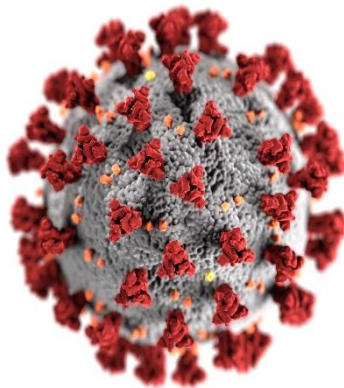




NEBRASKA COALITION
TO END SEXUAL AND DOMESTIC VIOLENCE

CORONAVIRUS (COVID-19) RESPONSE PLAN

Created 3/15/2020



BASIC FACTS ABOUT CORONAVIRUS (COVID-19)

NOTE: This information is valid as of March 15, 2020. During this virus outbreak, you can best stay informed of changes and developments by visiting the CDC Website and subscribing to their daily E-Newsletter. <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

For Nebraska specific information, please check the Department of Health and Human Services Website: <http://dhhs.ne.gov/Pages/Coronavirus.aspx>

CORONAVIRUS BASICS COVID-19

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China. Coronavirus has now been detected in almost 90 locations internationally, including in the United States and Nebraska. The virus has been named SARS-CoV-2 and the disease it causes has been named “coronavirus disease 2019” and abbreviated to COVID-19.

WHAT ARE THE SYMPTOMS OF COVID-19 INFECTION?

Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed coronavirus disease 2019 (COVID-19) cases. Symptoms including fever, cough and shortness of breath may appear 2-14 days after exposure.

HOW DOES THE VIRUS SPREAD?

The usual spread for COVID-19 is from close person-to-person contact through respiratory droplets from coughing and sneezing. It may also be spread through airborne transmission, when tiny droplets remain in the air even after the person with the virus leaves the area. Thus, contaminated surfaces may be another, less common, route of transmission. It should be noted that common disinfectants kill COVID-19 on surfaces.

ARE SOME PEOPLE MORE SUSCEPTIBLE TO GETTING COVID-19?

Early information out of China, where COVID-19 first started, shows that some people are at higher risk of getting very sick from this illness. Older people and people of all ages who have serious chronic medical conditions like heart disease, lung disease and diabetes, for example – seem to be at a higher risk of developing serious COVID-19 illness.

HOW IS COVID-19 DIAGNOSED AND TREATED?

Diagnosis may be difficult with only a physical exam because mild cases of COVID-19 may appear similar to the flu or a bad cold. A laboratory test is the only way to confirm the diagnosis and currently, the tests are in short supply. As of now, there is not a specific treatment for the virus.

WHAT SHOULD I DO IF I BECOME SICK?

For more information: <https://www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html#>

Over the phone, contact your health care provider or the emergency room. They should ask the following questions:

- Have you traveled internationally within 14 days of your symptoms starting?
- Have you come into close contact with someone who has a laboratory confirmed COVID-19 diagnosis within 14 days of your symptoms starting?
- Do you have a fever greater than 100.4 OR symptoms of lower respiratory illness such as cough, shortness of breath, or difficulty breathing?

If you answer YES, to any of the questions your health care provider should advise next steps which may include testing and quarantine for 14 days.

Please contact your supervisor to let them know if you are sick, so that communication can be share with staff, and next level precautions can be put in place.

WHY IS IT IMPORTANT TO PLAN AHEAD?

We need to plan that usual services may be disrupted. These include services provided by hospitals and other health care facilities, schools, restaurants, government offices and post offices. Large public events may be cancelled and air travel curtailed.

What is known about the spread of COVID-19 within the United States is changing daily. We need to plan for the potential of high absenteeism. These guidelines are not designed to create widespread panic, but rather reassurance that we have thought through our response. These guidelines are an attempt to place proactive plan in place for the Nebraska Coalition, recognizing we need to be flexible and constantly monitoring the situation utilizing local, state and national resources.

EXPECT MODIFICATIONS TO THIS PLAN

The Nebraska Coalition will continue to monitor the CDC, Department of Health, and partner agencies regarding our response. As new information becomes available, changes may be made. Please plan ahead at home in the event of additional changes, including having basic food and supplies on hand to last your family 14 days and begin discussing alternative child care arrangements should area schools close long-term.

