

Albertina Kerr Pandemic Response Plan for COVID-19

Albertina Kerr Pandemic Response Plan for COVID-19	1
Initiation of Emergency Management Team	2
State Guidelines	2
Summary of actions taken to date to limit the spread of COVID-19 within Kerr’s community:	2
Official Pandemic Communication Procedures and Channels.	3
Keeping informed of the response	3
Communicating barriers to this plan	4
Avoiding the risks of misinformation	4
Immediate Precautions	4
Mandated Universal Masking	5
Enhanced Sanitation Measures	5
Distribution of PPE and Sanitizing Supplies	6
Distribution of Food and Medications	6
Agency Protective Measures	7
Use of Protective Facial Covering and Masks	7
Screening for symptoms of COVID-19	13
Limiting those that enter Kerr programs	13
Supporting the people we serve	14
Supporting staff	15
Staff Attendance and Shortages	15
Signs or symptoms to watch for	16
Suspected exposure of staff, visitor, or client	16
Home or Unit Quarantine Procedures	20
Relocation or closure of a program	20
State/County agency notification of confirmed or suspected COVID-19 cases (staff or clients).	21
COVID-19 Exposure Communication Flow	22

Albertina Kerr Pandemic Response Plan for COVID-19

This COVID-19 plan is an extension of Albertina Kerr's Enterprise Emergency Management Plan. This plan was updated on 5/20/2020. This plan will be updated based on recommendations or mandates by federal, state, county, and local authorities. **Any communications initiated by Kerr's CEO, after the date noted above, will supersede anything noted in this document if those communications conflict with this plan.**

Effective immediately and until further notice, the following pandemic response plan must be implemented across all Kerr services locations (Group Homes, Subacute, Employment/Day Services, Louise Building, Salem and Hillsboro offices) in response to the COVID-19 Pandemic.

In this unprecedented time, Kerr is dedicated to minimizing the impact of COVID-19 on Kerr's community of clients, staff, and families. To that end, Kerr has implemented several strategies and changes to services to keep everyone safe. Kerr is dedicated to staying current and implementing the recommended actions needed to limit the spread of COVID-19.

Initiation of Emergency Management Team

Kerr has initiated a Level 4 Emergency Management Team to manage the COVID-19 Pandemic. This team of leaders and staff within Kerr are meeting, 2-3 times per week, to address the needs of clients and staff during this crisis. Leadership members are available 24 hours a day/7 days a week to address staff, client, family, and community needs. Kerr maintains an Emergency Management Plan that guides Kerr's response to natural and other disasters.

State Guidelines

Kerr programs are currently being guided by state guidance and mandates issued by the Oregon Department of Human Services and Oregon Health Authority to address COVID-19.

Summary of actions taken to date to limit the spread of COVID-19 within Kerr's community:

- All programs have implemented enhanced sanitation at all sites.
- Kerr has deployed an updated Infection and Prevention plan to mitigate COVID-19 exposure.
- Kerr has closed all day and community programs at Portland Art and Learning Studios until further notice.
- We have permanently closed most Social Enterprise Businesses. Kerr Bikes will open based on Multnomah County's open/closed planning.
- Any person entering a Kerr program site, including staff, will be screened for symptoms of COVID-19 location. Those exhibiting COVID-19 symptoms or are high risk for exposure to the Kerr community are being excluded.
- We have significantly limited visitors who are allowed in a Kerr facility.
- All routine Outpatient Mental Health Services are moving to Telehealth visits to limit exposure.
- Administrative staff, if able, are working at home.
- We have limited staff and group meetings to video conference only.

Albertina Kerr Pandemic Response Plan for COVID-19

- We are limiting staff's travel from site to site.
- We have limited the places where group home youth and staff may visit.
- Staff are staying home if they have any symptoms of COVID-19. We are working with staff to limit their loss of wages during this time.
- Kerr is communicating regularly with clients, staff, parents/guardians/personal representatives, and the community.
- We will track COVID-19 exposures within our agency and respond quickly to address.
- Kerr will follow all recommendations and mandates by local, state, and federal government agencies.
- Kerr staff are participating in all state conference calls to stay abreast of best practices and to implement recommended and required mandates.

Official Pandemic Communication Procedures and Channels.

As COVID-19 evolves, clear lines of communication become even more essential for the protection of everyone involved with the agency, and the following communication procedures are enacted. To ensure rapid and reliable communication, this plan and all future agency directives related to COVID-19 will be communicated through the following communication channels:

- Emails sent by the CEO or sent on his behalf
- Posts in the official Coronavirus Teams channel by the CEO or designee.
- Posts on Kerr's website (external and internal) by Kerr's Development Department.
- Alerts through Paycom mobile.
- Virtual Employee Town Halls
- Direct phone calls from leadership as needed or requested.

