



## The Baby Fold Pandemic Policies and Procedures Coronavirus 2020

### INTRODUCTION

In December 2019, an outbreak of Coronavirus Disease 2019 (COVID-19), a respiratory disease caused by the SARS-CoV-2 virus began in China. It has since spread to many other countries around the world including the United States. On March 11, 2020, COVID-19 was declared a pandemic by the World Health Organization (WHO). The WHO, the Center of Disease Control (CDC), and the Illinois Department of Public Health (IDPH) began issuing information regarding COVID-19 symptoms and preventative measures to take to reduce the spread of the virus. The Baby Fold (TBF) began monitoring the situation and implementing procedures to protect our employees, clients, and visitors.

Illinois Governor, J.B. Pritzker, issued a Stay at Home; Social Distancing; and Essential Business and Operations order to begin March 21, 2020, through April 7, 2020. The Baby Fold is considered an “**Essential Business**” under this order. This order has been extended until the State of Illinois devised a 5 phase Restore Illinois plan. As the plan moves through the phases, The Baby Fold adjusts its practices to meet public safety requirements.

### THE BABY FOLD COVID-19 PANDEMIC PROCESS/PROCEDURES

Safety of The Baby Fold’s employees, clients, and visitors is of utmost importance to The Baby Fold. These policies and procedures are written based on information from the CDC, IDPH, Illinois State Board of Education (ISBE), Department of Children and Family Services (DCFS), Department of Human Services (DHS), the Occupational Safety and Health Act of 1970 (OSHA), and all directives by the Governor of Illinois. Where information amongst these sources may conflict, the policy or process that is the most-strict will typically be followed.

The agency has a Crisis Management Plan. The Pandemic Policies and Procedures document is a companion document to the Crisis Management Plan. The Pandemic Policies and Procedures consist of agency procedures and the Family and Community Services (FCS) policies and procedures. These pandemic policies and procedures are in addition to the current Baby Fold and department and program policies and are to be followed during the time period noted by the CEO or Leadership Team. Any Pandemic policy or procedure which contradicts current TBF and department or program policies or procedures will take precedent during the time frame outlined by the CEO or Leadership Team.

**All employees are expected to follow the guidelines set forth within these policies.** Those employees who feel they cannot meet a particular policy or process requirement may request an accommodation to be reviewed with the employee by their Program Director or Vice President and the Vice President of Human Resources. The request for an accommodation is not an automatic approval for waiver of the policy or process. The mutually agreeable outcome from this process will be for the agency to continue to provide client services in the safest manner possible with the least amount of risk to the client and employee. Alternative methods, equipment, schedule, work location, etc. are examples of accommodations to be used in order to meet our client needs with all available staff.

Agency visitors, student teachers, interns, practicum, and field-based students, will be required to follow these guidelines while on agency premises.

### **HOW THE VIRUS SPREADS:**

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **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. Close contact includes:
  - Living in the same household as a person with COVID-19
  - Caring for a person with COVID-19
  - Being within 6 feet of a person with COVID-19 for more than 15 minutes Or
  - Being in direct contact with secretions from a person with COVID-19 (e.g. being coughed on, kissing, sharing utensils, etc.)
  - Being in close contact (as described above) in the 48 hours before a person with COVID-19 developed symptoms.
- 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.
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

### **HOW TO PROTECT YOURSELF**

- 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. It's especially important to wash
  - Before eating or preparing food
  - Before touching your face
  - After using the restroom
  - After leaving a public place

- After blowing your nose, coughing, or sneezing
- After handling your cloth face covering
- After changing a diaper
- After caring for someone sick
- After touching animals or pets

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 with people who are sick. If possible, maintain 6 feet between the person who is sick and other people
- Put 6 feet distance between yourself and people who don't live in your household.
- Cover your mouth and nose with a cloth face cover when around others. This is meant to protect other people in case you are infected.
- ALWAYS wear a cloth face cover in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain.
  - NOTE: continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.
- ALWAYS cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- Always throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. Or, use hand sanitizer that contains at least 60% alcohol.
- Clean and disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- Monitor your health daily.
- Signage will be posted throughout the buildings to remind staff, students, and visitors of appropriate social distancing and hygiene.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

To the extent that they are available, TBF will supply personal protective equipment required to be utilized in the pandemic policies and procedures. All PPE purchased has been reviewed using CDC guidelines and is appropriate for use in reducing the risk of spreading the virus.