PLEASE NOTE:

In order to be flexible and responsive to the uniqueness of this situation, leave with pay may be granted by the Executive Director for special reasons which would make attendance at work dangerous or hazardous, and when such factors might result in a threat to the safety or well-being of the employee.

If anyone outside of the Nebraska Coalition asks you questions regarding our response plan or status within our agency, please direct all correspondence to our Executive Director. This will assist us in providing consistent messaging as well as preventing any miscommunication.

LEVEL 4: BLUE FOR PREVENTION AND MONITORING RESPONSE

WHEN IS THIS RESPONSE LEVEL INDICATED?

Generally, the Level 4 Blue Response Plan will remain in place as long as there are no confirmed cases of COVID-19 from community spread, not related to foreign travel, in communities where Nebraska Coalition Staff reside.

WHAT WILL OUR COORDINATED RESPONSE BE AT THIS LEVEL?

At this response level, we should all be practicing and following basic prevention measures:

- Wash your hand frequently and thoroughly, using soap and water for at least 20 seconds frequently throughout the day. Use alcohol-based hand sanitizer, if soap and water aren't available.
- Cough or sneeze into a tissue or flexed elbow, then throw the tissue in the trash.
- Avoid touching your eyes, nose or mouth with unwashed hands.
- Avoid close contact with people who are sick, sneezing or coughing.
- Avoid shaking hands entirely to reduce the risk of spreading infection.
- Face masks are not recommended for use by healthy people to protect against infection.
- All frequently touched surfaces such as workstations, telephones, countertops, tabletops, bathroom fixtures and doorknobs should be routinely cleaned using a disinfectant spray or wipe. Each employee is responsible for cleaning their own workstation, doorknobs, tablets and phone(s). Nebraska Coalition's cleaning contractor will be directed to increase sanitizers on common surfaces, door handles, elevator buttons and other areas.
- Stay home when you are ill. If a staff member comes to work with a cough **and** a fever over 100.4 degrees, they will be asked to go home.
- If any staff member has recently traveled outside the United States and they have symptoms, they will be asked to self-quarantine per the CDC guidelines and monitor their symptoms before returning to work. The individual should be free from a fever for 24 hours, without the use of fever reducing medicine such as acetaminophen, before returning to work.
- Consideration should be given when booking airline flights for staff to attend training given the increasing risk.
- The Executive Director will reach out to partner agencies to evaluate their planned response.
- The Administrative Coordinator should ensure that an adequate supply of cleaning supplies, hand soap, hand sanitizer, paper towels, and disinfectant wipes are on hand in our work area.
- When scheduling an in-person meeting or training, please refrain from attending with others who answer "yes" to any of these questions:
 - Have you or an immediate family member traveled internationally within 14 days of your symptoms starting?

- Have you or an immediate family member come into close contact with someone who has a laboratory confirmed COVID-19 diagnosis within 14 days of your symptoms starting?
- Do you or an immediate family member have a fever greater than 100.4 OR symptoms of lower respiratory illness such as cough, shortness of breath, or difficulty breathing? If “yes”, please feel free to consult with the Executive Director on how best to proceed.

LEVEL 3: GREEN FOR HEIGHTENED MONITORING AND RESPONSE

WHEN IS THIS RESPONSE LEVEL INDICATED?

We will move to the next level, should a case of COVID-19 be confirmed from community spread, not related to foreign travel, in communities where Nebraska Coalition Staff reside.

WHAT WILL OUR COORDINATED RESPONSE BE AT THIS LEVEL?

At this response level, we should continue to practice all the basic prevention measures outlined in the Level 4 Blue Response. The following additional precautions will be put in place:

- The Nebraska Coalition may offer employees the opportunity to work remotely- allowing staff to work from home. This may be on a case by case basis.
- All staff have meetings at other locations should reconsider travel to the area where a case of COVID-19 has been confirmed from community spread.
- Staff should begin to plan for the possibility of canceling or making alternative plans by using technology for in-person meetings and training, keeping in mind factors such as crowd density, contact between participants and whether attendees may be in a high-risk group.
- All staff should begin to consider what work functions can be performed at home and have necessary resources and materials to complete those tasks on hand and ready to access should we move to Level 2.