If there is conflicting information relayed to the Kerr community, communications and instructions from Kerr's CEO are to be followed until clarification of the conflict can be resolved.

Keeping informed of the response

Kerr has a duty to keep everyone involved informed as the COVID-19 Pandemic evolves. In addition, everyone involved must keep themselves informed of this plan, and any future agency directives related to COVID-19.

The following actions and expectations are now in effect.

1. **Posted Notices**: Notices will be posted outside the front door of each location to inform any visitors of the requirements of this plan.
2. **Keeping informed as a staff**: All staff shall monitor Kerr communications to stay informed of the agency's response as well as future agency directives related to COVID-19 and take actions as directed through official communication channels.

3. **Keeping families and friends informed:** Family and friends of clients are encouraged to stay informed by monitoring Kerr's website, remain in contact with the program and the client served, and coordinate alternate plans with the Program Manager or the program staff, as needed.

Communicating barriers to this plan

This plan relies on everyone involved to communicate when obstacles arise, including resistance to implementing any part of this plan and future directives, inadequate supply of personal protective equipment or other essentials, or unforeseen situations that may elevate the risk of exposure.

Barriers to this plan must be reported promptly and directly to the Program Manager (or their designee), and:

- Quickly addressed by the manager whenever possible, or
- The manager should seek out their Assistant Director or Director for guidance.
- The Director will escalate issues to the Crisis Management Team as needed.
- You may contact a Senior Leadership Team member, at any time, if other communication channels are not sufficient to address your concern.

Avoiding the risks of misinformation

The risk of misinformation leading to fear and irrational action increased during a pandemic, and irrational action increases the potential for exposure. It is essential for us all that everyone involved with Kerr remain calm, stay focused on the available facts, and enact this plan to the fullest. To help avoid misinformation, use the following guidance:

- Speculation about COVID-19 at any Kerr location is strongly discouraged, especially in the presence of the people we support.
- Refer to official announcements from Kerr, as well as state and local governments.
- Communicate directly with supervisors, and avoid spreading rumors, conspiracies, or gossip about COVID-19. Staff should refrain from forwarding questionable information to other Kerr employees.
- Reference this plan as questions arise. If a situation is not addressed by this plan or any future agency directives, follow the procedure for **Communicating barriers** (above).

Immediate Precautions

During COVID-19, reasonable precautions are essential for the protection of everyone involved with Kerr. In support of this, the following precautionary measures are required at all Kerr locations:

Mandated Universal Masking

Until further notice, all staff, in all locations, are required to wear a cloth face covering or mask at all times if they are working with a client or within 6 feet of another staff member. Employees may not opt-out of this new requirement. This change is being mandated by Oregon's Department of Human Services, and similar mandates already exist in most other congregate care settings. Studies have shown that wearing cloth face masks significantly reduces the risk of transmission of COVID-19. Each staff has been issued two cloth masks while at work.

Enhanced Sanitation Measures

These sanitization measures are required to reduce the likelihood of transmission within each Kerr location. Each site has a recently updated Kerr General Infection Prevention Policy for reference.

Staff should follow Albertina Kerr's General Infection and Prevention plan. All staff will remain currently trained in Kerr's infection control training.

Sanitizing expectations include:

1. Sanitize all high-touch surfaces at least twice daily, including but not limited to:
 - a. Door knobs
 - b. Light switches
 - c. Remote controls
 - d. Pens or pencils
 - e. All cell phones and landline phones
 - f. Touchscreens/keyboards
 - g. All bathroom and kitchen surfaces
 - h. Tablets or other devices
 - i. Any other shared item
2. Sanitize all adaptive equipment and devices upon return from the community, including but not limited to:
 - a. Wheelchairs
 - b. Walkers
 - c. Any other equipment or devices taken into the community
3. All persons within a Kerr facility (staff, clients, and visitors) will be required to wash hands with soap and water for at least 20 seconds after:
 - a. Arriving at a Kerr location.
 - b. Coughing or sneezing,
 - c. Before and after handling food or potentially infectious material,
 - d. After providing care for yourself or others,
 - e. When returning from the community.

Albertina Kerr Pandemic Response Plan for COVID-19

Note: Alcohol-based hand sanitizer can be used if handwashing is not possible. You should wash your hands as soon as that option is available.

4. All program sites will notify all staff, clients, and visitors, verbally, and in writing of the requirements of:
 - a. Completing screening requirements before entry.
 - b. Denial of entry if the person fails screening requirements.
 - c. Handwashing (see above).
 - d. Social distancing of 6 feet.
 - e. Notifying the Kerr program manager if they develop suspected or presumed COVID-19 after they visit the program
 - f. Other precautions based on the home, unit, or client needs.

