

# United Methodist Community House Preparedness and Response Plan for Public Health



UNITED METHODIST COMMUNITY HOUSE 904 Sheldon Ave. SE | Grand Rapids, MI 49507

# Preparedness and Response Plan for Public Health

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# Emergency Preparedness and Response Plan for Public Health

This plan is intended to inform both staff/workers and families of how United Methodist Community House (UMCH) has prepared and will respond to pandemics and threats of infectious disease. The related policies, outlined within this plan are intended to provide clarity to the directives and mandates contained in this document.

## Pandemic Response Guidelines for all UMCH Staff, Clients, and Guests

### Screening and Documentation/Reporting Policy

This policy has been established to articulate what happens if someone is diagnosed with COVID-19, arrives with symptoms, or becomes symptomatic during participation. This policy is intended to protect employees, workers, students, families and clients by limiting potential exposures to the virus. UMCH will engage in the following:

- Screen all employees and workers seeking to enter the facility for symptoms.
- Send anyone home, including employees/workers, clients and students, who becomes symptomatic, while on the job or participating in programs.

### Monitoring Symptoms of Infectious Disease

The presence of any of the symptoms below generally suggests a child has an infectious illness and should not attend child care, regardless of whether the illness is COVID-19. For students with chronic conditions, a positive screening should represent a change from their typical health status.

Children should stay home and will be excluded from care when any of the following is present:

- Fever of 100.4 degrees Fahrenheit or above.
- Vomiting or diarrhea.
- Sore throat.
- Cough (for students with chronic cough due to allergies or asthma, a change in their cough from baseline).
- New onset of severe headache, especially with a fever.

Staff members should stay home, or will be sent home, if they are experiencing any of the following symptoms not explained by a known or diagnosed medical condition:

**ONE** of the following:

- Fever of 100.4 degrees or above
- Shortness of breath
- Uncontrolled cough

**OR TWO** of the following:

- Diarrhea
- Loss of taste or smell
- Muscle aches without another explanation
- Severe headache
- Sore throat
- Vomiting
- Chills

## UMCH Workplace and Program Protocol

### Mandatory Reporting Requirements

All employees are obligated to cooperate with UMCH in its reporting obligations. The status of COVID-related symptoms and results are protected medical information; rather, they are relevant to public health. In an effort to minimize mass exposure, all employees are responsible to disclose to HR, before they report for their shift (program participants are also obligated to disclose to center staff), the following:

- When they experience symptoms to both their immediate supervisor and HR; families can report to the classroom teacher or center director
- Report exposures or positive results within an hour of receipt; provide a screenshot/photo/form/letter
  - If they have received a positive COVID-19 diagnosis/test
  - If an immediate family member receives a positive COVID-19 diagnosis
  - If they have come in contact with anyone outside of work who has had a documented case of COVID-19

Should an employee begin feeling ill with COVID symptoms they are to report it to their immediate supervisor immediately, so they can be relieved from their duties. For program participants who become ill, please refer to your specific department's protocol on how to handle the situation.

Parents are obligated to provide a working number themselves and an accessible emergency contact, who is able to pick up the child, should the student become ill/symptomatic. During isolation, staff will not leave children alone.

- **Parents have 30 minutes to retrieve the child, from the time of notification**
  - **If a child becomes ill/symptomatic and both the parent and the emergency contact is not accessible for a period greater than 1 hour, child may become subject to program suspension or dismissal. General late fees will apply to time past the 30-minute window.**

### Student Illness Isolation

The following is intended to outline how UMCH will respond to possible or confirmed cases of COVID-19. For the protection of everyone involved, UMCH will take the following measures to isolate and limit contamination:

- UMCH will immediately remove from the classroom and send home anyone who becomes symptomatic during the program day.
- UMCH will isolate students who become ill, but can't leave immediately.
  - Students will be sent to the established nursing lounge.
  - A staff member will remain with the student at all times, until someone arrives to retrieve the child. Please see the Parent Pandemic Policy for details.

## Personal Protective Equipment (PPE) Policy

UMCH is committed to following any mandate orders in regards to Personal Protective Equipment (PPE). This mandate is currently suspended; should a new rise in infection/disease present itself this policy will be reconsidered.

## COVID Exposures and Return Work Policy

### Quarantine Requirements (COVID-19 Positive)

Quarantine and isolation standards are no longer based on vaccination status. If an employee or program participant tests positive for COVID-19 they must quarantine for a period of five (5) days. To calculate your 5 full-day quarantine period, day 0 is your first day of symptoms. Day 1 is the first full day after your symptoms developed.

If you test positive for COVID-19 and never develop symptoms, day 0 is the day of your positive viral test (based on the date you were tested) and day 1 is the first full day after your positive test. If you develop symptoms after testing positive, your 5-day quarantine period must start over. Day 0 is your first day of symptoms. Day 1 is the first full day after your symptoms developed.

Quarantine ends after 5 days and a return to work is issued, provided you are fever-free for 24 hours (without the use of fever-reducing medication) and your symptoms are improving. You must wear a well-fitting mask in the office for 10 days. **UMCH, at its discretion, reserves the right to require testing to return to work and/or program activities.**

### Quarantine Requirements (Exposure)

There are no longer requirements to isolate and/or quarantine due to a close contact with someone who has tested positive for COVID-19. Instead, an employee or program participant who has come in close contact with someone who is COVID-19 positive should do the following:

- Monitor symptoms for a period of 10 days.
- Wear a well-fitting mask for a period of 10 days following the known exposure.
- Test 5 days after their known exposure, or at the onset of symptoms.

If symptoms develop, even if you think it is just a cold, you must isolate and test. All tests must occur at least 5 days after you last had close contact or once you have developed symptoms.

## Health and Fitness Requirements for Direct Engagement Roles

All employees must meet health and fitness standards to receive facility access. Those not meeting this standard will be excluded until they are fit for service.

## Meal Preparation

- Meal seating arrangements will be offered in a family style format.

## Child Ratios and Staffing

- UMCH has reduce programming; however, is maintaining the same workforce, to ensure the presence of subs for all occasions.
- UMCH has also placed a temporary ban on how many teachers can utilize benefit hours per day. Our current limit is no more than two teachers per day.

## Hygiene, Safety, Work, and Program Spaces

UMCH will continue to practice social distancing when practical. All outside guests and volunteers will be restricted from entering program areas. No one, but necessary personnel and parents retrieving their children, will be permitted past the lobby security doors.

In addition to routine cleaning procedures, UMCH will modify our activities to include the following measures:

- Increased disinfecting and cleaning of spaces, surfaces and toys/items (e.g., offices, playrooms, cribs, bedding, bathrooms, and common play areas) throughout the day, focusing on frequently touched surfaces.
- Temporarily revoke the use of toys that cannot be cleaned safely, i.e. cloth-based items.
- Will change both children's and teacher's clothing when contaminated with secretions.
- Increased the number of hand sanitizer units throughout the facility.
- Use hospital-grade disinfecting equipment and supplies to keep program areas sterile.
- Engage in weekly disinfecting measures on a daily basis.
- Scrub all program area rugs in Infant rooms weekly.
- Limit personal belongings introduced to the Center and program spaces.