Masks: Masks/facial coverings (cover both the mouth and nose) are required to be worn in all TBF facilities, during client visits (on-site and off-site), and off-site TBF meetings under the following conditions.

1. Schools – Every employee working in the school or visiting the school must wear a mask per ISBE requirements. This includes cooks, cleaning personnel, maintenance, and IT.
2. Other TBF buildings – Employees must wear masks when entering and exiting the building, in route to their workspace, in shared workspace (copy room, shared office, conference room, etc.), in route to and from restrooms, and when other employees or visitors are in a private office with the employee. Masks may be removed when alone in a private office but must be donned when another employee enters if adequate social distancing (6 feet) cannot be maintained.
3. Client Transportation – Employees must wear masks and require clients to wear masks for the duration of the transportation.
4. Client visits outside of TBF buildings – Employees must wear masks and require clients to wear masks for the duration of the visit.

Signage is to be posted on all agency entrances that face masks are required within our buildings.

Hand Sanitizer: Hand sanitizer is to be used upon entering and exiting TBF facilities. Hand sanitizer is available in classrooms and throughout TBF facilities to be utilized any time an employee touches a piece of communally used equipment or another person. The use of hand sanitizer should not take the place of washing hands with soap and water unless soap and water are not available.

Gloves: Gloves are available for use, but should be used for short-duration activities. The use of gloves for long term activities does not prevent the transmission of COVID-19 to other individuals including the person wearing the gloves.

Medical Gowns: Gowns are provided in the school setting to be used as directed during student crisis situations and quarantine.

Face Shields: Face shields are provided to be used during student crisis situations. Face shields are not an alternative to face masks unless an agreed upon accommodation is determined by the employee's Program Director or Vice President in coordination with the Vice President of Human Resources.

COVID-19 Appropriate Cleaning Supplies: Cleaning supplies will be provided for areas that will need to clean their work area periodically. The agency's contracted cleaner, ESS Clean Inc. (ESS) provides appropriate cleaning supplies for the nightly cleanings of offices and nightly and daily cleanings at the schools.

## **BUILDING ACCESS/VISITORS**

To reduce the risk of virus transmission, the agency's building access points may be changed, closed, opened for use, classified as entrance only, or classified as an exit only. All buildings will have notices posted on entry points that the wearing of facial masks is required in TBF facilities. Disposable masks are available at the entry points for visitors who may not have a mask with them.

Building visitors should be kept to a minimum. Visit by appointment is preferred. All building visitors will be expected to wear a mask if in the building greater than 10 minutes.

School visitors will follow the school's Re-Opening Procedures. Vocational students will not be performing vocational activities during the pandemic and will not be visiting non-school locations.

All staff are expected to ensure that visitors wear masks and follow social distancing guidelines.

## **SOCIAL DISTANCING**

Social distancing must be maintained in all activities.

Be cognizant of and limit activity in shared areas such as hallways, copy and print rooms, staff lounges, etc. Always wear a mask in these areas. Avoid congregating in these areas.

Floor marking to delineate 6-foot distance between building occupants will be utilized where necessary.

Co-workers who share office space should mutually agree upon their office work hours to promote appropriate social distancing. Where possible, physical barriers (ex: plexiglass) may be utilized to separate workspaces.

## **COMMUNITY/COMMON AREA USE**

Water fountains in all TBF facilities have been disabled. Employees should provide their own personal containers for water. Employees in the schools should keep these containers away from students.

Avoid touching commonly shared appliances with personal cups, utensils, etc.

Wipe down commonly shared equipment (refrigerator handles, countertops, microwave, etc.) before and after use. Use gloves, if desired, and discard in a trash can prior to leaving the area.

Shared coffee pots are not to be utilized during this time. Keurig, or like single-serving machines, are acceptable for use.

## **FOOD SHARING**

Bringing in food to share with fellow employees (in common areas or within personal offices) will not be allowed during the COVID-19 pandemic. This promotes the potential for cross-contamination amongst employees

## **INTERNAL MEETING REQUIREMENTS**

It is recommended that group meetings between TBF employees be held via Microsoft Teams when social distancing cannot be maintained. Meeting size is determined by the amount of space available to appropriately social distance.

## **BUSINESS/EDUCATION TRAVEL**

When employees are traveling in a vehicle with other employees or clients, masks must be worn. Passengers should sit as far away from the driver and each other as possible. Windows should be open enough to allow some exterior airflow. If air conditioning is used, do not use the air conditioning on the interior recirculation setting.