Distribution of PPE and Sanitizing Supplies

Kerr Facilities maintains a centralized supply of PPE and sanitizing supplies. All locations are expected to communicate, through the Program Manager, to facilities to obtain additional supplies as needed. Program managers will also communicate, weekly, their current stocks of PPE and other sanitizing supplies to facilities. Kerr Facilities is continuing to track and acquire materials as they come available.

Each location is expected to have the following PPE and sanitizing supplies:

- Disinfecting supplies (wipes, sprays, bleach solution, etc.)
- Gloves
- Hand Sanitizer
- Emergency use supply of surgical masks for at least 48 hours of operation before a 14 day kit of supplies is delivered
- Face shield

As needed during an outbreak at the site, programs will be issued the following based on availability and need:

- Additional surgical masks and N95 masks for those staff that are fitted (see Use of Protective Facial Covering and Masks)
- Protective eyewear
- Protective gowns

Distribution of Food and Medications

Albertina Kerr is in continual contact with its pharmacy to ensure that medications are delivered to programs as needed. Also, Kerr is working to ensure that programs have the food and other supplies needed during this event. Albertina Kerr has closed its restaurant operations, and those resources are being diverted to help plan for meals and also work with our commercial vendors to acquire food and

other items as needed. Programs will continue to maintain emergency food and other supplies in the case of a sudden loss in the availability of food and other essential materials.

Agency Protective Measures

These measures are required to reduce the likelihood of transmission between Kerr locations and prepare for potential quarantine of one or more Kerr locations.

1. Use of cloth masks when within 6 feet of another employee or a client.
2. Limit any group gathering of staff. All staff meetings will be held via phone or video conference. Communicate through established team huddles.
3. Minimize staff traveling from site to site.
4. Offer other essential meetings in a virtual format (Teams) or phone, whenever possible for internal or external meetings.
5. Cancel all non-essential training that can be postponed at Kerr sites. Continue with essential training to ensure staff has the tools need to address health and safety needs.
6. Program support and administrative staff will work from home whenever possible.
7. Implement the **Quarantine Procedure** if anyone at a group home within the last 14 days is credibly believed to have been exposed to a confirmed COVID-19 case.
8. Implement **Isolation Procedures** if a supported person at a group home has signs or symptoms of COVID-19, is pending screening, or is confirmation infected with COVID-19 by a qualified healthcare professional.

Use of Protective Facial Covering and Masks

Below are the type of facial coverings that are available to employees during the COVID-19 Pandemic. There are 4 categories of coverings:

1. **Face Shield:** Full face shields will be made available at all program sites. Face shields will be used when in close contact with a COVID-19 positive client. Face shields are to be disinfected after each use and are reusable.
2. **Cloth Mask:** These are handmade masks that should be worn when they are not working with someone diagnosed with COVID-19. These masks are the type worn by staff for universal masking. The mask should cover both your nose and mouth. These masks may be worn throughout your shift. Please launder the mask before your next shift. Clean your hands before putting your mask on, and after you take it off. Additionally, clean your hands if you touch the front of the mask while you're wearing it.
3. **Surgical Mask:** These masks vary in appearance. These masks are used when employees are working with a client diagnosed with COVID-19. These masks do not need to be professionally fitted for the employee. To use, wash hands with soap and water and place the mask over your nose and mouth. With your hand, form the metal piece on the nose so the mask fits, and there are no gaps. The mask must cover both your nose and mouth. When you

Albertina Kerr Pandemic Response Plan for COVID-19

breathe deeply, the sides or front of the mask should move slightly inward or deflate (look in a mirror). Type 5 and 6 masks (see grid below) may not move or deflate as they are much more rigid. You may wear the same mask as long as you are working with the same client. However, if you begin to work with another client, are taking a break, etc. please dispose of the used mask first and get another clean one. Most staff will use 4-5 (or more) surgical masks during a shift if they are working with a COVID-19 client. Clean your hands before putting your surgical mask on, and after you take it off. Additionally, clean your hands if you touch the front of the mask while you're wearing it. A single surgical mask should not be worn for more than 6 hours before disposing of it and replacing it with a new one.



