



COVID-19 Outbreak Response Plan

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Overview of Response Plan

Purpose

As of this date, there are at least eleven confirmed cases of COVID-19 in Kansas and five in Missouri. Many of these are in metro Kansas City. Both Kansas and Missouri have declared a state of emergency, and President Trump followed suit on March 13, 2020, declaring a national emergency.

In accordance with Centers for Disease Control (CDC) recommendations, KC Healthy Kids is implementing a set of policies and procedures in response to the COVID-19 (also known as the novel corona virus) pandemic. Collectively, the policies and procedures described in the following pages are KC Healthy Kids' COVID-19 Outbreak Response Plan. The plan is effective immediately, as of March 16, 2020.

KC Healthy Kids has established an infectious disease outbreak response plan for COVID-19 in order to:

- reduce the risk of transmission among staff,
- protect people who are at higher risk for adverse health complications,
- maintain business operations,
- and minimize adverse effects on the partner agencies and community members with whom we work.

KC Healthy Kids' COVID-19 Outbreak Response Plan will be shared with employees immediately to ensure clear communication and allow for rapid implementation.

In alignment with our role as systems leaders, KC Healthy Kids will share information about CDC best practices and KC Healthy Kids' responses to the outbreak with partners to improve community response efforts.

Flexibility & Updates

Public understanding of the severity of the COVID-19 outbreak in our community and the nation at large is constantly evolving, and so is the public health response.

KC Healthy Kids is following CDC advice by planning to respond in a flexible way to varying levels of severity, and by remaining prepared to refine their business response plans as needed.

The CDC and its partners will continue to monitor national and international data on the severity of illness caused by COVID-19, will disseminate the results of these ongoing surveillance assessments, and will make additional recommendations as needed

Lucinda Noches Talbert, VP of Operations, in consultation with the leadership team, will monitor state and local health department reports and recommendations regarding disease severity (i.e., number of people sick, hospitalization and death rates) and public health responses in our community, and will respond appropriately in accordance with KC Healthy Kids' COVID-19 Outbreak Response Plan.

Leadership is in the process of reviewing the employee handbook in light of present conditions to make sure that policies and practices are consistent with public health recommendations and with existing state and federal workplace laws. If changes are necessary, they will be brought before the KC Healthy Kids board for further review.

Leadership team will keep staff updated regarding any changes to the agency's response plan or policies.

Social Distancing Procedures

Office Closure Start, Stop and Notification

KC Healthy Kids offices will close if any of the following are announced as a result of COVID-19: school district closures; government issued state of emergency; or other government orders. The office will remain closed until the order is lifted.

A small number of essential staff will be asked to come in on a limited basis to complete critical business functions. Your supervisor will contact you with details if this applies.

When office closure occurs for this reason, a member of the leadership team will contact you by 7:00am via KC Healthy Kids email the day a closure begins, or as quickly as possible. Likewise, you will be notified via email when normal office operations are to resume.

Procedures During Office Closure

When the office is closed due to the COVID-19 outbreak:

- Employees may work from home or take PTO.
- **Employees may not go to the office unless given explicit permission to do so by a member of the leadership team.** Employees are therefore encouraged to take home anything they may need to work from home for several weeks.
- Employees are asked to identify all upcoming events and meetings for the coming 100 days and determine whether the meeting may be conducted via phone or video conference.
- We will use Zoom and conference call lines to conduct staff and other group meetings for more than 3 people when the office is closed. To reduce traffic on the video conference and conference call lines, **employees should use regular phone calls whenever possible.** Leadership team will ensure that the information needed to use Zoom and the conference call line is provided to staff.
- **Expense reports and timesheets should continue to be submitted electronically** on the regular schedule and processed through the normal channel; send them to whomever you normally would. If scanning receipts or documents is not possible, please provide photos of the materials along with forms.

Meetings & Events

In response to ongoing community transmission in the metro, we will conduct all internal meetings of more than 3 people, including staff and team meetings, via phone, video conference or conference call. This applies regardless of whether the office is open.

When government authorities advise that large public gatherings should be cancelled, KC Healthy Kids will cancel or modify all of our events for the recommended period. As of 12pm on March 16, 2020, the most restrictive advisory and requirement in our region is from Kansas City, Missouri, which has prohibited gatherings of more than 50 people through next eight weeks (May 11, 2020).

When canceling events, we will provide as much advance notice as is possible, and either modify the event to be remote or reschedule (preferred), or refund if possible.

Employee Travel

KC Healthy Kids directs its employees not to participate in work-related travel while there is an official State of Emergency in place by local, state or federal government in our service area or in the travel destination. In addition, we advise employees take certain steps before traveling for work or personal purposes:

- Check the [CDC's Traveler's Health Notices](#) for the latest guidance and recommendations for each country to which you will travel. Specific travel information for travelers going to and returning from China, and information for aircrew, can be found at on the [CDC website](#).
- Check yourself for symptoms of [acute respiratory illness](#) before starting travel and notify their supervisor and stay home if they are sick. Symptoms include: fever, cough, and shortness of breath.
- If you become sick while traveling, please notify your supervisor and promptly call a healthcare provider for advice if needed.
- If outside the United States, sick employees should contact a healthcare provider or overseas medical assistance company to assist them with finding an appropriate healthcare provider in that country. A U.S. consular officer can help locate healthcare services. However, U.S. embassies, consulates, and military facilities do not have the legal authority, capability, and resources to evacuate or give medicines, vaccines, or medical care to private U.S. citizens overseas.