Out of state business travel is suspended for the duration of the pandemic. In-state business travel will be evaluated based on the level of community transmission at the destination based on local public health data. Employees are expected to follow all agency infection control procedures and maintain proper social distancing while attending meetings.

## **CLEANING PROCEDURES**

### Office Buildings

Office Buildings are cleaned 3 times a week. Staff should clean the hard surfaces in their offices daily with disinfecting cleaning materials provided.

### School Buildings

The cleaning process for the school buildings, equipment, and playgrounds is included in the Hammitt School Re-Opening Plan.

### Agency Vehicles:

Employees utilizing TBF vehicles are to be approved by Human Resources and are expected to know and follow the guidelines below. All employees utilizing TBF vehicles will sign the acknowledgment below stating that they have read the guidelines and agree to follow them.

### Process:

All employees operating a fleet vehicle must:

1. Use disinfectant spray or disinfecting wipes on vehicle keys upon obtaining them from the vehicle key storage area.
2. Take individual Purell wipe to use to wipe the vehicle door handle before entering the vehicle.
3. Clean commonly touched surfaces in the vehicle with cleaner provided before utilizing the vehicle. Commonly touched areas are: door handles, steering wheel, gear shifters, turn signal stalks, rearview mirror, and radio/air/heater knobs.
4. If transporting a client using a car seat, spray down the car seat with disinfectant spray prior to leaving to pick up the child.

Note: You may wear gloves to do the cleaning and/or while operating the vehicle. However, remember that wearing gloves will not stop the transmission of viruses if you touch a potentially contaminated surface and then touch your face or other body surfaces with gloves on. Gloves are provided in the vehicle.

5. Discard cleaning cloths and used gloves in a bag provided in the vehicle.
6. Wear gloves when filling the vehicle gas tank with gas.
7. When returning the fleet vehicle, clean all commonly touched surfaces again. Spray vehicle with disinfectant spray provided in the vehicle.
8. Remove all garbage from the vehicle and place it in bag provided (already containing cleaning supplies and gloves used). Tie up the bag to discard. Discard bag in garbage can.
9. Use disinfectant spray or disinfecting wipes on vehicle keys and car seats when returning them to their storage area.

Items provided in vehicle: hand sanitizer, cleaning and disinfecting wipes, disinfectant spray, bags for disposal of used items, gloves, and Kleenex. Replacement items can be obtained from your department administrative assistant. Each administrative assistant will have a stock of replacement items. Administrative assistants can obtain additional stock by e-mailing [finance@thebabyfold.org](mailto:finance@thebabyfold.org).

## **BUILDING HVAC (HEATING, VENTILATION, AIR CONDITIONING)**

Building HVAC systems are being evaluated and additional airborne virus transmission equipment and procedures are being put in place where feasible. These include, but are not limited to:

- The more frequent changing of air filters
- The discontinuing of air circulation during vacuuming the premises

## **MONITORING OF EMPLOYEE, CLIENT, STUDENT SIGNS AND SYMPTOMS OF COVID-19**

The best defense to reduce the risk of spreading the coronavirus is self-monitoring of signs and symptoms of COVID-19 in addition to social distancing. The TBF staff are expected to sign an attestation stating that they are checking their temperature and looking for any other signs and symptoms each day before starting their work day (coming into a building, meeting a client off-site, etc.)

Anyone experiencing a fever of 100.4 or signs and symptoms of COVID-19 not due to a documented medical history with similar symptoms (i.e. migraines, allergies, etc.) should not come into any agency building, meet with clients, meet with staff, come to school during the day, etc. Normal illness call-in procedures should be followed notifying their supervisor of their illness or symptoms and follow their supervisor's direction. In addition, employees should contact their medical provider for medical direction.

Students and families are being asked to complete the same signs and symptom review prior to the student coming to the school. Students will be temperature checked at the school entrance door per ISBE guidelines.

Clients are being asked to complete the same signs and symptom review prior to engaging in any visit or meeting for both on-site meetings and off-site meetings. They should also be asked to notify TBF staff prior to the meeting if they are exhibiting COVID-19 symptoms so visits can be canceled. (See Family and Community Services program protocols).