4. **N95:** These masks are used when employees are working with a client diagnosed with COVID-19. These types of masks can be professionally sanitized. When you are done with the mask for the day, place the mask in the designated bag to be professionally cleaned. If you can, you can reuse the same mask with the same client during the day. For example, you would use the N95 mask when working with the COVID-19 positive client. Once done, store the mask in a way that other staff or client can't accidentally use or touch the mask. Then don a surgical mask when working with other staff or other clients. When you go back to the COVID-19 client, put the N95 mask you were using back on, being careful to not touch the front of the mask. If you are in doubt that you can reuse the same mask safely with the same client, go get a clean N95 mask and place the dirty mask to be sanitized. Clean your hands before putting your mask on, and after you take it off. Additionally, clean your hands if you touch the front of the mask while you're wearing it. **N95 masks must be professionally fitted to the employee to ensure they are effective. You will set up an appointment with Human Resources for a mask fit session.** Generally, N95 masks are used when a COVID-19 positive client is exhibiting severe coughing, sneezing, shouting, or has an Aerosolized Generating Procedure (AGP). These procedures include:
 - a. CPAP or BiPAP machines
 - b. Oral/Airway suctioning
 - c. Receiving oxygen
 - d. Nebulizer treatments
 - e. Wound irrigation
 - f. A client with a tracheostomy
 - g. Manual cough assist
 - h. Collection of sputum
 - i. Nasopharyngeal swab sample collection
 - j. Oropharyngeal swab sample collection
 - k. Nasal wash sample collection
 - l. Cardiopulmonary resuscitation

Currently, the following sites are conducting Aerosolized Generative Procedures ongoing as of 5/20/20.







[Albertina Kerr Pandemic Response Plan for COVID-19](#)

40th Court, Blanton, Comminger, Cokeron, Hacienda, Hillyard, Hollywood, Jason Lee, Mistletoe, Rhone, Rockwood, Silver Loop, Tanager, Troutdale, Village Ct., and Wheeler. Subacute may have occasional AGP's completed by nursing staff.



The below is a current review of masks that are currently in stock at Kerr.

<p>Cloth Masks</p>	<p>Description</p>	<p>Homemade cloth masks all have the same effectiveness</p>
	<p>Homemade mask. Varied styles and colors.</p>	<p>To be used when 6 feet or less of another employee or client. Not for use when working with someone with COVID-19. Mask can be laundered and re-used. Each employee has either been issued a mask (Group Homes) or has access to a mask when they arrive at work (Subacute).</p>
<p>Surgical Masks</p>	<p>Description</p>	<p>All Types 1-19 have the same effectiveness.</p>
	<p>KN95 imprinted Left and Right Covered Nose Piece</p>	<p>Type 1 Surgical Grade Mask is suitable for working with someone with COVID-19 without aerosolized procedures. You do not need to be "fitted" for this kind of mask. Should be disposed of at the end of the shift (do not launder).</p>

Albertina Kerr Pandemic Response Plan for COVID-19

	KN95 imprinted Left and Right Covered Nose Piece	Type 2 Surgical Grade Mask is suitable for working with someone with COVID-19 without aerosolized procedures. Should be disposed of at the end of the shift (do not launder).
	KN95 imprinted Left and Right Covered Nose Piece	Type 3 Surgical Grade Mask is suitable for working with someone with COVID-19 without aerosolized procedures. Should be disposed of at the end of the shift (do not launder).
	KN95 imprinted Right and exposed Covered Nose Piece	Type 4 Surgical Grade Mask is suitable for working with someone with COVID-19 without aerosolized procedures. Should be disposed of at the end of the shift (do not launder).
	No Marking - Broad Single Strap	Type 5 On Hold
	No Marking - Single thin strap with Nose Piece	Type 6 On Hold
	No Marking. Square blue mask with ear loop style	Type 7-19 Surgical Grade Mask is suitable for working with someone with COVID-19 without aerosolized procedures. Should be disposed of at the end of the shift (do not launder).
N95 Masks	Description	All Types A-B have the same effectiveness.

Albertina Kerr Pandemic Response Plan for COVID-19

	<p>3M 8000 Mask printed on the front</p>	<p>Type A N95 Grade Mask is suitable for use for any COVID-19 client. It should be reserved for those clients with severe coughing symptoms or with aerosolized procedures. It can be professionally sanitized. Do not throw away this mask. You must be fitted, tested, and approved to wear a N95 mask. An unfitted N95 mask is LESS effective than a surgical mask.</p>
	<p>Gerson 1730 printed on bottom</p>	<p>Type B N95 Grade Mask is suitable for use for any COVID-19 client. It should be reserved for those clients with coughing symptoms or with aerosolized procedures. It can be professionally sanitized. Do not throw away this kind of mask. You must be fitted, tested, and approved to wear a N95 mask. An unfitted N95 mask is LESS effective than a surgical mask.</p>

Staff must be “fitted” to wear an N95 mask. An N95 can't protect you if it doesn't fit your face. Certain respirators, known as tight-fitting respirators, must form a tight seal with your face to work properly. If your respirator doesn't fit your face properly, contaminated air can leak into your respirator facepiece, and you could breathe in hazardous substances. So before you wear a tight-fitting respirator at work, a Kerr designated staff must be sure that your respirator fits you. Kerr will do this by performing a fit test on you while you wear the same make, model, and size of respirator that you will be using on the job. That way, you know that your respirator fits you properly and can protect you, as long as you use it correctly. Only a Kerr staff member or another person specially trained may administer a fit test.



