of illness it causes, and to what extent it may spread in the United States.

Disability alone may not be related to higher risk for getting COVID-19 or having severe illness. Most people with disabilities are not inherently at higher risk for becoming infected with or having severe illness from COVID-19. However, some people with disabilities might be at a higher risk of infection or severe illness because of their underlying medical conditions. All people seem to be at higher risk of severe illness from COVID-19 if they have serious underlying chronic medical conditions like chronic lung disease, a serious heart condition, or a weakened immune system. Adults with disabilities are three times more likely than adults without disabilities to have heart disease, stroke, diabetes, or cancer than adults without disabilities.

Disability Groups and Risk

- People who have limited mobility or who cannot avoid coming into close contact with others who may be infected, such as direct support providers and family members
- People who have trouble understanding information or practicing preventive measures, such as hand washing and social distancing
- People who may not be able to communicate symptoms of illness

SECTION 3-Precautionary Measures Taken

Staff was provided with OSHA guidelines for proper cleaning and disinfecting on March 11, 2020. Precautionary measures at the TASC skill building center began with visitors being screened and their temperatures taken prior to entering the TASC building. On March 17, 2020, TASC's day habilitation and supported employment programs were temporarily suspended in an effort to minimize spread of the coronavirus. On March 17, 2020, all residential setting management was provided with "COVID-19 Information by and For People with Disabilities" in simple, picture format, to share with staff and persons served. This information covered what COVID-19 is, what to do to prevent the spread of the virus and what to do if you suspect you have the virus.

A Consolidation Plan was sent to Parents/Guardians on March 17, 2020, outlining the possibility of consolidating homes in the event of positive COVID-19 cases and/or shortage of staff caused by the virus. This plan asked parents/guardians of their intention regarding their loved one in the event that houses may close and individuals may be asked to move to other homes operated by TASC temporarily. Bethany Hovden contacted parents/guardians to determine their wishes. On March 20, 2020, visitors were informed that they could not enter the residences and informed if they take an individual out of the home, the individual would need to remain in their care, and could not return, until we determined it was safe for them to return. All of the above was done in an effort to stop the spread of the virus.

Staff screening. Staff are to complete the COVID-19 Employee Health Screening Questionnaire upon arriving at the Site. If staff have a fever of 100.4 or higher, they are to inform their supervisor. Other signs of illness: shortness of breath, dry cough, diarrhea, chills or shivering with chills, loss of smell or taste, sore throat, should be reported to their supervisor. In an attempt to avoid the spread of the virus, staff with these symptoms will not be allowed to work.

Person served screening: Staff shall take the temperature of persons served at each Site daily and record it on the Temperature Chart. Fever over 100.4, shortness of breath, dry cough, diarrhea, chills or shivering with chills, loss of smell or taste, sore throat are signs of possible virus infection and staff should contact medical professionals. Call prior to seeking medical attention and follow the instruction given by the health care provider. Staff should ensure that they understand the doctor's order and ask for clarification if not.

For suspected and confirmed cases of COVID-19, The following measures are being implemented:

The Interdisciplinary Team should be immediately notified when testing for COVID-19 is done as well as when results have been received. If the results are positive, guardian/parent, staff and roommates will be notified of the possibility of exposure.

The Executive Director will notify the IACP and County Emergency Management of any positive cases.

SECTION 4-What are the symptoms of COVID-19?

The most common symptoms of COVID-19 are fever, dry cough, and tiredness. Other symptoms that are less common and may affect some patients include aches and pains, nasal congestion, headache, conjunctivitis, sore throat, diarrhea, loss of taste or smell or a rash on skin or discoloration of fingers or toes. These symptoms are usually mild and begin gradually. Some people become infected but only have very mild symptoms.

Most people recover from the disease without needing hospital treatment. Older people, and those with underlying medical problems like high blood pressure, heart and lung problems, diabetes, or cancer, are at higher risk of developing serious illness. However, anyone can catch COVID-19 and become seriously ill. People of all ages who experience fever and/or cough associated with difficulty breathing/shortness of breath, chest pain/pressure, or loss of speech or movement should seek medical attention immediately.

The following symptoms may appear 2-14 days after exposure (based on previous MERS-CoV virus incubation periods).



Call your doctor if you develop symptoms and have been in close contact with a person known to have COVID-19, or have recently traveled from an area with widespread/ongoing community spread of COVID-19

Symptom Comparison for Cold, Flu, and COVID-19

Symptom	Cold	Flu	COVID-19
Incubation Period	1-3 days	1-4 days	1-14 days
Symptom Onset	Gradual	Sudden	Gradual or Sudden
Fever	Rare	Common	Common
Cough	Mild to Moderate	Common	Common
Fatigue	Sometimes	Common	Common
Runny Nose	Common	Sometimes	Sometimes
Nasal Congestion	Common	Sometimes	Sometimes
Diarrhea	Rare	Sometimes	Sometimes
Body Aches	Slight	Common	Sometimes
Sore Throat	Common	Sometimes	Sometimes
Headache	Rare	Common	Sometimes
Loss of Appetite	Sometimes	Common	Sometimes
Shortness of Breath	Mild	Sometimes	Common
Respiratory Issues	Sometimes	Sometimes	Common

Evaluate Those Sick

The Iowa Department of Public Health has provided TASC with the Guidelines that the local schools are using to determine if an individual should be sent home due to having symptoms. This indicates that individual will be sent home if they have 1 high risk symptom or 2 low risk symptoms. If sent home, individual should be evaluated by their health care provider, which can consist of a phone call to the doctor.

The Iowa Department of Public Health encourages TASC to “error on the side of caution” when determining if an individual should be sent home or not. There will be a “COVID room” located in TASC where those being sent home can isolate until they depart.

EVALUATING SICK STUDENTS AND STAFF

Reopening Iowa's Schools Safely and Responsibly

HIGH RISK SYMPTOMS

New cough, shortness of breath or difficulty breathing, new loss of taste or smell

LOW RISK SYMPTOMS

Fever, headache, muscle and body aches, fatigue, sore throat, runny nose, congestion, nausea, vomiting, diarrhea

Students and staff members should remain home when sick. Students or staff members with any high-risk symptom or two or more low risk symptoms should stay home and are advised to seek an evaluation by a health care provider.

EVALUATION BY HEALTH CARE PROVIDER

NEGATIVE COVID-19 TEST

Return to school after 24 hours with no fever (without the use of fever-reducing medicine) and symptoms improving

ALTERNATIVE DIAGNOSIS

POSITIVE COVID-19 TEST

Return to school after 24 hours with no fever (without the use of fever-reducing medicine) and symptoms improving and 10 days since symptoms started

IDENTIFYING CLOSE CONTACTS FOR COVID-19 CASES

Close Contact: Individuals who've been within 6 feet for more than 15 minutes with a positive COVID-19 case during the infectious period. Contact may occur in a classroom, lunchroom, free period, during transportation to or from school, at practices or games, and during extracurricular activities.

