

# Agency COVID Preparedness and Response Plan

## GENERAL GUIDANCE

HS4KC's COVID-19 preparedness and response plan is consistent with local, state, and federal guidelines. This plan is available to all employees, labor unions, and customers, via the website, our internal network, or by hard copy. Please also refer to the agency's Personnel Procedures and Policies *E-16 COVID-19 Policy*. These guidelines will be updated as further guidance is shared with the agency from Federal, State and local authorities.

- HS4KC will provide COVID-19 training to employees that covers, at a minimum:
  - Workplace infection-control practices.
  - The proper use of personal protective equipment.
  - Steps the employee must take to notify the agency of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
  - How to report unsafe working conditions. Contact HR with any concerns either by phone or email.

## CONFIRMED POSITIVE COVID-19 CASES

- Fully vaccinated employees who develop symptoms, as well as all employees with an approved medical or religious exemption for the COVID-19 vaccine, are expected to complete the Daily COVID-19 screener. Contractors and/or essential visitors will complete the screener upon arrival but before entering the building.
- When an employee is identified with a confirmed case of COVID-19, within 24 hours, HS4KC will notify both the local health department and any staff, contractors or essential visitors who may have come into contact with the person with a confirmed case of COVID-19. The following outlines the HR process for suspected or confirmed cases:
  - Any staff who test positive for COVID-19 and/or any COVID-19 exposures would be handled based on the guidelines outlined on the "*COVID Absence Tracking Expectations*" document listed under J-drive/COVID/Human Resources/20-21/Resources.

## FACE COVERINGS

- HS4KC will have disposable masks for staff, contractors or essential visitors who do not have their own when arriving at a location.
- Face coverings are required to be worn by employees, contractors, parents/guardians and visitors when interacting with and in the presence of children, regardless of vaccination status. This includes common areas (hallways, bathrooms).
- Please also refer to the agency's *Face Covering Process*.

## CLEANING, SANITIZING, & DISINFECTING

- HS4KC has increased its facility cleaning and disinfection in response to COVID-19 and in accordance with the current CDC and local health department guidelines.
- In the event of a positive COVID-19 case of an employee, contractor or essential visitor who was in a HS4KC building, the supervisor or department manager must notify the Facilities Supervisor to ensure the building will be cleaned and disinfected.

# Agency COVID Preparedness and Response Plan

- All employees must ensure they wash their hands frequently, including when you enter the building or use hand sanitizer to help control the spread. Cleaning supplies are available throughout the building. All employees are encouraged to wipe down their work surface at least twice per day, with at least one of the times being at the start of their workday. Any shared work surface should be wiped down prior to use and after use.
- All water fountains will be turned off and/or marked as not available.

## ENROLLMENT

- HS4KC will complete all enrollments virtually to help mitigate the spread of COVID-19, unless a need has been identified by a family to complete in-person. When the enrollment is completed in person, proper health and safety precautions will be put into place to ensure the safety of the staff and family.

## OUTSIDE TRAININGS AND BUSINESS-RELATED TRAVEL

- Business-related travel is reviewed and approved based on current recommendations and guidelines. Staff must adhere to the *Face Covering Process* when utilizing agency vehicles and traveling together for business purposes.

## STAFF, CONTRACTOR AND VOLUNTEERS

- All staff, and those contractors and volunteers whose activities involve contact with or providing direct services to children and families, will be fully vaccinated for COVID-19.
  - All Parent and Non-Parent Volunteers must complete paperwork identified in the Volunteer Process before volunteering
  - Department Managers will ensure community partners have a signed *Community Partnership Agreement* before entering our sites and working directly with children. The agreement shall outline vaccination requirements and the expectation of proof upon entering our sites.
  - All deliveries to the Central Office must be dropped in the garage in the designated area to limit the number of non-employees from entering the building and therefore requiring the self-screener and temperature check.

## PHYSICAL SPACING & SOCIAL DISTANCING

- While on worksite premises, everyone must remain at least six feet from one another to the maximum extent possible. Signs and other barriers will be in place, as appropriate, to help aid in social distancing.
- In order to promote social distancing, HS4KC will encourage virtual meetings, discourage group gatherings, and maintain a group size of no more than 6 people for adequate distance.
- There is limited mixing of children among classrooms. Specific site plans have been developed to allow for small cohorts within each building when necessary.
- Employees should minimize shared items when possible and disinfect those items prior and after use (e.g., pens, remotes, whiteboards).