Cloth Face Covering

Covers your mouth and nose. May help reduce spread of virus, prevent those with virus but no symptoms from passing it to others.

- Recommended that anyone providing care to people with I/DD wear cloth mask or face covering
- Can be homemade
- People with I/DD should wear a cloth mask or face covering when they go out in public, or if they are showing signs of illness
- **Not for use with COVID-19 positive individuals**



Snug & Comfortable



Ties or Ear loops



Multiple layers



Able to be laundered/dried



Surgical Mask

Minimum protection required for suspected or positive COVID-19 cases. Covers your mouth and nose. May help reduce spread of virus, prevent those with virus but no symptoms from passing it to others.



Snug & Comfortable



Ties or Ear loops



Multiple layers



Disposable



N95

Ideal protection required when working with an individual suspected or positive for COVID-19 in any setting.

- Identified by having "N95" stamp
- Follow OSHA guidance for fit testing
- Must be used for aerosolizing procedures for anyone who has COVID-19



Other Personal Protection

Those working with people with I/DD who have COVID-19 or in environments where the disease is present may have a safety plan that includes other PPE like gloves and goggles.

Remember: Wash or sanitize your hands before touching your eyes, nose or mouth.

Screening for symptoms of COVID-19

To reduce the risk of spreading COVID-19, Kerr is implementing a screening process that will be completed for all persons, including **employees, clients, and professionals** entering all locations where Kerr clients are present. Kerr staff will ask anyone entering the site to answer a few questions so that staff can complete a COVID-19 Screening log. The form will ask if they are experiencing any symptoms of the COVID-19 virus, if they have been exposed to the virus, or if they have recently traveled to a country that has been significantly impacted. This screening may be updated based on directions from OHA/DHS or ODDS.

Any visitor that answers YES to any screening questions OR has a fever of 100.4 (or higher) may not enter the facility. If an employee or client responds YES to any screening question or has a fever of 100.4 (or higher), staff will contact their supervisor immediately, and the staff will not have close contact (less than 6 feet) with anyone within the site until they receive further instructions from a supervisor.

Additionally, for all **Adult Group Homes and Subacute**, we ask all employees and professional visitors take their temperature before entering the site each day. Kerr staff will provide a method for taking temperature as a part of the screening process. We will take every client's temperature each day and when returning from a home visit.

Documentation of all screenings will be maintained for inspection by state agencies, as requested.

Due to the significant need for services, Kerr is currently allowing new admissions into Group Home and Subacute services. All new entries will be screened for COVID-19 prior to admission. Those new admissions with suspected or presumed COVID-19 will not be allowed to enter programs until they are medically cleared. Also, if a home or program has a suspected or confirmed case of COVID-19, new admissions to that program will be halted until the infection has passed.

Limiting those that enter Kerr programs

During COVID-19 pandemic, in-person visits from family and friends of the people we support may not occur inside Kerr Group Homes. Virtual visits via phone or video chat are encouraged. Parents, guardians, personal representatives, or family may take a client on a visit away from the home. However, they must limit the client's exposure to COVID-19, including not being around someone that may have or was exposed to COVID-19, avoid groups of people or other precautions that help promote social distancing.

Visits from case managers and other officials may continue but should be limited to the minimum necessary. Any professionals will be screened for COVID-19 and will not be allowed into the facility if they do not pass the screening. All professionals must follow staff instructions regarding physical distance from others and handwashing when entering and leaving, etc.

Albertina Kerr Pandemic Response Plan for COVID-19

Kerr will not admit a **new client** to any program where COVID-19 is either suspected or presumed.

For Subacute only, family members are allowed to visit to participate in treatment if approved by the clinical team on a case by case basis. Families are limited to 2 people per visit, and no youth under the age of 12 is allowed to visit. We will also encourage families to remotely visit with clients or participate in therapy via video or phone. Family visitors must also complete the screening process and also have their temperature taken before visiting the facility.

In addition, we are taking the following precautions:

- Kerr will work with healthcare providers to reschedule all non-essential healthcare appointments for the people we support to dates at least eight weeks from the date this plan is effective.
- When possible, staff and clients will maintain a personal space of 6 feet within the home.
- Kerr will suspend large-group community activities involving more than ten people, including but not limited to:
 - a. Day programs
 - b. Church
 - c. Cinemas
 - d. Dining-in at restaurants
 - e. Bowling
 - f. Arcade
 - g. Swimming
 - h. Public mass transit
 - i. Community classes, etc.
- Staff may not utilize public mass transit for group outings. Staff will utilize agency vehicles for transportation needs and sanitize the vehicle upon return.
- Staff will ideally limit community activities to open-air places. Distances of at least 6 feet should be maintained (unless directed otherwise by a person's ISP) on outings between staff, the person(s) supported, and the public.