SCHOOL WILL:

- Notify local public health department
- Identify close contacts and quarantine exposed students and staff
- Notify appropriate school administration, families and staff (without identifying the COVID-19 case)
- Provide Public Health with list of close contacts

PUBLIC HEALTH WILL:

- Recommend quarantine for all household contacts of COVID-19 case
- Work with school to determine which students and staff should be quarantined

STUDENTS

- If no symptoms develop, students can return to school 14 days from their last contact with the COVID-19 case
- If symptoms develop, students should be evaluated by a health care provider
- If a student tests positive for COVID-19, they should isolate for 10 days
- If a student tests negative for COVID-19, they must still complete their 14-day quarantine before returning to school

STAFF

- Staff may be considered critical personnel and can be allowed to return to work if there are staffing shortages as long as they remain asymptomatic
- Staff should take their temperature and screen for symptoms at the start and end of each day, and wear a mask at work
- If symptoms develop, they must isolate immediately

INDIVIDUALS PREVIOUSLY POSITIVE

- Those who have been previously diagnosed positive for COVID-19 within the past 12 weeks, and were exposed to a COVID-19 case, do not need to quarantine

SECTION 5-How to Protect Yourself & Others

Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing serious complications from COVID-19 illness.

Know how it spreads

- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to spread mainly from person-to-person.
 - Between people who are in close contact with one another (within about 6 feet).

- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- COVID-19 may be spread by people who are not showing symptoms.

Everyone Should Wash your hands often

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid close contact

- Avoid close contact with people who are sick, even inside your home. If possible, maintain 6 feet between the person who is sick and other household members.
- Put distance between yourself and other people outside of your home.
 - Remember that some people without symptoms may be able to spread virus.
 - Stay at least 6 feet (about 2 arms' length) from other people.
 - Do not gather in groups.
 - Stay out of crowded places and avoid mass gatherings.
 - Keeping distance from others is especially important for people who are at higher risk of getting very sick.

Cover your mouth and nose with a cloth face cover when around others

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone is encouraged to wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities.
 - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes

- If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect

- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.

- If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
- Then, use a household disinfectant.

Monitor Your Health

- Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
 - Especially important if you are running essential errands, going into the office or workplace, and in settings where it may be difficult to keep a physical distance of 6 feet.
- Take your temperature if symptoms develop.
 - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Follow [CDC guidance](#) if symptoms develop.

When and How to Wash Your Hands

During the Coronavirus Disease 19 (COVID-19) pandemic, keeping hands clean is especially important to help prevent the virus from spreading.



Handwashing is one of the best ways to protect yourself and your family from getting sick. Learn when and how you should wash your hands to stay healthy.

How Germs Spread

Washing hands can keep you healthy and prevent the spread of respiratory and diarrheal infections from one person to the next. Germs can spread from other people or surfaces when you:

- Touch your eyes, nose, and mouth with unwashed hands
- Prepare or eat food and drinks with unwashed hands
- Touch a contaminated surface or objects
- Blow your nose, cough, or sneeze into hands and then touch other people's hands or common objects

Key Times to Wash Hands

You can help yourself and your loved ones stay healthy by washing your hands often, especially during these key times when you are likely to get and spread germs:

- Before, during, and after preparing food

- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- Before and after treating a cut or wound
- After using the toilet
- After changing depends or cleaning up a person who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching garbage

During the COVID-19 pandemic, you should also clean hands:

- After you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens, etc.
- Before touching your eyes, nose, or mouth because that's how germs enter our bodies.

Follow Five Steps to Wash Your Hands the Right Way

Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community—from your home and workplace to childcare facilities and hospitals.

Follow these five steps every time.

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.

Use Hand Sanitizer When You Can't Use Soap and Water



You can use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Sanitizers can quickly reduce the number of germs on hands in many situations. However,

- Sanitizers do not get rid of all types of germs.
- Hand sanitizers may not be as effective when hands are visibly dirty or greasy.

- Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals.

How to use hand sanitizer

- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

When to wear gloves

For the general public, CDC recommends wearing gloves when you are cleaning or caring for someone who is sick.

In most other situations, like running errands, wearing gloves is not necessary. Instead, practice everyday preventive actions like keeping social distance (at least 6 feet) from others, washing your hands with soap and water for 20 seconds (or using a hand sanitizer with at least 60% alcohol), and wearing a cloth face covering when you have to go out in public.

When you are routinely cleaning and disinfecting your home.

- Follow precautions listed on the disinfectant product label, which may include-
 - wearing gloves (reusable or disposable) and
 - having good ventilation by turning on a fan or opening a window to get fresh air into the room you're cleaning.
- Wash your hands after you have removed the gloves.

If you are providing care to someone who is sick at home or in another non-healthcare setting

- Use disposable gloves when cleaning and disinfecting the area around the person who is sick or other surfaces that may be frequently touched in the home.
- Use disposable gloves when touching or having contact with blood, stool, or body fluids, such as saliva, mucus, vomit, and urine.
- After using disposable gloves, throw them out in a lined trash can. Do not disinfect or reuse the gloves.
- Wash your hands after you have removed the gloves.

When gloves aren't needed: Wearing gloves outside of these instances (for example, when using a shopping cart or using an ATM) will not necessarily protect you from getting COVID-19 and may still lead to the spread of germs. The best way to protect yourself from germs when running errands and after going out is to regularly wash your hands with soap and water for 20 seconds or use hand sanitizer with at least 60% alcohol.

Guidance for Face Mask / Use and Re-Use

Implement extended use of facemasks

- Extended use of facemasks is the practice of wearing the same facemask for repeated close contact encounters with several different patients, without removing the facemask between patient encounters.

- The facemask should be removed and discarded if soiled, damaged, or hard to breathe through.
- **Health Care Provider** must take care not to touch their facemask. If they touch or adjust their facemask they must immediately perform hand hygiene.
- **HCP** should leave the patient care area if they need to remove the facemask.

Implement limited re-use of facemasks

- Limited re-use of facemasks is the practice of using the same facemask by one **HCP** for multiple encounters with different patients by removing it after each encounter. As it is unknown what the potential contribution of contact transmission is for COVID-19, care should be taken to ensure that **HCP** do not touch outer surfaces of the mask during care, and that mask removal and replacement be done in a careful and deliberate manner.
 - The facemask should be removed and discarded if soiled, damaged, or hard to breathe through.
 - Not all facemasks can be re-used.
 - Facemasks that fasten to the provider via ties may not be able to be undone without tearing and should be considered only for extended use, rather than re-use.
 - Facemasks with elastic ear hooks may be more suitable for re-use.
 - **HCP** should leave patient care area if they need to remove the facemask. Facemasks should be carefully folded so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage. The folded mask can be stored between uses in a clean paper bag.

