



**COVID-19 (Coronavirus)
Protocols
Effective March 11, 2020**

These protocols are subject to change with new or revised guidance from the Ohio Department of Health and the Vinton Department of Health.

GENERAL GUIDELINES:

Whenever possible, replace in-person meetings with alternative forms of communication, such as telephone calls or email.

If you are ill, IT IS HIGHLY RECOMMENDED that you stay home. You may use your sick time or other leave time. If you do not have time to use, please contact Johnna to discuss options.

Follow all recommendations from the CDC, including:

- Wash your hands often with soap and water for at least 20 seconds.
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose and mouth.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Stay home when you are sick, except to get medical care.
- Clean and disinfect frequently touched objects and surfaces.
- Stop handshaking – use other methods of greeting.

HOME VISITS:

Call your contact no more than 24 hours in advance to verify that there is no one living in the home that is experiencing flu-like symptoms or who has recently been diagnosed with the flu or similar contagious illness. If so, reschedule the meeting to at least 14 days later. Before attending the rescheduled meeting, repeat the 24-hour call prior to the meeting. If symptoms continue, reschedule another 14 days out.

Any rescheduled meeting must be reported to your immediate supervisor who will be keeping track of these occurrences in the event we need to report this information. We will get clarification from DODD to determine how this may affect deadlines.

IN-OFFICE MEETINGS (PEOPLE WE SUPPORT, FAMILIES, ETC.):

Prior to the meeting, verify that the people attending the meeting are not experiencing any flu-like symptoms or have been recently diagnosed with the flu or similar contagious illness. If so,

reschedule the meeting to at least 14 days later. Before the rescheduled meeting, verify that the people attending the meeting are not experiencing any flu-like symptoms or have been recently diagnosed with the flu or similar contagious illness. If symptoms continue, reschedule another 14 days out.

Following all meetings, staff who coordinated the meeting is responsible for wiping down all tables, chair arms, doorknobs, and any other surface that may have been used with sanitary wipes. This is to be done following every meeting.

PUBLIC SCHOOL VISITS:

We will continue attending meetings at public school as long as they remain open. Staff are encouraged to use hand sanitizer before and after all meetings.

INTERNAL AND EXTERNAL TRAININGS/MEETINGS:

If you have a non-mission-critical training or meeting that you are scheduled to attend, please see your immediate supervisor to discuss your participation. Mission-critical meetings are still required, unless cancelled by the organizer.

COMMUNICATION:

As the information evolves, we want people to have the most up to date information. This is available on the home page of the Vinton DD website (www.vintondd.org), where there is a link to the Coronavirus (COVID-19). This links directly to the Vinton Health Department's most recent information. Information will also be available through Facebook and Twitter, as well as email and paper correspondence.

OTHER ACTIONS AND CANCELLATIONS:

Signs will be posted encouraging visitors to use hand sanitizers. Front desk staff will encourage visitors to use hand sanitizers.

Front desk staff will ask all visitors if they or anyone they have come into contact with is experiencing flu-like symptoms or who has recently been diagnosed with the flu or similar contagious illness. If so, the visitor will not be permitted access to the office.

FLEXIBILITY:

Recognizing that this situation is evolving, guidelines cannot cover every possibility. Individual circumstances and decisions will be required by individuals, staff and supervisors. We ask for everyone to continue to consider others and especially those we serve when making decisions that are in the best interest. Basic common sense is generally our best guide.