Supporting the people we serve

During COVID-19 pandemic, the people we support may experience increased challenges, behaviorally, and emotionally. To help minimize these challenges, the following will occur:

- Training for staff on approaches and communication techniques that promote staying calm and offering distraction and redirection at home, including but not limited to:
 - Fun activities, such as crafting and other hobbies
 - Movies, games, and music
 - Cooking
 - Gardening

Albertina Kerr Pandemic Response Plan for COVID-19

- Meditation
- Physical activity, such as walks
- Phone calls and virtual meetings with friends and family
- Drives to parks or other open spaces where there are no crowds and allow for social distancing (unless prohibited by a shelter in place order).
- Behavior Support and program staff will update individualized plans for people who face challenges as a result of this Pandemic. Behavior Support Specialists will work with the team to develop plans that will reduce behavioral challenges during this crisis.
- Each person's ISP and Safety Plan will be followed, to the best of Kerr's ability, during COVID-19. If Kerr is unable to follow an established Safety Plan, we will notify their case manager, as soon as possible, to develop a plan to ensure the safety needs of the client in care.

Supporting staff

Kerr is focused on the physical and emotional safety of all clients and employees. As caregivers, it is especially crucial during this time to practice good self-care. There are several resources available through Kerr's Employee Assistance Program, which can be accessed by phone (1-800-433-2320) by text (503-980-1777) or online (www.cascadecenters.com).

Additional resources can be found and shared on Kerr's website, including *Taking Care of Your Mental Health During an Infectious Disease Outbreak*.

Staff Attendance and Shortages

All staff are expected to attend scheduled work shifts unless they have been exposed to a confirmed COVID-19 case or if they are experiencing symptoms. If suspected, staff shall follow the procedure for [suspected exposure of staff or visitor](#) (below).

As part of this plan, the Employee Handbook is modified so that absences due to suspected cases of COVID-19 will not be counted toward the agency's attendance policy. Exceptions for other absences during COVID-19 will be evaluated by the CHRO on a case-by-case basis. Albertina Kerr is working to ensure that the staff loses as little pay as possible if they are not able to work due to illness.

Communicate with HR about your rights concerning Workers Compensation and short-term disability eligibility.

Kerr will ensure that we have appropriate staffing plans in place to meet the safety and support needs of clients, even if this necessitates changes to our usual staffing patterns or program designs. Specific strategies to address staffing needs and updates will be announced via our communication platforms.

All Kerr staff, each day, will be screened for symptoms or risk of COVID-19 infection and will complete the COVID-19 screening log before work. For employees working in Subacute or Adult Group Homes, this includes taking their temperature before working with other staff or clients.

Signs or symptoms to watch for

Signs or symptoms that a person may be infected with COVID-19 illness include one or more of the following symptoms not related to a pre-existing diagnosis or condition.

1. Cough (usually dry) (most likely)
2. Fever (most likely)
3. Shortness of breath (most likely)
4. Headache
5. Fatigue
6. Aches and pains
7. Sore throat
8. Diarrhea (possible, mostly in children)

Suspected exposure of staff, visitor, or client

Given the risk of harm to the people we support and staff, Kerr requires all staff and visitors to follow these procedures.

Staff: If you experience an onset of signs or symptoms before working, please contact your manager. Contact your Physician for further care instructions. Care is readily available through Kaiser, including virtual visits. You will be asked to stay home until you are better. If you are being screened (actively tested) or have been diagnosed with COVID-19, please contact Kerr's HR Department as soon as possible. Also, Kerr will follow the process outlined in the section of this plan titled **State and County agency notification of confirmed or suspected COVID-19 cases (staff or clients)**.

Staff: If you experience an onset of signs or symptoms while at work:

1. Put on a surgical face mask and gloves immediately.
Note: if PPE is not available, distance yourself from others by at least 6 feet.
2. Call your supervisor immediately to make arrangements to be absent from or leave work.
3. Contact your primary care physician for further instructions.
4. If you are being screened (actively tested) or have been diagnosed with COVID-19, please contact Kerr's Human Resources Department as soon as possible.
5. Kerr will follow the process outlined in the section of this plan titled **State and County agency notification of confirmed or suspected COVID-19 cases (staff or clients)**.
6. Do not visit any Kerr location until cleared by your healthcare provider.