Use of Facemasks at the TASC Center:

Staff, clients and visitors of the TASC center are required to wear face masks to protect against the spread of COVID-19. The mask must be put on before entering the building and during programing times. Exceptions to this rule would be when staff or clients are eating or drinking during break or lunch times. When eating or drinking, staff and clients should distance themselves no less than 6 feet from one another with the exception of individuals residing in the same home; they may eat at the same table. The mask should be put back on following meal/break times. Staff may remove their masks when they are in their own offices by themselves. If offices are shared, staff should wear masks if they are unable to maintain a 6 foot distance from one another. If a staff member has removed his/her mask while in his/her own office, the mask must be replaced if another staff or person served enters the room and is within 6 feet.

Use of Facemasks while working with non-COVID persons served in their homes:

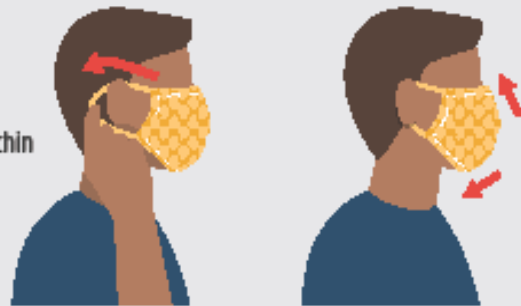
Staff are required to wear facemasks when working directly with persons served and any time that a 6-foot distance cannot be maintained. Staff may remove their facemask while working at their desk so long as they are able to maintain 6 feet between anyone else. Staff must immediately put the facemask back on should anyone approach staff and be within 6 foot.

How to Safely Wear and Take Off a Mask

Accessible: <https://www.cdc.gov/coronavirus/2019-nCoV/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

WEAR YOUR FACE MASK CORRECTLY

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE THE MASK TO HELP PROTECT OTHERS

- Wear a mask to help protect others in case you're infected but don't have symptoms
- Keep the mask on your face the entire time you're in public
- Don't put the mask around your neck or up on your forehead
- Don't touch the mask, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR MASK CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



CS176482A 10/07/2020

Personal masks are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

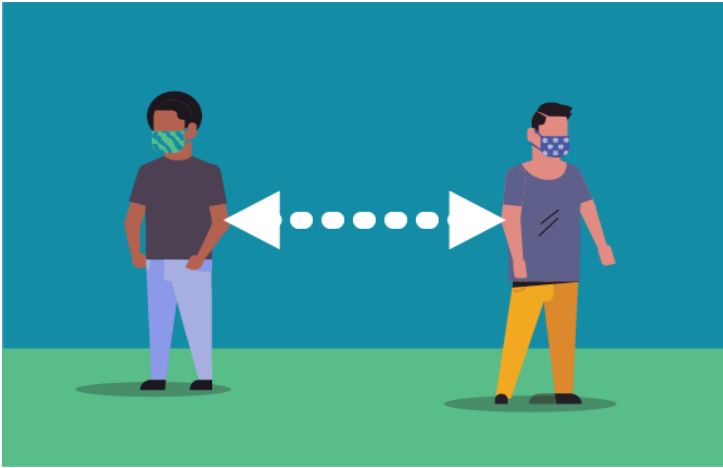
For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Social Distancing

Keep Your Distance to Slow the Spread and limiting face-to-face contact with others is the best way to reduce the spread.

What is social distancing?



Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing:

- Stay at least 6 feet (about 2 arms' length) from other people
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings

In addition to everyday steps to prevent COVID-19, keeping space between you and others is one of the best tools we have to avoid being exposed to this virus and slowing its spread locally and across the country and world.

Limit close contact with others outside your household in indoor and outdoor spaces. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you—or they—have no symptoms. Social distancing is especially important for people who are at higher risk for severe illness from COVID-19.

Why practice social distancing?

COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19.

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. However, this is not thought to be the main way the virus spreads. COVID-19 can live for hours or days on a surface, depending on factors such as sunlight, humidity, and the type of surface. Social distancing helps limit opportunities to come in contact with contaminated surfaces and infected people outside the home.

Although the risk of severe illness may be different for everyone, anyone can get and spread COVID-19. Everyone has a role to play in slowing the spread and protecting themselves, their family, and their community.

Tips for social distancing

- Follow guidance from authorities where you live.
- If you need to shop for food or medicine at the grocery store or pharmacy, stay at least 6 feet away from others. Also consider other options:
 - Use mail-order for medications, if possible.
 - Consider a grocery delivery service.
- Cover your mouth and nose with a cloth face covering when around others, including when you have to go out in public, for example to the grocery store.
 - Cloth face coverings should NOT be placed on anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
 - Keep at least 6 feet between yourself and others, even when you wear a face covering.
- Avoid gatherings of any size outside your household, such as a friend's house, parks, restaurants, shops, or any other place. This advice applies to people of any age.
- Work from home when possible.
- Avoid using any kind of public transportation, ridesharing, or taxis, if possible.

Stay connected while staying away. It is very important to stay in touch with friends and family that don't live in your home. Call, video chat, or stay connected using social media. Everyone reacts differently to stressful situations and having to socially distance yourself from someone you love can be difficult.

COVID-19 PERSONAL PROTECTIVE EQUIPMENT NEEDS RISK ASSESSMENT

<u>Situation</u>	<u>Task</u>	Safety Glasses/	Latex/Nitrile	Protective		Cloth Mask/	Medical or
		<u>Face Shield</u>	<u>Gloves</u>	<u>Gown</u>	<u>N95 Mask</u>	<u>Disposable</u>	<u>KN95</u>
Working With Individuals Who Have Not Been Exposed	Cleaning	O	RS	RS		R	
	Personal Cares						
	Showering	O	R	O		R	
	Medication Admin.	O	RS	O		R	
	Grooming/Hygiene	O	RS	RS		R	
	Feeding	O	O	O		R	
	Dressing	O	RS	O		R	
	First Aid/CPR	O	R	O		R	
	Transporting	O	O	O		R	
	Communication	O	O	O		R	
	Activities	O	O	O		R	
Doing documentation	O	O	O		R		
Working With Individuals Who Have Been Exposed	Cleaning	R	R	RS			R
	Personal Cares						
	Showering	R	R	R			R
	Medication Admin.	R	R	R			R
	Grooming/Hygiene	R	R	R			R
	Feeding	R	R	R			R
	Dressing	R	R	R			R
	First Aid/CPR	R	R	R			R
	Transporting	R	R	R			R
	Communication	R	R	R			R
	Activities	R	R	R			R
Doing documentation	R	O	O			R	
Working With Individuals Who have COVID-19	Cleaning	R	R	R	R		
	Personal Cares						
	Showering	R	R	R	R		
	Medication Admin.	R	R	R	R		
	Grooming/Hygiene	R	R	R	R		
	Feeding	R	R	R	R		
	Dressing	R	R	R	R		
	First Aid/CPR	R	R	R	R		
	Transporting	R	R	R	R		
	Communication	R	R	R	R		
	Activities	R	R	R	R		
Doing documentation	R	O	O	R			

