

Objectives:

- **Protect the health and safety of consumers and employees**
- **Protect the health and safety of those living and working in high risk facilities**
- **Protect employees and users of mass transit**
- **Advise citizens regarding protocols for physical distancing and face coverings**
- **Monitor conditions and immediately take steps to limit and mitigate any rebounds or outbreaks by restarting a phase or returning to an earlier phase, depending on severity**

	Phase 1 – Urgent (Coordinates with MI Safe Start Phase 4/ Improving)	Phase 2 – Stabilizing (Coordinates with MI Safe Start Phase 5/ Containing)	Phase 3 – Recovery (Coordinates with MI Safe Start Phase 5/ Post-Pandemic)
Criteria	<ul style="list-style-type: none"> • Cases and deaths decline more sharply, percent positivity decreasing. • Local healthcare systems have capacity continues to strengthen • Robust testing, contact tracing and containment protocols in place 	<ul style="list-style-type: none"> • Cases and deaths at low absolute rates per capita • Health system is very strong • Robust testing, contact tracing and containment protocols in place 	<ul style="list-style-type: none"> • High uptake of an effective therapy or vaccine
Restrictions/ Guidelines for Persons Served	<ul style="list-style-type: none"> • Consumers vulnerable to virus and those in AFCs remain under isolation • “Visits to senior care facilities should be prohibited” (whitehouse.gov) • Continue to maximize physical distancing. • Social settings no more than 10 or fewer people, where appropriate distancing may not be practical, gatherings should be avoided • Minimize non-essential travel 	<ul style="list-style-type: none"> • Consumers vulnerable to virus and those in AFCs remain under isolation. “Visits to senior care facilities should be prohibited” (whitehouse.gov/opening America/#criteria) 	<ul style="list-style-type: none"> • Consumer opt-in • All vulnerable individuals can resume public interactions, but should continue practicing physical distancing, minimizing exposure to physical settings where distancing may not be practical. (whitehouse.gov)

Recovery Plan Matrix

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Return to work sites in phases based on occupational risk and employee health risk	<ul style="list-style-type: none"> • BABH leadership supports and encourages the continuation of working from home during phase one. • Low Exposure Risk Staff return to office as able • No shared offices; adherence with posted room capacities, physical barriers between workspaces • Consider special accommodations for personnel who are members of a vulnerable population. These employees must self-identify with HR with documentation from primary care physician as needed to assess risk and possible continued work from home during phase 1. • Alternate staff working from home/office to minimize contact among staff and encourage physical distancing 	<ul style="list-style-type: none"> • Medium Exposure Risk staff return to work with staggered schedules • Outpatient staff return to offices as needed for in-person appts. • Offices are open for all staff as needed; work from home options remain to maintain physical distancing and for employees who have approval from HR due to vulnerable status. 	<ul style="list-style-type: none"> • Full shift back to community-based services • Telehealth remains (if allowed by State/CMS) • Work from home options remain
Expansion of In-Person Services (Full details in Clinical Transition to Face-to-Face Services document.)	<ul style="list-style-type: none"> • Access: Continue all new requests for service • <u>Emergency Services</u>: continue using phone to assess consumers in the ER. • Psych/Meds: continue in-person injections; telephone for appts. Continuation of restricting in-office telehealth appointments to urgent only. • <u>CSM Case Management/ HB Home Based</u>: Continue video or telephone visits when able. Continue urgent home visits as 	<ul style="list-style-type: none"> • Access: Continue as in Phase one • <u>Emergency Services /Case Management/Home Based Services/Infant Mental Health/ Peer Services/ Outpatient Therapy/Community Based Nursing</u>: <p>Phase 2: May consider addition of face to face services on a limited basis as needed to prevent psychiatric decompensation. Approval by program Supervisor required.</p>	<ul style="list-style-type: none"> • <u>Case ManagementSM/Home Based</u>: regular in-home visits • <u>OutpatientPT</u>: in-person appts unless telehealth is effective and preferred • North Bay: increase capacity/ may still have limited capacity • Groups/trainings: <10 or based on expanded room capacities