Staff with a presumptive positive of COVID-19 (a person's initial test was positive):

1. Staff should notify Kerr's HR Department as soon as possible.
2. Kerr will notify ODDS or OHA (depending on the site) of the issue. Kerr will also provide a list of any clients and/or other employees the staff member may have had contact with.
3. Kerr will ensure heightened precautions at all offices and facilities.

Albertina Kerr Pandemic Response Plan for COVID-19

4. Kerr will contact and follow Public Health guidance on how and who to notify
5. Restrict the employee from returning until cleared by a Healthcare Provider
6. Clean any site as directed by Public Health
7. Initiate quarantine for any site or unit where that staff member worked
8. Kerr will follow the process outlined in the section of this plan titled **State and County agency notification of confirmed or suspected COVID-19 cases (staff or clients)**

Staff with a suspected case of COVID-19 (a test for COVID-19 is in the process):

1. Kerr will follow all steps noted above regarding a presumptive positive.
2. Kerr will contact ODDS or OHA regarding any test results and follow and instructions given by state or county agencies.

Recent Visitors: If you have a suspected or confirmed case of COVID-19 by a healthcare professional:

1. Notify the program manager of the program so they can initiate **Quarantine Procedures**.
2. Do not visit any Kerr location until cleared by your healthcare provider.
3. Kerr will notify ODDS or OHA of the potential exposure and will follow the same procedures as a staff member with potential exposure (see above).
4. Kerr will follow the process outlined in the section of this plan titled **State and County agency notification of confirmed or suspected COVID-19 cases (staff or clients)**.

Current Visitors: If someone other than staff or a person we support is showing signs or symptoms while at a Kerr location:

1. Have the person don a face mask and gloves (as available)
2. Keep yourself and others at a distance of at least 6 feet
3. Ask them to leave the location as soon as it is safe to do so
4. Sanitize all high-touch surfaces, and
5. Notify the Program Manager

Client with a presumptive positive of COVID-19 (a person's initial test was positive):

1. All staff should remove their cloth face-covering and put on the appropriate surgical mask (see Use of Protective Facial Covering and Masks above) from the COVID-19 Emergency Kit.
2. All staff should don gloves.
3. Any staff working directly with the positive client should wear a face shield, gloves, and surgical mask (at minimum).
4. Contact the Director of the program immediately. Director will arrange for the delivery of a 14 day COVID-19 kit to the site impacted.
5. Kerr will implement Isolation and move the resident into their room.
6. Initiate home or unit quarantine.

Albertina Kerr Pandemic Response Plan for COVID-19

7. Kerr will notify ODDS or OHA (depending on the site) of the issue. Kerr will also provide a list of any clients and/or other employees the staff member may have had contact with. Kerr will follow all instructions given by ODDS or OHA.
8. Kerr will maintain a log of all non-residents (including staff) who interact with the isolated client.
9. Kerr will consult with Public Health for guidance.
10. Kerr will ensure heightened precautions at all offices and facilities.
11. Kerr will restrict internal group activities to prevent exposure (this includes group meals and recreation).
12. Kerr will follow Public Health guidance on how and who to notify.
13. All staff will be provided and wear PPE when working with the client. If PPE is not available due to the shortage, this will be documented.
14. Clean any site as directed by Public Health.
15. Move residents to other group homes or sites if consistent with Public Health guidance.
16. Facilitate electronic communication between the client and family/friends.
17. Complete enhanced training and review of protocols with all staff and providers.
18. Provide all meals to the person in the isolation area.
19. Provide all supports, such as med. administration, to the person in the isolation area.
20. Keep doorways into the isolation area closed as much as possible.
21. If possible, identify a restroom that can be used only by the person or sanitize the bathroom after each use.
22. Keep other people we support at least 6 feet away from the person.
23. Sanitize all high-touch surfaces after each use.
24. If able and medically appropriate, other clients should wear a surgical mask. Surgical masks should only be worn for 6 hours and then disposed of and replaced with a new mask.
25. If medically approved, the client with COVID-19 should wear a cloth mask when staff are working with them.
26. If possible, use only one designated vehicle for essential transportation. If not possible, any vehicle used by a person we support must be sanitized immediately after use.
- 27. Public Health directives are to be followed in all cases and may supersede instructions noted above.**
- 28. Kerr will follow the process outlined in the section of this plan titled **State and County agency notification of confirmed or suspected COVID-19 cases (staff or clients).****
- 29. Kerr staff will notify the guardians of each client in the home of the current infection planning.**

Client with a suspected case of COVID-19 (a test for COVID-19 is in the process):