LEVEL 2: YELLOW RESPONSE FOR HIGH RISK RESPONSE

WHEN IS THIS RESPONSE LEVEL INDICATED?

We will move to this level, should a case of COVID-19 be confirmed from community spread, not related to foreign travel, in communities where Nebraska Coalition Staff reside, or school districts decide to close. We will also move to this level, should a case of COVID-19 be confirmed among a family member of our staff or a Nebraska Coalition staff/Community member of whom an employee has had contact.

WHAT WILL OUR COORDINATED RESPONSE BE AT THIS LEVEL?

Again, all measures outlined in Level 4 and Level 3 remain in effect, with the additional precautions put in place:

- All Nebraska Coalition staff should plan on working remotely.
- Staff should refrain from attending meetings in person, and discontinue travel.
- Staff should make alternative plans by using technology for in-person meetings and training.
- The Executive Director will prepare a statement for member programs and strategic partners outlining our current response plan.

LEVEL 1: RED RESPONSE FOR CLOSURE

WHEN IS THIS RESPONSE LEVEL INDICATED?

We will move to this level, should a case of COVID-19 be confirmed among a member of our staff.

WHAT WILL OUR COORDINATED RESPONSE BE AT THIS LEVEL?

- At this level, all staff will self-quarantine at home for 14 days and monitor themselves for any symptoms. If you have a fever or any kind of respiratory difficulty such as coughing or shortness of breath, call your doctor or a health care provider and explain your symptoms over the phone before going to the doctor's office, urgent care facility or emergency room. Your health care provider will direct you as to next steps. At this point, the local health department will be involved and we need to follow their protocols and guidelines to reduce spread. The CDC also provides guidelines if you are sick.

<https://www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html>

- Again, this is a unique and rapidly developing situation. If we move to this level and staff are quarantined at home, you will not be required to use your accrued PTO. If you are not ill, staff should plan on working remotely if possible in order to continue to complete essential job duties so as not to fall behind. Plan on checking your work e-mail regularly throughout the day to remain connected.
- The Executive Director will prepare a statement for member programs and strategic partners outlining our current response plan.
- The Executive Director and Administrative Coordinator will work with the cleaning contractor to arrange for a cleaning service to disinfect all surfaces before staff return. The Nebraska Coalition will work closely with the local health department to ensure appropriate protocols and guidelines for cleaning and disinfecting are followed and refer to guidelines available through the CDC.

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

Remember more deaths are caused every year from influenza than are anticipated or projected for COVID-19. Those at greatest risk are the elderly and those with underlying health conditions. Keep current on the facts and avoid rumors and misinformation.

***The Nebraska Coalition will continue to monitor and work with the CDC and Department of Health regarding our response. As new information becomes available the Nebraska Coalition will ensure staff have the most up-to-date response plan.

REMOTE WORK

Plan to develop a daily list of goals and work that can be completed remotely, and document each day's work on your time sheet. Stay in touch with the programs and partners by checking your work e-mail regularly throughout the day, and be available via phone/web meetings as necessary. Stay in contact with your supervisor for updates on internal agency meetings and supervisory check ins.

Additional Expectations:

1. There is an understanding that fragmented work hours may be the norm during this time, as individuals may have children at home, and/or other situations that require attention. Employees are trusted to document actual work hours that are completed, along with meeting deadlines and providing work deliverables.
2. If full time work hours are not able to be met while working remotely, the remaining hours for the employee's work week may be filled in as Administrative Leave as approved by the Executive Director.
3. Communication will occur with staff, member programs, community partners, and funders in a responsive and timely manner while working from a remote location.
4. Staff members will use existing resources that have been previously provided to them, including agency laptops and their own telephone.
5. Any tasks that arise requiring the staff person to be in the office for completion or to access additional work or needed resource materials, please contact your supervisor to assess the plan.