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	<p>needed to ensure safety/stability of individuals with appropriate PPE.</p> <ul style="list-style-type: none"> • OutpatientPT: Continue video or telephone visits when able. Continue urgent in-office visits as needed to ensure safety/stability of individuals with appropriate PPE. • North Bay Building remains closed, identification and start of Community Living Services for those not considered to be high risk/vulnerable (collaboration with the IDD Case Management team.) • Transportation: urgent needs only • Assertive Community Treatment: Continue medication drops and continue to limit visits to urgent only with appropriate PPE. • Staff Development: Continue trainings online and by video. • Congregate-based services to remain closed. 	<p>Special Consideration to consumers with COVID-19 high risk factors to maintain phone appointments whenever possible.</p> <ul style="list-style-type: none"> • Psych/Meds: continue in-person injections; telephone for appts. Continuation of limited in office telehealth appointments. Consider expansion of in person prescriber services. Consider face to face psych eval appointments with plan in place to protect consumers and staff. • Home Based: Weekly in-home visits and telehealth as permitted, • North Bay: Phase 2: (building remains closed) CLS in community only. IDD Case Management team continues to work from home as able to maintain available beds for COVID positive shelter and ability to quickly implement isolation unit plan. Consideration for resuming activity at a decreased capacity may be considered in Governor Whitmer’s Mi Safe Start Plan Stage 5 as K-12 schools and higher education live instruction begin- Plan for phase 2 must include reduced classroom capacity to maintain social distancing, appropriate PPE, transportation and cleaning protocols. • IDD Case Management team continue to work from home as able to maintain 2 	

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		available beds for COVID positive shelter and ability to quickly implement isolation unit plan. <ul style="list-style-type: none"> • Transportation urgent needs only. Must follow Vehicle Cleaning and Transportation Protocol (not yet developed) • Small groups/trainings and congregate-based services, <5-10 or based on room capacity. Consider offering smaller more frequent classes when necessary. 	
Safety Measures for OFFICE in-person contact	<ul style="list-style-type: none"> • Limit persons coming to appointments; essential only (parent/guardian) • All persons are offered and strongly encouraged to wear a mask. • Staff required to wear a mask when not in their office with door closed. • Physical distancing maintained (Consider use of signage and locked door to prevent influx of people in the building at one time) • Stagger office appointments to limit number of consumers in waiting room to encourage strict 6 feet physical distancing. Consumers can be instructed to wait in vehicle or other designated office space to encourage physical distancing • Keep all common areas such as break rooms closed 	<ul style="list-style-type: none"> • Physical distancing and masking as recommended • Continue to encourage telework whenever possible and feasible • Stagger office appointments to limit number of consumers in waiting room to maintain 6 feet physical distance at all times. Each site will determine waiting room capacity depending on size of waiting room. • Limit number of consumers in building at one time • Offer hours for high risk consumers • Limit number of chairs in lobbies to ensure the limitation of number of individuals to maintain 6 feet physical distancing. 	<ul style="list-style-type: none"> • As recommended

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	<ul style="list-style-type: none"> Guidelines for delivery areas 	<ul style="list-style-type: none"> Limit use of common areas such as break rooms, and enforce physical distancing protocols 	
Safety Measures for VEHICLE in-person contact	<ul style="list-style-type: none"> Physical distancing to extent possible; consumer in back seat, passenger side PPE: Masks strongly encouraged for all vehicle occupants Cleaning vehicles before and after each use. 	<ul style="list-style-type: none"> Physical distancing and masking if recommended Cleaning vehicles before and after each use. 	<ul style="list-style-type: none"> As recommended
Safety Measures for HOME in-person contact	<ul style="list-style-type: none"> In-home visits should be limited to medical necessity/urgent needs only. Physical distancing to extent possible Masks available to all individuals present; strongly encouraged if close (within 6 ft.) contact expected Strongly discourage visits to Specialized Residential Homes and ‘vulnerable/high risk consumers, urgent appointments only Continue phone or video appointments for high risk individuals (60+, immune compromised, diabetes, COPD, OBESITY, asthma, chemotherapy) 	<ul style="list-style-type: none"> Strongly discourage visits to Specialized Residential Homes and vulnerable/high risk consumers, urgent appointments only Continue phone or video appointments for high risk individuals (60+, immune compromised, diabetes, COPD, obesity, asthma, current chemotherapy) Resume in home visits for individuals not considered vulnerable/high risk with physical distancing and masking if recommended. 	<ul style="list-style-type: none"> As recommended
Screening for all in-person contact	<ul style="list-style-type: none"> By phone one day prior to appt Temperature check upon entry to the building, vehicle or home Cancel/reschedule if symptomatic; manager approval if urgent/critical appt. 	<ul style="list-style-type: none"> Continued 	<ul style="list-style-type: none"> As recommended
Reporting	<ul style="list-style-type: none"> Staff and consumer illnesses are reported immediately but prior to the end of the business day. 	<ul style="list-style-type: none"> Continued 	<ul style="list-style-type: none"> As recommended