The signs and symptoms of COVID-19 are:

- Temperature (fever) over 100.4 degrees Fahrenheit/38 degrees Celsius
- New loss of taste or smell
- Cough
- Shortness of Breath or difficulty breathing
- Chills
- Fatigue
- Muscle and body aches



- Headache
- Sore throat
- Congestion or runny nose
- Nausea, vomiting, or diarrhea

Should anyone within our buildings or anyone participating in client visits begins displaying symptoms, the following procedures should be followed:

Employees:

1. Notify a TBF/school supervisor, Principal, Program Director, or Vice President immediately.
2. Social distance while determining next steps with supervisor.
  - a. School employees – remove yourself from the classroom and follow your building’s nurse guidelines for quarantine room use. Leave the building when and how directed. Contact your medical provider for medical instructions
  - b. Program and Administrative Employees in TBF buildings-isolate yourself within an office while determining next steps with your supervisor. Leave the building when and how directed. Contact your medical provider for medical instructions.
3. Supervisor should notify Program Director or Vice President and Human Resources that an employee left experiencing COVID-19 symptoms. Vice President or Human Resources to notify CEO.

Students:

School staff will follow the school Re-Opening procedures if students display COVID-19 symptoms while on school property.

Clients:

TBF staff noticing or informed of client displaying COVID-19 symptoms will follow the FCS Pandemic Policy/Procedure.

**EMPLOYEE NOTIFICATION OF POTENTIAL EXPOSURE AND POSITIVE COVID-19 TEST**

Upon notification from an employee that they have been in close contact (as defined above) with someone who has tested positive for COVID-19, the employee’s Program Director or Vice President and the Vice President of Human Resources will immediately review the circumstances to verify whether the employee experienced close contact with a person who has tested positive for COVID-19. If so, then the affected employee will be advised to contact their health care provider and self-quarantine for 14 days per CDC guidelines. If not, then the employee will monitor their health and report any onset of influenza-like illness.

Upon notification from an employee that they have tested positive for COVID-19, the employee’s Program Director or Vice President and the Vice President of Human Resources will immediately determine if the employee had close contact with any TBF employee, student, or client. The Program Director or Vice President and the Vice President of Human Resources will work with the local health department to determine notification and the need for the self-quarantine.

To protect privacy, contacts are only informed that they may have been exposed to an individual with the infection. The identity of the infected employee, client, or student will not be revealed to maintain their confidentiality.

**RETURN TO WORK POST ISOLATION/NEGATIVE COVID-19 TEST**

<b>Situation</b>	<b>Return to Work Requirements</b>	<b>Documentation Required to Return to Work</b>	<b>Benefits</b>
Individual had close contact (described in How to Protect Yourself section) with someone who is suspected of Having COVID-19	<p>The individual may return to work site after a 14 calendar day quarantine period from date of last contact with the individual</p> <p style="text-align: center;">OR</p> <p>The suspected individual tested negative.</p>	None	<p>If individual can work remotely, no benefit usage.</p> <p>If cannot work remotely, employee can submit documentation to utilize the COVID sick leave. This is an additional continuous 10 days paid (at 100%) under the FFCRA benefit. Forms can be requested from HR.</p>
Individual had close contact (described in How to Protect Yourself section) with someone who tested positive for COVID-19	The individual may return to work site after a 14 calendar day quarantine period from date of last contact with the person who tested positive.	None	<p>If individual can work remotely, no benefit usage.</p> <p>If an employee cannot work remotely employee can submit documentation to utilize the COVID sick leave. This is an additional continuous 10 days paid (at 100%) under the FFCRA benefit. Forms can be requested from HR.</p>

<p>Individual displays symptoms and obtained a COVID-19 test.</p>	<p>Do not return to work until test results are received. If test is negative, can return to work. If test is positive, follow guidelines below.</p>	<p>Negative COVID-19 test result or healthcare provider's note indicating the negative test result.</p>	<p>Employee can use earned benefit time (i.e. sick time, personal days, vacation time) OR Employee can submit documentation to utilize the COVID sick leave. This is an additional continuous 10 days paid (at 100%) under the FFCRA benefit. Forms can be requested from HR.</p>
<p>Individual tested positive or is suspected of having COVID-19 <u>AND</u> had symptoms</p>	<p>May return to work site after (1) at least 10 calendar days have passed since symptom onset <u>AND</u> (2) at least 48 hours since resolution of fever without fever reducing medication <u>AND</u> (3) improvement in other symptoms for at least 24 hours.</p>	<p>None</p>	<p>Employee can use earned benefit time (i.e. sick time, personal days, vacation time)  OR  Employee can submit documentation to utilize the COVID sick leave. This is an additional continuous 10 days paid (at 100%) under the FFCRA benefit. Forms can be requested from HR.</p>
<p>Individual Tested Positive for COVID-19 <u>but had no symptoms</u></p>	<p>May return after a least 10 calendar days have passed since date the COVID-19 test was administered, if no symptoms develop.</p>	<p>None</p>	<p>If individual can work remotely, no benefit usage.  If an employee cannot work remotely employee can submit documentation to utilize the COVID sick leave. This is an additional continuous 10 days paid (at 100%) under the FFCRA benefit. Forms can be requested from HR.</p>
<p>Individual exhibits one or more symptoms of COVID-19, but is</p>	<p>May be possible to return in fewer than 10 days after onset of symptoms and 48</p>	<p>None</p>	<p>Employee can use earned benefit time (i.e. sick time, personal days, vacation time)</p>

