



PANDEMIC RESPONSE PLAN FOR CORONAVIRUS (COVID-19)

Rev: 03.20.2020

Wood Lane Industries dba Work Leads to Independence (**wli**) Pandemic Response for COVID-19.

Because **wli** is a private agency and is regulated by the State of Ohio and the Ohio Department of Developmental Disabilities, the following is in place throughout the entirety of the plan:

Service delivery will follow guidelines from the Ohio Department of Developmental Disabilities.

The CEO will decide which phase **wli** will be operating under based on guidance from **wli's** Board of Directors, the Governor of the State of Ohio, **wli's** Leadership Team, the Ohio Provider Research Association and the Ohio Department of Developmental Disabilities. Communication of phases will be posted on the Website through email.

PHASE A

wli will remain open with regular hours.

Positions able to telecommute will be contacted by HR with your supervisor copied.

Increased sanitation precautions are to be followed:

- 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 and hugging and use other methods of greetings.

All staff should view agency video on proper disinfecting procedures.

Prepare available technology for telecommuting resources.

HR will prepare procedures for logging time while telecommuting and payroll transmission.

Employee absences due to illness must be reported to supervisor.

Employees may request use of available paid time off upon supervisor approval.

Fiscal will prepare procedures for bill paying and reporting while telecommuting.

Team Supervisors will review their caseloads and identify which individuals would require possible additional Homemaker Personal Care (HPC) Services. If anyone is identified they should email the Service and Support Coordinator (SSA) of the request of additional services, while CC-ing the Chief Operations Officer.

All events and conference room reservations and nonessential trainings and meetings are cancelled until further notice.

CPR/FA, Medication Administration, and Positive Supports First are considered essential trainings and will proceed until further notice.

All BCI/FBI/BMV/Sheriffs Checks and other standard required checks will continue to be completed for anyone able to provide direct care.

All volunteer participation will be suspended.

All interviews for new hires will be suspended. Orientation will continue in a limited capacity for those effected.

Non-essential meetings, conference room attendance, events and presentations are suspended. Employees will need to communicate this with partners.

If at any point a staff person has been exposed to the virus, they will be requested to self-quarantine and utilize sick leave until further regulatory guidance is received.

PHASE B

wli may maintain regular office hours. Please call ahead before visiting. Only the front door will be utilized for entry/exit.

All employees are subject to a temperature check upon arrival to work.

Visitors and vendors will be screened before entry via a temperature check and sign in sheet.

All positions that have been designated with a telecommuter status may opt to work from home.

Employees may be assigned to different departments and duties.

Employee absences due to illness must be reported to supervisor.

Time must be entered for all employees by 10am Monday. Supervisors must approve time by noon Monday following the end of the pay period.

All in person meetings are canceled, unless necessary for addressing emergent needs.

All face to face meetings are cancelled. The use of technology is highly encouraged to meet the needs of those we serve.

All deliveries, including mail, are distributed through the front entrance and distributed. All deliveries should be placed in the blue container at the north side entrance.

All other provisions in PHASE A will continue to be followed unless adjusted in PHASE B.

PHASE C

The main point of contact for **wli** will become the main line (419)352-5059. The phone will be left on Do Not Disturb and all phone calls will automatically be sent to voicemail. The CEO will designate staff responsible to ensure appropriate staff are notified of calls for them.

wli will be closed to all visitors. Entrances will be accessed by staff with an entry code. Front desk staff will not open doors for visitors. If front staff are reporting during this time, they will only allow access to approved vendors with appropriate screening.

In rare cases employees may be asked not to report to work.

Full time employees will be assumed to be working 8-4:30pm, regular hours that will be populated for them. Any alterations to the schedule must be reported to your direct supervisor.

Employee absences due to illness must be reported to a supervisor.

Employees may be reassigned to different departments and duties.

All other provisions otherwise enforced in previous phases will continue to be followed unless outlined differently in PHASE C.

PHASE D

wli closes services for all individuals, with exceptions as defined by the CEO.

wli will do what it can to place full time staff at available contracts to prevent layoffs. All part time staff will be temporarily laid off with notice.

If all businesses are required to close via all staff will be temporarily laid off.