Policies & Procedures/Emergency/PPE Needs Assessment-All 10-2-20

R=Required RS=Sometimes O=Optional

SECTION 6-Guidelines for Employees with Outside Employment During Covid-19

During this unprecedented time of COVID-19, TASC recognizes that some employees are performing work for other employers (moonlighting) in essential positions. Employees shall inform their immediate supervisor about outside employment that they have and explain the extent that they have contact with individuals that they serve. Supervisors will discuss each staff member's individual situation with the Crisis Response Team for a determination of risk involved. If there is minimal direct potential risk, the employee may be authorized to continue said outside employment; however, staff must follow the following protocol when working for TASC:

1. Staff shall not go from their employment with another agency to working with persons served by TASC without doing the following:
 - a. Showering;
 - b. Wash hair;
 - c. Changing into clean, washed clothing.
2. Upon arrival at a TASC site, staff shall take their temperature and have a co-staff witness the recording of the temperature. Staff with temperatures of 100.4 or higher are not allowed to work.
3. Staff shall certify that they are symptom free: no shortness of breath, no fever and no cough and shall complete a chart certifying this. Staff with these symptoms are not allowed to work.

Staff shall immediately notify their supervisor upon learning of any potential Covid-19 outbreak or exposure at another agency/business which they are employed.

Based on recommendations by the Governor, the CDC and the Iowa Department of Public Health, staff that work for other employers outside of their regular TASC employment are asked to continue to be aware of any potential concerns and immediately report these concerns to their supervisor.

This policy is subject to change, and/or lifted when the Crisis Team determines it is safe to do so based off of recommendations by the Governor, the CDC and the Iowa Department of Public Health.

SECTION 7-Coping with Stress

Outbreaks can be stressful

The outbreak of coronavirus disease 2019 (COVID-19) may be stressful for people. Fear and anxiety about a disease can be overwhelming and cause strong emotions.

Stress during an infectious disease outbreak can include:

- Fear and worry about your own health and the health of your loved ones.
- Changes in sleep or eating patterns.
- Difficulty sleeping or concentrating.
- Worsening of chronic health problems.
- Worsening of mental health conditions.
- Increased use of alcohol, tobacco, or other drugs.

Everyone reacts differently to stressful situations

How you respond to the outbreak can depend on your background, the things that make you different from other people, and the community you live in.

People who may respond more strongly to the stress of a crisis include:

- Older people and people with chronic diseases who are at higher risk for severe illness from COVID-19.
- Children and teens.
- People who are helping with the response to COVID-19, like doctors, other health care providers, and first responders.
- People who have mental health conditions including problems with substance use.

Take care of yourself and your community

Taking care of yourself, your friends, and your family can help you cope with stress. Helping others cope with their stress can also make your community stronger.

Ways to cope with stress

- Take breaks from watching, reading, or listening to news stories, including social media. Hearing about the pandemic repeatedly can be upsetting.
- Take care of your body.
 - Take deep breaths, stretch, or meditate
 - Try to eat healthy, well-balanced meals.
 - Exercise regularly, get plenty of sleep.
 - Avoid alcohol and drugs
- Make time to unwind. Try to do some other activities you enjoy.
- Connect with others. Talk with people you trust about your concerns and how you are feeling.

Mental Health Crisis Resources

Yourlifeiowa.org Call 855-581-8111 Text 855-895-8398

Contact your Primary Care Physician and/or Psychiatrist

SECTION 8-CDC Guidance: Cleaning and Disinfecting Your Facility

***General Cleaning Guidelines**

Everyday Steps, Steps When Someone is Sick, and Considerations for Employers.

How to clean and disinfect

Clean

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant.
- Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces.
 - More frequent cleaning and disinfection may be required based on level of use.

- Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.
- High touch surfaces include:
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- Recommend use of EPA-registered household disinfectant. Follow the instructions on the label to ensure safe and effective use of the product. Many products recommend:
 - Keeping surface wet for a period of time (see product label).
 - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- Diluted household bleach solutions may also be used if appropriate for the surface.
 - Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
 - Unexpired household bleach will be effective against coronaviruses when properly diluted. Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser. Leave solution on the surface for at least 1 minute.

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of water
- OR**
- 4 teaspoons bleach per quart of water

Bleach solutions will be effective for disinfection up to 24 hours.

- **Alcohol solutions with at least 70% alcohol may also be used.**
Soft surfaces: For soft surfaces such as carpeted floor, rugs, and drapes
- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.
- **Launder items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
OR
- **Disinfect with an EPA-registered household disinfectant.**
- **Vacuum as usual.**
Electronics: For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines
- Consider putting a **wipeable cover** on electronics.
- **Follow manufacturer's instruction** for cleaning and disinfecting.
 - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol.** Dry surface thoroughly.

Laundry: For clothing, towels, linens and other items

- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- **Wear disposable gloves** when handling dirty laundry from a person who is sick.

- Dirty laundry from a person who is sick can be washed with other people's items.
- **Do not shake** dirty laundry.
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.
- Remove gloves, and wash hands right away.

Cleaning and disinfecting outdoor areas

- Outdoor areas, like **playgrounds in schools and parks** generally require **normal routine cleaning**, but **do not require disinfection**.
 - Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
 - High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
 - Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
- **Sidewalks and roads should not be disinfected.**
 - Spread of COVID-19 from these surfaces is very low and disinfection is not effective.

Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the person who is sick.
 - Companies do not necessarily need to close operations, if they can close off affected areas.
- **Open outside doors and windows** to increase air circulation in the area.
- **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- Vacuum the space if needed. Use vacuum equipped with high-efficiency particular air (HEPA) filter, if available.
 - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been **appropriately disinfected**, it **can be opened for use**.
 - **Workers without close contact** with the person who is sick can return to work immediately after disinfection.
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

When cleaning

- **Regular cleaning staff** can clean and disinfect community spaces.
 - Ensure they are trained on appropriate use of cleaning and disinfection chemicals.
- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with a person who is sick.

- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- **Additional key times to wash hands** include:
 - After blowing one's nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - After contact with animals or pets.
 - Before and after providing routine care for another person who needs assistance (e.g., a child).

SECTION 9-Exposed/Confirmed Case/Self-Isolation and Quarantine Policy

TASC serves a variety of individuals residentially, from an hourly, drop-in scenario to 24 hour residential homes. Each situation is different. A cookie cutter approach to self-isolation and quarantine is not in the best interest of those we serve. During the COVID-19 pandemic some individuals living in their own homes may best be served by close monitoring by staff and self-isolating in their own home. Some persons served living in 24 hour homes may benefit by remaining in their own homes using special precautions or moving temporarily to a separate shelter away from roommates, depending upon their circumstances. TASC's main objective is the safety and well-being of persons served as well as staff.

Exposure to a Positive Case

Isolation and Quarantine procedures have been very fluid throughout this pandemic. What is recommended today may not be recommended tomorrow. As such, when a client/staff member tests positive for COVID-19 or is suspected/exposed to COVID-19, the Crisis Team will review the most current recommendations of the Center for Disease Control (CDC) and follow those guidelines for isolation, quarantine and return-to-work situations. When in doubt, the Crisis Team will also contact the Allamakee County Public Health Department for guidance.

Confirmed Cases

Should a person served residentially test positive for COVID-19, the Crisis Team will meet to determine the best isolation method to use under the circumstances. Parents and guardians of persons served will be consulted as well. As a last resort, it may be necessary to utilize an apartment in the TASC apartment complex should several individuals test positive and/or staff shortage becomes an issue.

FIT Testing

Before a staff is able to work with an individual(s) that have tested positive for COVID 19, they must have passed a medical evaluation and FIT test.

The FIT Testing is administered by Winneshiek Medical Center-Occupational Therapy Dept. 563-387-5325. The employee must bring an N95 for testing purposes.

The following is performed during a FIT test:

Qualitative Fit Test using the chemical, Bittrex (Denatonium benzoate)

Exercises used for testing (and given a pass or fail) are: normal breathing, deep breathing, move from side to side, up and down, talking, grimace, bend/jog, normal breathing with REDON-1, normal breathing with REDON-2.

If the employee passes, the FIT testing will indicate a range of dates which the testing is valid for. These typically run for 1 year.

Respirator On / Respirator Off

When you put on a disposable respirator

Position your respirator correctly and check the seal to protect yourself from COVID-19.



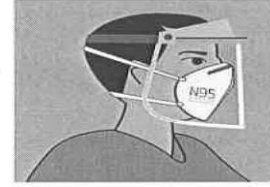
Cup the respirator in your hand. Hold the respirator under your chin with the nose piece up. The top strap (on single or double strap respirators) goes over and rests at the top back of your head. The bottom strap is positioned around the neck and below the ears.



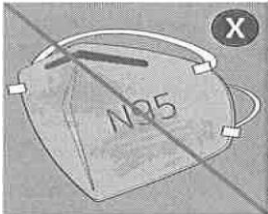
Place your fingertips from both hands at the top of the metal nose clip (if present). Slide fingertips down both sides of the metal strip to mold the nose area to the shape of your nose.



Place both hands over the respirator, take a quick breath in to check the seal. Breathe out. If you feel a leak when breathing in or breathing out, there is not a proper seal.



Select other PPE items that do not interfere with the fit or performance of your respirator.



Do not use a respirator that

appears damaged or deformed,

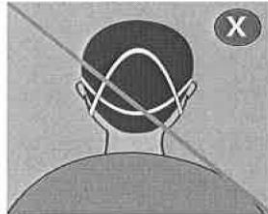
no longer forms an effective seal to the face, becomes wet or visibly dirty, or if breathing becomes difficult.



Do not allow facial hair, jewelry,

glasses, clothing, or anything

else to prevent proper placement or to come between your face and the respirator.



Do not crisscross the straps.

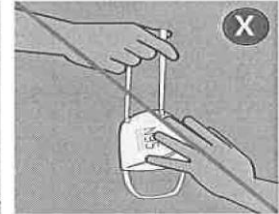
Do not crisscross the straps



Do not wear a respirator that

does not have a proper seal. If

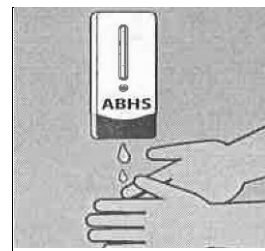
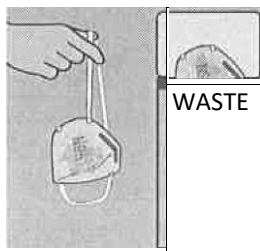
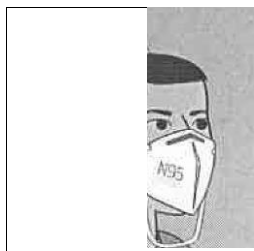
air leaks in or out, ask for help or try a different size or model.



Do not touch the front of the

respirator during or after use! It may be contaminated.

When you take off a disposable respirator



Remove by pulling the bottom strap over back of hand sanitizer head, followed by the top strap, without touching the respirator.

Employers must comply with the OSHA Respiratory Protection Standard, 29 CFR 1910.134, which includes medical evaluations, training, and fit testing.

Additional information is available about how to safely put on and remove personal protective equipment, including respirators: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>



CS 117031A June 9, 2020 3:02 PM

Self-Isolation and Quarantine Policy for Non-residential settings

COVID-19 Response: When to Quarantine

For Business, Education, and Child Care Settings

For non-healthcare, non-residential settings, quarantine is no longer recommended if a potential exposure occurs while both the infectious individual and the close contacts are wearing face coverings consistently and correctly.

- In all scenarios below, an individual is considered a **close contact** when they have been within **6 feet of the COVID-19 positive individual for 15 minutes.**
- Individuals who are a **close contact due to exposure to a household member are required to quarantine for at least 14 days.** Quarantine is used to keep someone who might have been exposed to COVID-19 away from others.
- **Individuals who have COVID-19 must isolate for at least 10 days.** Isolation keeps someone who is infected with the virus away from others, even in their home.

Everyone Masked

When a masked individual tests positive and close contacts were wearing masks...



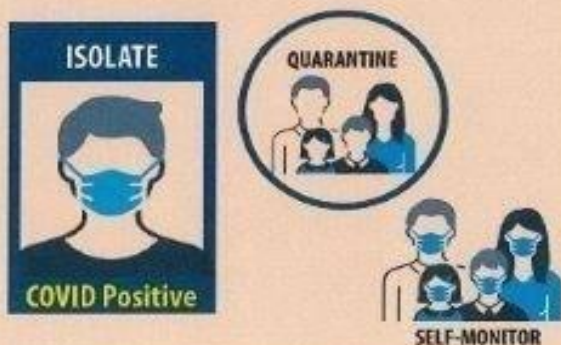
Close Contacts Masked

When an unmasked individual tests positive and close contacts were wearing masks...