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	<ul style="list-style-type: none"> Staff will notify supervisor if they have a positive self-screen prior to reporting to work. Any staff with illness/symptom onset while at work will be immediately isolated and sent home. Bay County Staff will continue to report symptoms twice daily to Bay County Health Department. Consumer symptoms of COVID-19 should be reported to Supervisor and assist consumer with consultation with primary physician and Health Department. 		
Staff Isolation, Quarantine	<ul style="list-style-type: none"> Symptomatic: isolate until test can be obtained Positive: quarantine 14 days and at least 3 days symptom free prior to return to work (paid emergency leave up to 80 hours) Preferred medical clearance by primary care provider prior to return to work Negative: return to work after 3 days fever free after 7 days from onset of symptoms 	<ul style="list-style-type: none"> Continued until 12/31/20 or extended coverage for emergency paid leave 	
Contact Tracing	<ul style="list-style-type: none"> Effective agency protocols for immediate contact tracing along with health dept 	<ul style="list-style-type: none"> Continued 	<ul style="list-style-type: none"> As recommended
Service Sites	<ul style="list-style-type: none"> Madison and Arenac office open for consumer injection appointments Wirt remain open for staff use only 	<ul style="list-style-type: none"> Madison and Arenac office open for consumer injection appointments and strictly limited in-person visits to adhere 	<ul style="list-style-type: none"> All facilities open

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	<ul style="list-style-type: none"> • North Bay, Horizon Home remain closed to the public. • Staff Development- closed to public and continue online classes. • Mulholland- 2nd floor- open for lower exposure risk employees (follow “Return to work sites in phases based on occupational risk and employee health risk”) • Mulholland- 3rd floor- Continue as is 	<ul style="list-style-type: none"> to physical distancing based on waiting room capacity. • Original building/staffing plans may be considered (i.e. Assertive <u>Community Treatment</u> moves back to Mulholland 3rd floor, etc.) • North Bay- TBD based on Isolation unit need <p>Continue online trainings to the extent possible. May consider addition of hands-on classroom activities such as CPR and CPI with limited class sizes to ensure physical distancing (6 feet between participants) can be maintained. Classes may require modifications to eliminate or greatly reduce contact between instructor and classroom participants.</p> <p>Mulholland- 2nd floor- Lower exposure risk employees follow “Return to work sites in phases based on occupational risk and employee health risk”</p> <p>Mulholland- 3rd floor- Medium risk staff may return following strict physical distancing guidelines, staggering schedules, PPE, etc.</p>	
Cleaning	<ul style="list-style-type: none"> • Added Hand Sanitizer stations at entrances • Biweekly deep cleaning of shared spaces • Daily sanitizing of lobbies and offices with face to face contacts • Nightly washing of cloth masks 	<ul style="list-style-type: none"> • Continued enhanced cleaning protocols 	<ul style="list-style-type: none"> • As recommended

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	<ul style="list-style-type: none"> Agency vehicles must be cleaned between uses. 		
Travel	<ul style="list-style-type: none"> Continue to minimize non-essential travel and adhere to CDC guidelines regarding isolation following travel. (whitehouse.gov) 	<ul style="list-style-type: none"> Non-essential travel as recommended by the CDC ,State and local health authorities. 	<ul style="list-style-type: none"> Non-essential travel can resume (whitehouse.gov) AND as recommended by the CDC and State.

Resources:

Whitehouse.gov/openingamerica/#criteria , “Opening Up America Again”

Michigan.gov/coronavirus, “COVID-19 Update 4.27.20”

OSHA 3993-03 2020 “Guidance on Preparing Workplaces for COVID-19”

https://www.michigan.gov/documents/whitmer/MI_SAFE_START_PLAN_689875_7.pdf

MI Safe Start: A Plan to Re-engage Michigan’s Economy

DRAFT