Paid Time Off & Illness Related Absences

Our sick leave policies are defined in our employee handbook.

As always, KC Healthy Kids always encourages sick employees to stay home. **For the duration of the outbreak, regardless of whether KC Healthy Kids offices are open,** employees who have symptoms of acute respiratory illness should stay home and not come to work until they are free of:

- fever (100.4° F [37.8° C] or greater using an oral thermometer) and
- signs of a fever
- any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).

As recommended by the CDC, employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day, will be sent home immediately.

As always, you can look up your PTO balance by logging into your HROI account.

If you are ill but are worried you lack the necessary PTO to remain at home, please discuss the situation with your supervisor before returning to work.

During the COVID-19 outbreak, KC Healthy Kids will temporarily suspend its leave without pay provisions and fully compensate employees during their time of illness.

During the outbreak, KC Healthy Kids will not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and unable to provide such documentation in a timely way.

If you need to stay home to care for a sick family member, please discuss your plans with your supervisor.

In the event of high rates of employee absenteeism due to illness among employees or their family members, KC Healthy Kids will evaluate sick leave policies with the health and well-being of staff in mind.

Healthy Workplace Procedures

Confirmed COVID-19 Illness

Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to the CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.

If an employee is confirmed to have COVID-19, KC Healthy Kids will inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA) and HIPAA.

Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.

Healthy Environment

We encourage employees to use respiratory etiquette, hand hygiene and social distancing at all times:

- Refer to posters regarding these behaviors at the entrance to our workplace, break room, and in other areas where they are likely to be seen.
- Employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
- Make use of the tissues and no-touch disposal receptacles we've provided.
- Please clean your hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash your hands with soap and water for at least 20 seconds.
- We've provided soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.
- Visit the [coughing and sneezing etiquette](#) and [clean hands webpage](#) for more information.
- Staff are encouraged to: Practice social distancing to limit transmission by standing at least 3 feet from others; Provide hand sanitizer and encourage etiquette at in-person meetings and events.

As a precaution against office transmission, KC Healthy Kids will increase the frequency of routine environmental cleaning. Cleanings include:

- Routinely cleaning common areas such as doorknobs, key pads, copier areas, light switches and countertops.
- Employees are encouraged to clean their work stations, including surrounding counters, light switches, desktops, keyboards, mouse and mouse pads, phones and doorknobs. KC Healthy Kids cleaning agents such as Lysol and disposable wipes are available in the office supply area. Please follow the directions when using such cleaning agents.

Individual Employee Planning

Higher Risk & Special Populations

Supervisors will work with their employees to identify those who may be at **higher risk for severe illness**, including:

- older adults
- those with chronic medical conditions (e.g. heart disease, diabetes, lung disease)
- Those with decreased immune response, such as those with auto-immune diseases, anyone taking immuno-suppressant drug therapies, or cancer patients.

In addition, there are “special populations” who are not considered high risk of developing severe illness with COVID-19, but who are at increased risk of severe illness from other infectious diseases, making them vulnerable during a period when health systems are strained. **Special populations include pregnant women and children.** If you or those you work directly with are at higher risk for severe illness, or qualify as a special population, we ask that you speak with your supervisor or a member of management so that we can establish a suitable plan.

If an employee is high risk/special population, supervisors will:

- document this in writing with Lucinda Noches Talbert or, in the event of her absence, another member of leadership.
- work with the employee to determine what social distancing protocols are appropriate (e.g. role modifications, remote work, shift work, limited office days etc).
- identify triggers for implementing these measures.

Planning for Seamless Operations

Your supervisor will communicate who would assume their supervisory responsibilities in the event they become ill.

Staff who regularly work in the community should work with their supervisor to plan how to modify their daily activities to ensure we protect the health of staff and partners, while also continuing productive work.

All employees are asked to identify the following:

- critical tasks which they perform, and to ensure that at least one other staff member is aware of and cross-trained on that task, and notify their supervisor. If

cross training is not possible, the employee should notify their supervisor, who will work with leadership team to respond.

- all events and meetings through September 30, 2020 which will involve more than 20 participants, and to work with their supervisor to establish plans for cancellation/rescheduling in case they are needed. Supervisors are responsible for sharing the resulting plans with the leadership team.
- potential threats by a COVID-19 outbreak to partner agencies and community members with whom we work, so that KC Healthy Kids may act as an effective partner and system leader. In addition, employees are encouraged to identify what, if any, role KC Healthy Kids or its staff may play in reducing the threat.