Some Close Contacts Masked

When a masked individual tests positive and **SOME** close contacts were wearing masks...



No One Masked

When an unmasked individual tests positive and close contacts were **NOT** wearing masks...



Stay home except to get medical care.

- **Stay home.** Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
- **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.

Separate yourself from other people

As much as possible, stay in a specific room and away from other people and pets in your home. If possible, you should use a separate bathroom. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.

Monitor your symptoms

- Symptoms of COVID-19 include fever, cough, and shortness of breath but other symptoms may be present as well. Trouble breathing is a more serious symptom that means you should get medical attention.
- Follow care instructions from your healthcare provider and local health department. Your local health authorities may give instructions on checking your symptoms and reporting information.

When to Seek Emergency Medical Attention

Look for emergency warning signs* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

Call ahead before visiting your doctor

- Call ahead. Many medical visits for routine care are being postponed or done by phone or telemedicine.
- If you have a medical appointment that cannot be postponed, call your doctor's office, and tell them you have or may have COVID-19. This will help the office protect themselves and other patients.

If you are sick wear a cloth covering over your nose and mouth

- You should wear a cloth face covering, over your nose and mouth if you must be around other people or animals, including pets (even at home)
- You don't need to wear the cloth face covering if you are alone. If you can't put on a cloth face covering (because of trouble breathing, for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.
- Cloth face coverings should not be placed on young children under age 2 years, anyone who has trouble breathing, or anyone who is not able to remove the covering without help.

Cover your coughs and sneezes

- Cover your mouth and nose with a tissue when you cough or sneeze.
- Throw away used tissues in a lined trash can.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.

Clean your hands often

- Wash your hands often with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Use hand sanitizer if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- Soap and water are the best option, especially if hands are visibly dirty.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid sharing personal household items

- Do not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home. Use disposable plates and utensils when possible.
- Wash these items thoroughly using 1 tablespoon of bleach in the dishwater (soap and water) or put in the dishwasher.

Clean all "high-touch" surfaces everyday

- Clean and disinfect high-touch surfaces in your "sick room" and bathroom; wear disposable gloves. Let someone else clean and disinfect surfaces in common areas, but you should clean your bedroom and bathroom, if possible.
- If a caregiver or other person needs to clean and disinfect a sick person's bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and disposable gloves prior to cleaning. They should wait as long as possible after the person who is sick has used the bathroom before coming in to clean and use the bathroom.

High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.

- Clean and disinfect areas that may have blood, stool, or body fluids on them.

- Use household cleaners and disinfectants. Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
 - Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.
 - Most EPA-registered household disinfectants should be effective.

***Checklist for HCBS Site Cleaning with a positive case**

1. Always wear full PPE whenever inside the home. Change gowns between personal cares to prevent spreading germs and bacteria. Change gloves between tasks and clients to prevent cross contamination.
2. Try to keep clients isolated in their rooms to prevent the spread throughout the home. This may include moving living room furniture into their bedrooms for comfort. If this is not possible, ensure all are at least 6 feet apart and wearing face masks.
3. Disinfect the bathroom after every use, such as toilet, sink, shower, sing, light switches, faucet handle (highly touched areas). There is water and bleach solution to use and also Lysol.
4. Spray Lysol on the recliners and mattresses each day/night.
5. The floors should be mopped with bleach every night on the overnight.
6. When hand washing dishes, add 1 tablespoon of bleach to the water to ensure all germs and bacteria are eliminated.
7. Clients should not be preparing any food until all are cleared by public health.
8. Use paper products when dishing up meals as much as possible.
9. Nebulizer masks and parts should be washed with dawn dish soap and bleach after each use and set out to dry before being put away.
10. Walker and canes need to be wiped down with bleach a couple times a day.
11. Tray tables and room trays should be washed with bleach and water after each meal.
12. Wash bedding every day until cleared.
13. Use disinfectant wipes on the TV remote and telephones after each use.
14. Spray the doorknobs and keyboard and mouse with Lysol or disinfectant wipes throughout the day/night.
15. Do not remove or touch masks at all in the home and try to eat meals and take drinks outside.
16. Once clients are starting to get better and on the mend. Wash all the surfaces and walls with bleach and water mixture. Wash all the curtains and light fixtures.
17. Laundry needs to be washed every day with hot water. Do not wash together. Separate each clients laundry and wash separately.
18. Trash to be removed from the living area regularly, at a minimum daily.
19. Change furnace filter when positive case is identified within the home and again when Public Health has released person served.

How to discontinue home isolation

People with COVID-19 who have stayed home (home isolated) can leave home under the following conditions**:

If you have not had a test to determine if you are still contagious, you can leave home after these three things have happened:

- You have had no fever for at least 24 hours (without the use of medicine that reduces fevers)
AND
- other symptoms have improved (for example, when your cough or shortness of breath have improved)
AND
- at least 10 days have passed since your symptoms first appeared

If you have had a test to determine if you are still contagious, you can leave home after these three things have happened:

- You no longer have a fever (**without** the use of medicine that reduces fevers)
AND
- other symptoms have improved (for example, when your cough or shortness of breath have improved)
AND
- You have been released from quarantine by the local Public Health Department.

People who DID NOT have COVID-19 symptoms, but tested positive and have stayed home (home isolated) can leave home under the following conditions:

- **If you have not had a test** to determine if you are still contagious, you can leave home after these two things have happened:
 - At least 10 days have passed since the date of your first positive test
AND
 - you continue to have no symptoms (no cough or shortness of breath) since the test.
- **If you have had a test** to determine if you are still contagious, you can leave home after:
 - You have been released from quarantine by the local Public Health Department.

Note: if you develop symptoms, follow guidance above for people with COVID19 symptoms.

In all cases, follow the guidance of your doctor and local health department. The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Some people, for example those with conditions that weaken their immune system, might continue to shed virus even after they recover.

For any additional questions about your care, contact your healthcare provider or state or local health department.

Consolidation Plan:

Every attempt will be made by TASC to keep persons served in their own homes. If this is not possible due to the necessity of consolidating houses caused by the spread of the virus or shortage of staff, individuals may be moved to different homes operated by TASC. Parents/guardians will be contacted prior to any moves as well of Case Managers. As a last resort, an apartment in TASC's apartment complex located at 105 6th Ave. SW, Waukon, Iowa, may need to be used to isolate individuals with COVID-19, which may require consolidation of clients living at the apartment complex who have not been had exposure. Parents/Guardians and Case Management will be notified prior to moves. In the event of positive cases, the Crisis Team (consisting of Sheila Schulte, Sheila Snitker, Kris Cote, Jill Johnson, Bethany Hovden, Jamie Halse, and Kristie Kaeser) will meet, via telephone, to determine the best course of action under the circumstances.