Albertina Kerr Pandemic Response Plan for COVID-19

1. All staff should remove their cloth face-covering and put on the appropriate surgical mask (see Use of Protective Facial Covering and Masks above) from the COVID-19 Emergency Kit.
2. Contact the Director of the program immediately.
3. Call the client's physician.
4. Initiate home or unit quarantine.
5. Notify and follow Public Health/OHA direction.
6. Notify ODDS or OHA (depending on site).
7. Implement Isolation and keep the resident in their own room until test results indicate no COVID-19 and symptoms ceased for 72 hours.
8. Maintain a log of all non-residents who interact with the resident who is isolated (including staff).
9. Restrict internal group activities to prevent exposure – this includes meals, recreation, etc.
10. Provide info to all staff and residents on heightened precautions.
11. Staff working with the client should wear a surgical mask if the client is asymptomatic. If symptomatic, staff should wear gloves, surgical masks, and a face shield at minimum.
12. If medically approved, the client with COVID-19 should wear a cloth mask when staff are working with them.
13. Facilitate electronic communication for family and friends.
14. Initiate required enhanced training and protocol review with DSPs or other direct providers.
15. Provide all meals to the person in the isolation area.
16. Provide all supports, such as med. administration, to the person in the isolation area.
17. Keep doorways into the isolation area closed as much as possible.
18. If possible, identify a restroom that can be used only by the person or sanitize the bathroom after each use.
19. Keep other people we support at least 6 feet away from the person.
20. Sanitize all high-touch surfaces after each use.
21. If possible, use only one designated vehicle for essential transportation. If not possible, any vehicle used by a person we support must be sanitized immediately after use.
- 22. Public Health directives are to be followed in all cases and may supersede instructions noted above.**
- 23. Kerr will follow the process outlined in the section of this plan titled State and County agency notification of confirmed or suspected COVID-19 cases (staff or clients).**
- 24. Kerr staff will notify the guardians of each client in the home of the current infection planning.**

If an illness occurs in Subacute, the Kerr Medical Director or designee will direct additional quarantine or isolation procedures to ensure the safety of clients and staff.

Home or Unit Quarantine Procedures

Quarantine status applies to the home or unit versus a client. If a client is suspected with COVID-19, see above. If a healthcare professional suspects exposure to COVID-19 at a Kerr group home by a visitor, staff, or client, quarantine is essential for the protection of everyone involved. In that event, the following actions will be taken and remain in effect for two weeks or until COVID-19 is ruled out by a healthcare provider. **Quarantine means separating and restricting the movement of people who likely have been exposed to a contagious illness but do not have symptoms. This also applies if a client in the home is exhibiting signs of COVID-19 illness or other possible contagions. We must ensure that staff does not accidentally act as a COVID-19 or other disease transmission conduit between sites.**

1. Continue with [Enhance Sanitation Procedures](#).
2. Immediately notify the CEO or Chief Program Officer.
3. Suspend all community activities or limit to activities where there is no contact with other community members and approved by the Director.
4. Limit staffing to those essential to maintain safe supervision.
5. Maintain social distancing. Utilize PPE if unable to maintain distance.
6. Staff assigned to the program may not visit or work at other Kerr facilities.
7. Kerr staff not regularly assigned to the program may not enter the building unless approved by the Program Director.
8. If signs and symptoms of COVID-19 are observed by a client, begin isolation procedures for the client.

Staff will notify the Director of the program if a home is placed in quarantine.

If an illness occurs in Subacute, the Medical Director or designee will direct quarantine or isolation procedures to ensure the safety of clients and staff.

Relocation or closure of a program

Kerr's goal, during this crisis, is to reduce disruptions to our clients where possible. This includes all attempts to maintain the client in their group home or unit. However, Kerr will continually review options available to relocate clients to other Kerr or other facilities if ordered by Public Health or other state agency. For ODDS licensed programs, the DHS Summary of the Emergency plan will be followed as closely as possible regarding sheltering in place, evacuation plan and locations, transportation and notifications to be made, unless doing so would pose a risk for individuals (if alternate evacuation location is necessary due to increased risk). ODDS will be notified of variations from that plan to ensure the location of individuals is communicated at all times. At the direction ODDS/OHA/DHS or Public Health, Kerr will close and relocate clients to either Kerr or other facilities.

Albertina Kerr Pandemic Response Plan for COVID-19

State/County agency notification of confirmed or suspected COVID-19 cases (staff or clients).

Any confirmed or suspected cases of COVID-19 of either staff or clients will be communicated to **local health authorities** by the **Director of the Program** (or their designee). Kerr will follow all recommendations and instructions given by the County Health Authority, Department of Human Services, Oregon Health Authority, or any other state regulatory agency. Kerr will also communicate if there is any disruption, closure, or relocation of services.

See next page for a diagram of the notification process

COVID-19 Exposure Communication Flow

The following communication process will occur with ANY suspected or confirmed case of COVID-19 for either staff or clients.

