

COVID-19 Preparedness Plan for: The Council on Alcohol + Drug Abuse - Coastal Bend

The Council on Alcohol + Drug Abuse - Coastal Bend, from now on referred to as COADA, is committed to providing a safe and healthy workplace for all our workers. This includes our clients, their families, and our community partners. To ensure we have a safe and healthy workplace, COADA has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan is administered by Melissa Sweeting - Executive Director, who maintains the overall authority and responsibility for the plan. However, management and workers are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. COADA's managers and supervisors have our full support in enforcing the provisions of this plan. Our workers are our most important assets. COADA is serious about safety and health and protecting its workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by: Asking to be informed of preexisting conditions so work-from-home accommodations could be met, offering assistance at converting to online measures, and going over new policy and procedure to ensure proper implementation.

COADA's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Texas, which is based upon Centers for Disease Control and Prevention (CDC).

It addresses:

- ensuring sick workers stay home and prompt identification and isolation of sick persons;
- social distancing – workers must be at least six-feet apart;
- worker hygiene and source controls;
- workplace building and ventilation protocol;
- workplace cleaning and disinfection protocol; and
- drop-off, pick-up and delivery practices and protocol.

COADA has reviewed and incorporated the industry guidance applicable to our business provided by the state of Texas for the development of this plan.

Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business include:

- additional protections and protocols for customers, clients, guests and visitors;
- additional protections and protocols for personal protective equipment (PPE);
- additional protections and protocol for access and assignment;
- additional protections and protocol for sanitation and hygiene;
- additional protections and protocols for handwashing;
- additional protections and protocol for distancing and barriers;
- additional protections and protocols for managing occupancy;
- additional protocols to limit face-to-face interaction.

Ensure Sick Workers Stay Home + Prompt Identification and Isolation of Sick Persons

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. COADA employees are encouraged to be aware of possible COVID-19 symptoms if they are coming into the office. If there are symptoms present they are encouraged to stay home and complete tasks remotely. Employees are also having temperature tested upon entrance to the building as clients and visitors, who are staying in the office, are.

COADA has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented.

COADA is also implemented a communication notification for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. Necessary accommodations in accordance to local and state requirements as well as those recommended or required by an employee's medical professional are between the HR director and that individual's supervisor. Allowing the employee to keep their health private if they so wish, while allowing business to continue.

Worker Hygiene + Source Controls

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the restroom. All clients and visitors to the workplace are required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. The necessity of hand-washing and sanitization is imperative in ensuring a lessening of contamination. It also assists in keeping the building clean in-between sanitation.

Workers and clients are being instructed to wear masks when they are within 6 feet of another individual. If necessary workers and clients are expected to dispose of and used tissues and other personal items in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and other persons entering the workplace. Signs reinforcing the City, County, and State's mask recommendations will also be posted in order to encourage everyone to be mindful.

Workplace Building + Ventilation Protocol

Operation of the building in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems. The air recirculation is being limited and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people. Fans are not being used in common areas where they could possibly blow across multiple people and if they are being used in an individual's office it is being asked that they turn it off if another individual enters their area.

Workplace Cleaning + Disinfection Protocol

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, and areas in the work environment. This was made to include restrooms, break rooms, meeting rooms, and drop-off + pick-up locations. Frequent cleaning and disinfecting is being conducted of high-touch areas including - but not limited to- phones, keyboards, door handles, elevator buttons, copy machines, and the front desk area.

Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product. Staff is expected to

follow mask orders while near others. Masks are not expected to be worn in single offices as long as there is no one else in the office and/or the door is closed.

Drop-off, pick-up and delivery practices and protocol

Clients are still being assisted if there are items that they are needing from us. These can include, but are not limited to: Diapers, wipes, formula, car seats, etc. Meetings are being conducted over the phone or through a video call option in order to ensure the proper questions and protocols are being followed. Items are being dropped off to client homes, on doorsteps, to ensure that the risk of contamination is limited. Disinfecting items prior to bringing them into the home is also encouraged to further help ensure lack of contamination.

Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

Federal OSHA – www.osha.gov

Judge Canales' Order - <https://www.nuecesco.com/commissioners-court/advanced-components/list-detail-pages/current-news>

Respiratory Etiquette

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

CDC: www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

Housekeeping

CDC: www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

CDC: www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Environmental Protection Agency (EPA): www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Employees Exhibiting Signs + Symptoms of COVID-19

CDC: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html