SECTION 10- Visitors

Guidelines for Visitors

All visitors will be required to complete a simple screening assessment which consists of the following:

1. Temperature check;
2. Complete a form containing the following information:
 - A. Temperature
 - B. Question: Have you traveled internationally within the last 14 days to restricted countries?
 - C. Do you currently have any flu-like symptoms such as:

Fever (100.4 or more)	Diarrhea
Shortness of Breath	Chills or shivering with chills
Cough	Loss of smell/taste
Sneezing	Sore throat

Anyone with a temperature of 100.4 or over will not be allowed to enter.

Those who answer "yes" to questions B-C will not be allowed to enter.

Visitors will be required to wear a mask when visiting the TASC Center and Residential Homes.

SECTION 11 - Persons Served Rights during a Pandemic

The Iowa Department of Human services has provided guidance for all HCBS Waiver and Habilitation providers regarding statewide preparedness efforts and responding to the COVID-19 health crisis. This information can be found in [Informational Letter NO. 2166-MC-FFS](#)

Pursuant to this guidance, providers must continue to support the person-centered planning (PCP) requirements for all individuals receiving HCBS. Any rights restrictions being implemented, including a member's right to be employed, participate in day programming or participate in integrated community activities due to COVID-19 concerns, must be implemented in conjunction with the member's IDT and in accordance with Iowa Administrative Code 441-90.5.

A restriction of a member's right to realize preferences or goals must be justified by a specific individualized assessed safety need and documented in the person-centered service plan. The following requirements must be documented in the plan when a safety need has been identified that warrants a rights restriction:

1. The specific and individualized assessed safety need
2. The positive interventions and supports used prior to any modifications or additions to the person-centered service plan regarding safety needs
3. The less intrusive methods of meeting the safety needs that have been tried but were not successful
4. A clear description of the rights restriction that is directly proportionate to the specific assessed safety need
5. The regular collection and review of data to measure the ongoing effectiveness of the rights restriction
6. The established time limits for periodic reviews to determine whether the rights restriction is still necessary or can be terminated
7. The informed consent of the member to the proposed rights restriction
8. An assurance that the rights restriction itself will not cause undue harm to the member.

TASC will follow this guidance by working with the interdisciplinary team (IDT) to ensure that persons served are working and living in a safe environment, preserving the rights of persons served and meeting the HCBS Waiver and Habilitation requirements.

SECTION 12-FORMS & QUESTIONNAIRES

PERSONS SERVED and VISITORS

Name: _____

Date: _____

Temperature upon arrival: _____

Due to heightened infection control protocols, please answer candidly all the questions below (circle your answer).

1. Have you traveled internationally within the last 14 days to restricted countries?	YES	NO
2. Do you currently have any flu-like symptoms such as: <input type="checkbox"/> Fever (100.4 or more) <input type="checkbox"/> Shortness of Breath <input type="checkbox"/> Cough <input type="checkbox"/> Diarrhea <input type="checkbox"/> Chills or Shivering with Chills <input type="checkbox"/> Loss of Smell or Taste <input type="checkbox"/> Sore Throat	YES	NO
3. Have you had contact with someone with or are you yourself under investigation for COVID-19?	YES	NO

After leaving, if you become aware that you have been exposed to an individual who has tested positive for COVID-19, you will not be able to attend the TASC center/visit TASC homes for 14 calendar days and should self-quarantine as required by the Center for Disease Control and the Iowa Department of Public Health. Please notify us immediately of the potential exposure.

If you have answered "YES" to any of the above, PLEASE DO NOT ENTER THE PREMISES.

COVID-19 EMPLOYEE HEALTH SCREENING QUESTIONNAIRE

An outbreak of Coronavirus Disease 2019 (COVID-19) requires early & effective detection of suspected cases to limit the risk of exposure to others. Our #1 concern is to keep employees & the people we support safe. For this reason, we are mandating employee health screenings before each shift (prior to an employee working) & prior to the employee coming into contact with anyone at the home or center.

You must **socially distance yourself (stay at least 6 feet from other people)** upon arrival & while completing this questionnaire. You are to answer this questionnaire to the best of your knowledge.

For Residential: The staff currently working (prior to your shift) is not to leave the home until you have completed this health screening & you have confirmed that you do not have any of the symptoms listed below.

Your response to these questions indicates your agreement with the following.

- You ACKNOWLEDGE that the information you are providing in this health screening is true & accurate to the best of your knowledge.
- You AGREE TO REPORT to your supervisor any FUTURE symptoms, diagnosis, or high-risk conditions related to COVID-19. You agree that if such symptoms or conditions develop, you will immediately inform your supervisor.

NOTE: Consider if the symptoms you are experiencing can also be associated with other health issues such as allergies, stomach issues, asthma, smoking, etc. In addition, certain medications may affect your temperature. Therefore, when answering these questions, if the symptom is something you have high confidence you are experiencing due to another medical condition, you may use your discretion and not check the box.

Do you currently have or within the last 24 hours have you had any of the following symptoms?

Check ALL that apply:

Checked boxes require follow-up questions on an individual basis

- | | | |
|---|--|--------------------------------------|
| <input type="checkbox"/> Fever (Fever is defined 100.4 or higher) | <input type="checkbox"/> Chills or shivering with chills | <input type="checkbox"/> Cough |
| <input type="checkbox"/> Diarrhea | <input type="checkbox"/> Loss of Smell/Taste | |
| <input type="checkbox"/> Shortness of Breath | <input type="checkbox"/> Sneezing | <input type="checkbox"/> Sore Throat |

If you have any of the symptoms listed above, you are required to continue to socially distance yourself from all of the people in the home, contact a supervisor immediately and await further instructions. Please also consult with your personal health care provider. You will not be allowed to work until your symptoms have resolved

STAFF: _____

TEMP. IN: ____ Date: ____ / ____ / 2020 Time AM / PM Witness: _____

TEMP. OUT: ____ Date: ____ / ____ / 2020 Time: AM / PM Witness: _____

Free from Symptoms Listed on Page 1? ____ yes ____ no (unable to work-contact supervisor)

Signature: _____ Title: _____

TEMP. IN: ____ Date: ____ / ____ / 2020 Time AM / PM Witness: _____

TEMP. OUT: ____ Date: ____ / ____ / 2020 Time: AM / PM Witness: _____

Free from Symptoms Listed on Page 1? ____ yes ____ no (unable to work-contact supervisor)

