



Infectious Disease Preparedness and Response Plan (IDPRP)

Employee Readiness to Work—COVID-19

1. Employees are informed and encouraged to self-monitor for signs and symptoms of COVID-19. If sick or experiencing symptoms, have had a diagnosis, or been exposed to COVID-19, the LPLD employee:
 - a. stays home
 - b. seeks testing with a reputable healthcare provider
 - c. contacts supervisor immediately.
2. The following link to the Center for Disease Control can help in determining symptoms and how to act on them <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
3. If employee becomes sick or experiences symptoms **at work**, notify Director, Assistant Director, or HR representative (Administrative Team) immediately.
 - a. employee will be quarantined in a quiet room until he/she can safely leave the building without interaction with others
 - b. building affected will be closed immediately
 - c. staff leave the building for safety and return when notified
 - d. janitorial company performs a thorough disinfecting clearance
 - e. employees are encouraged to seek testing with a reputable healthcare provider and bring certification from that provider when returning to work.
4. LPLD leave policies will accommodate employees staying at home when
 - a. sick/symptoms of COVID-19
 - b. underlying medical conditions of employee or those in household
 - c. household members are sick
 - d. required by a health care provider to isolate or quarantine themselves or a member of their household. For details, see HR representative.
5. LPLD will follow an appropriate procedure from Administrative Team for informing workers if they have been exposed to a person with COVID-19 in their workplace and enforce their quarantine for the required amount of time.
6. As always, LPLD protects the privacy of staff's health status and health information. Health information will only be shared with the Director, immediate supervisor, and HR representative.

Environmental/Workplace Safety until further notice

1. HANDWASHING will be enforced in the following ways:
 - a. wash hands when arriving at work
 - b. wash hands frequently for at least 20 seconds with soap and water while working
 - c. wash hands before you leave work
 - d. wash hands prior to mealtime
 - e. wash hands after using the restrooms
2. All employees and visitors will be required to wear masks; visitors who lack a mask and resources to obtain one may receive an employee-made disposable paper mask

3. Some tasks may require employees to wear gloves
4. Visitors are required to wash hands immediately upon entering our workplaces
5. Hand-sanitizer dispensers will be placed around the workplace and can be used in place of washing with soap and water during your shift
6. Respiratory etiquette will be enforced:
 - a. cover your cough/sneeze into elbow
 - b. dispose of tissues in the trash
 - c. wash or sanitize your hands immediately afterward
7. SOCIAL DISTANCING will be enforced:
8. Flexible work hours when possible
9. Staggered shifts and lunches/breaks when possible
10. Additional shifts to reduce the number of employees in the workplaces at one time
11. Maintain at least six feet between all individuals
12. Upon reopening of the buildings to the public
 - a. the floors will be marked showing at least six feet between patrons
 - b. sneeze shields will be placed at help desks
 - c. public computers will be arranged to force social distancing
 - d. processes will be in place for exchange of materials in the safest manner possible
 - e. possible limits of numbers of people in the buildings at one time
13. NO sharing workspace, phones, computers or other personal work tools or equipment
14. Riding together or sharing of vehicles will be discouraged
15. Gathering in groups more than 10 will be prohibited
16. Only one person on an elevator at a time
17. NO sharing of Personal Protective Equipment (PPE)

Maintaining our safe workplace

1. HOUSEKEEPING practices are implemented at both buildings. The janitorial company confirmed that they have disinfected both buildings while we have been closed. Their new cleaning processes aligns with the safety needs of COVID-19 and will continue.
2. Frequent cleaning and disinfecting by employees will be frequent in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, scanners, equipment, etc.
3. All cleaning products used will be COVID-19 effective. All staff will be expected to follow the cleaning guidelines and procedures.

Communications & Training

1. This IDPRP was communicated to all staff via email and/or hard copy
2. Additional communication will be sent via email or hard copy
3. Managers will monitor how effective this plan is for safety of staff and patrons
4. Employees and patrons will provide/receive necessary and ongoing training & communication on new ways of providing/receiving our services.
5. Managers and staff will work together to implement and update this plan

This COVID-19 IDPRP has been certified by LPLD Administrative Management:

Signature-Michelle Bunte_ Title-Business Manager_ Date-05/08/2020_