not suspected of having COVID-19 due to a documented medical history with similar symptoms (i.e. migraines, allergies, etc).	hours fever free without the use of fever-reducing medications.  OR  Release from Health Care Provider  OR  Negative COVID-19 test results		OR  Employee can submit documentation to utilize the COVID sick leave. This is an additional continuous 10 days paid (at 100%) under the FFCRA benefit. Forms can be requested from HR.
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**POST COVID IDENTIFICATION CLEANING PROCEDURES**

Upon notification and verification that an employee, student, or client who has tested positive for COVID-19 has been on TBF premises; the Program Director or Vice President or the Vice President of Human Resources will confer with the Vice President of Business Operations.

The Program Director or Vice President will determine the area(s) used by the infected individual and ensure the area is cleared of staff, students, and/or clients for 24 hours. Windows should be opened, if available.

The HVAC air handlers for the identified areas will be shut off until 24 hours post-cleaning.

ESS confer with TBF and the local Health Department to determine the details of the case, area(s) to be cleaned, and any special cleaning instructions. ESS will implement their enhanced disinfection process utilizing disinfectant approved by the EPA for COVID-19, disposable cleaning equipment (ex: mop heads, microfiber cloths, spray bottles, alcohol wipes, trash bags,) and appropriate PPE to clean the identified area(s). Disinfectant usage will be utilized via mopping, wiping, and electrostatic sprayer. (The electrostatic sprayer ensures that disinfectant adheres to all surfaces, including rough, uneven, and hard to reach areas). All disposable items are placed in a bag marked "COVID-19" and taken to ESS to be appropriately cleaned/discarded. Detailed ESS staff instructions are maintained in the office of the Vice President of Business Operations.

After the enhanced disinfection cleaning, the area should not be utilized for 24 hours.

**ADDITIONAL TIME OFF BENEFITS RELATED TO COVID-19**

COVID Child Care Situations

Situation	Benefits
Employee is caring for an individual who has been advised by a health care provider to self- quarantine related to COVID-19	<p>If an individual can work remotely, no benefit usage.</p> <p>If employee cannot work remotely, employee can submit documentation to utilize the COVID sick leave benefit. This is an additional 10 days paid at 2/3 of their regular rate of pay under the FFCRA benefit. Forms can be requested from HR.</p> <p>Any additional time off will result in use of employee’s earned paid time off benefits.</p>
Employee is caring for their child whose school or place of care is closed (or child care provider is not available) due to COVID-19 related reason.	<p>If an individual can work remotely, no benefit usage.</p> <p>If employee cannot work remotely, employee can submit documentation to utilize the COVID sick leave benefit. This is an additional 10 days paid at 2/3 of their regular rate of pay under the FFCRA benefit. Forms can be requested from HR.</p> <p>After the first 10 days of utilizing COVID sick leave, the employee qualifies for the COVID Extended FMLA benefits. This benefit pays the employee 2.3 of their regular pay for up to an additional 10 weeks.</p>

Refer to information sent out by Human Resources, which can also be located in the Employee Access page of our agency website here: [www.thebabyfold.org/employee-access/](http://www.thebabyfold.org/employee-access/)

**EMPLOYEE ASSISTANCE PROGRAM (EAP) INFORMATION**

During pandemic times, employees may be experiencing extra stressors in their lives. The Baby Fold's Employee Assistance Program is available 24/7 via a toll-free phone line at 888-628-4824 or visit [www.guidanceresources.com](http://www.guidanceresources.com)

- Click Login
- Enter user name: LFGsupport
- Password: LFGsupport1

**QUESTIONS/CONCERNS:**

For questions regarding individual employment circumstances, contact your Program Director or Vice President.

For general questions/concerns regarding these plans or COVID-19, please e-mail [COVID-19@thebabyfold.org](mailto:COVID-19@thebabyfold.org)