Signature: _____ Title: _____

TEMP. IN: ____ Date: ____ / ____ / 2020 Time AM / PM Witness: _____

TEMP. OUT: ____ Date: ____ / ____ / 2020 Time: AM / PM Witness: _____

Free from Symptoms Listed on Page 1? ____ yes ____ no (unable to work-contact supervisor)

Signature: _____ Title: _____

TEMP. IN: ____ Date: ____ / ____ / 2020 Time AM / PM Witness: _____

TEMP. OUT: ____ Date: ____ / ____ / 2020 Time: AM / PM Witness: _____

Free from Symptoms Listed on Page 1? ____ yes ____ no (unable to work-contact supervisor)

Signature: _____ Title: _____

TEMP. IN: ____ Date: ____ / ____ / 2020 Time AM / PM Witness: _____

TEMP. OUT: ____ Date: ____ / ____ / 2020 Time: AM / PM Witness: _____

Free from Symptoms Listed on Page 1? ____ yes ____ no (unable to work-contact supervisor)

Signature: _____ Title: _____



TASC COVID-19 Pre-Admission Screening Questionnaire

Due to the outbreak of 2019 Coronavirus (COVID-19) TASC, Inc. has implemented additional pre-admission screening questions. We require this to ensure we are limiting the risk of exposure to employees & other individuals we support. The Program Coordinator completes this questionnaire with the referring source or individual. The Program Director will review & sign if they agree with proceeding with the admission.

Date of Completion: ____/____/____ Individual
Name: _____

Within the last 72 hours, have you had any of the following symptoms? Check ALL that apply:

Checked boxes require follow-up questions on an individual basis

<input type="checkbox"/> Fever (Fever is defined 100.0 or higher)	<input type="checkbox"/> Chills or shivering with chills	<input type="checkbox"/> Cough
<input type="checkbox"/> Diarrhea	<input type="checkbox"/> Loss of Smell/Taste	
<input type="checkbox"/> Shortness of Breath	<input type="checkbox"/> Sneezing	<input type="checkbox"/> Sore Throat

1. Have you been admitted to a hospital in the last 14 days? YES NO

If YES, please specify the reason & when: _____

2. Have you been directed by a physician to self-quarantine over the past 14 days?

YES NO If YES, list dates of quarantine: _____

3. Have you had direct/close contact with anyone diagnosed with COVID-19?

Yes No If YES, list date & with whom: _____

4. Have you been tested for COVID-19? YES NO

If YES, were you cleared by a physician? YES NO

****Obtain test results for medical file****

Additional Information / Follow: _____

Program Director Name: _____

Date: ____/____/____

Program Director

Signature: _____

SECTION 13 – Vaccines

TASC encouraged all staff and persons served to be vaccinated. The CDC updates information on their website regarding vaccinations and boosters regularly. The information below comes from the CDC’s website under “Key Things to Know About COVID-19 Vaccines”, last updated August 19, 2021. Please check the CDC website on a regular basis for the most up-to-date information.

What You Need to Know

COVID-19 vaccines are effective at helping protect against severe disease and death from variants of the virus that causes COVID-19 currently circulating, including the Delta variant.

If you are fully vaccinated, you can resume many activities that you did before the pandemic, but you should wear a mask indoors in public if you are in an area so substantial or high transmission to maximize protection from the Delta variant and possibly spreading it to others.

You may have side effects after vaccination. These are normal and should go away in a few days.

Availability of Vaccines

Vaccines are widely accessible in the United States. Everyone aged 12 years and older should get a COVID-19 vaccination as soon as possible. Check with your doctor’s office, retail pharmacies, hospitals and clinics for COVID-19 vaccinations.

Cost of Vaccines

Fast, Easy, Free and nearby COVID-19 Vaccination

The federal government is providing the vaccine free of charge to all people living in the United States, regardless of their immigration or health insurance status.

Effectiveness

COVID-19 vaccines are effective at protecting you from COVID-19, especially severe illness and death. COVID-19 vaccines reduce the risk of people spreading the virus that causes COVID-19.

Studies show that COVID-19 vaccines are effective at keeping you from getting COVID-19. Getting a COVID-19 vaccine will also help keep you from getting seriously ill even if you do get COVID-19.

COVID-19 vaccines teach our immune systems how to recognize and fight the virus that causes COVID-19. It typically takes 2 weeks after vaccination for the body to build protection (immunity) against the virus that causes COVID-19. That means it is possible a person could still get COVID-19 before or just after vaccination and then get sick because the vaccine did not have enough time to build protection. People are considered fully vaccinated 2 weeks after their second dose of the Pfizer-BioNTech or Moderna COVID-19 vaccines, or 2 weeks after the single-dose Johnson & Johnson's Janssen COVID-19 vaccine.

People with moderately to severely compromised immune systems should receive an additional dose of mRNA COVID-19 vaccine after the initial 2 doses.

The CDC is still learning how well COVID-19 vaccines protect people with weakened immune systems, including people who take medicines that suppress the immune system. We're also still learning how long COVID-19 vaccines protect people. If you have a medical condition or are taking medicines that weaken your immune system, you should talk to your healthcare provider. You may need to keep taking all precautions to prevent COVID-19 disease.

Safety

COVID-19 VACCINES ARE SAFE AND EFFECTIVE. Vaccines cannot give you COVID-19. You may have side effects after vaccinations. These are normal and should go away in a few days.

Millions of people in the United States have received COVID-19 vaccines, and these vaccines have undergone the most intensive safety monitoring in U.S. history. This monitoring includes using both established and new safety monitoring systems to make sure that COVID-19 vaccines are safe. COVID-19 vaccines cannot give you COVID-19.

Population Immunity

Population immunity, also known as herd immunity or community immunity, means that enough people in a community are protected from getting a disease because they've already had the disease or because they've been vaccinated.

Population immunity makes it hard for a disease to spread from person to person. It even protects those who cannot be vaccinated, like newborns or people who are allergic to a vaccine.

New Variants

COVID-19 vaccines are effective against severe disease and death from variants of the virus that causes COVID-19 currently circulating in the United States.

Infections happen in only a small proportion of people who are fully vaccinated, even with the Delta and other variants. When these infections occur among vaccinated people, they tend to be mild.

If you are fully vaccinated and become infected with the Delta or other variant, you might be able to spread the virus to others.

People with weakened immune systems, including people who take immunosuppressive medications, may not be protected even if fully vaccinated.

PLEASE HELP US FIGHT THIS DEVESTATING DISEASE BY GETTING VACCINATED SO WE CAN GET BACK TO MORE OF A NORMAL LIFE.

Policies & Procedures/Emergency-Safety/Pandemic Plan 6-20; 10-20; 9-21