Pandemic Response Plan

1. Overview

This policy is intended to cover the basics during a pandemic like disease outbreak.

1. Purpose

This document directs planning, preparation, and exercises for pandemic disease outbreak over and above the normal business continuity and disaster recovery planning process. The objective is to address the reality that pandemic events can create personnel and technology issues outside the scope of traditional DR/BCP planning process as potentially 25% or more of the workforce may be unable to come to work for health or personal reasons

1. Policy

a. Pathways Behavioral Health Service Inc will authorize, develop and maintain a Pandemic Response Plan addressing the following areas:

* 1. The pandemic response plan leadership are identified as Charlene

Davis. Backup response leaders are: Keola Perry and Crystal Hughes. The leadership will be responsible for developing internal expertise on the transmission of diseases and other areas such as planning and response efforts.

* 1. Communication plan
     1. Pathways will communicate with all employees and guardians/clients to ask what their plan is during a pandemic.
     2. Pathways will keep a contact list and contact individuals on the list at least weekly during a pandemic to assess their situation
  2. Alert System based on monitoring of World Health Organization (WHO) and other local sources of information on the risk of a pandemic disease outbreak.
     1. Pathways will share on Facebook updates from WHO or

CDC during the pandemic

* 1. Emergency policies for different levels of response
     1. How people will be paid

a. Pathways will compensate employees who are told not to work by guardians or have to miss work due to family obligations (kids being out of school due to pandemic) or becoming sick, this is limited to a two week period.

2. Where they will work

a. Pathways will establish communication means between the employee and the client so that contact can still be made daily during their usual work hours

(if they aren’t sick). This is important so that the individual we serve will have a sense of normalcy during the pandemic.

1. Set of indicators to determine level of response
   1. Recognition of increase potential of ongoing transmission
      1. The recognition interval is initiated when increasing numbers of human cases or clusters of a pandemic illness. An infection are identified anywhere in the world, and the virus characteristics indicate an increased potential for ongoing human-to-human transmission.
         1. Pathways will monitor WHO, CDC, and the

government and post updates on Facebook.

* 1. Initiation interval: Initiation of the pandemic wave
     1. The recognition interval is initiated when human cases of a pandemic virus infection are confirmed anywhere in the world with demonstrated efficient and sustained human to human transmission. Efficient transmission could be defined as a household or an institutional attack rate of ≥20% in more than two communities, and sustained could be defined as transmission of virus for three or more generations in more than one cluster
        1. Pathways will monitor WHO, CDC, and the

government and post updates on Facebook.

* + - 1. Pathways will remind staff of proper guidelines such as handwashing, etc.
  1. Acceleration interval: Acceleration of pandemic wave
     1. The acceleration interval is indicated by a consistently increasing rate of pandemic influenza cases identified in the United States, indicating established transmission.
        1. Pathways will distribute copies of pandemic policy and procedures so that staff are aware.
        2. Pathways will continue to post updates on Facebook. iii. Pathways will pay employees up to two weeks paid sick leave if they are infected with the virus (confirmed).
  2. Deceleration interval: deceleration of the pandemic wave
     1. he deceleration interval is indicated by a consistently decreasing rate of pandemic influenza cases in the

United States

* + - 1. Pathways will post updates on Facebook and notify staff that the cases are decreasing.

1. Employee training covering person protection including:
   1. Identifying symptoms of exposure
      1. Symptoms of exposure during a pandemic will be defined by the CDC or World Health Organization.
   2. Basic prevention: limiting contact closer than 6 feet, cover cough, hand washing
      1. Social distancing
         1. Social distancing is a term applied to certain actions that are taken by Public Health officials to stop or slow down the spread of a highly contagious disease. Social distancing measures are taken to restrict when and where people can gather to stop or slow the spread of infectious diseases. Social distancing measures include limiting large groups of people coming together, closing buildings and canceling events.
      2. Cover cough
         1. [https://www.cdc.gov/flu/pdf/protect/cdc\_cough. pdf](https://www.cdc.gov/flu/pdf/protect/cdc_cough.pdf)
      3. Hand washing
         1. [https://www.cdc.gov/handwashing/when-how-](https://www.cdc.gov/handwashing/when-how-handwashing.html)

[handwashing.html](https://www.cdc.gov/handwashing/when-how-handwashing.html)

* 1. Avoiding travel to areas with high infection rate
     1. Avoid traveling to areas that have high infection rates.

1. Suggested list of supplies to be kept on hand
   * + 1. Two-week supply of water and food
       2. Ensure you have at least two weeks’ worth of your prescription drugs
       3. Nonprescription drugs such as Tylenol (for fever)
       4. Two-week supply of other essentials such as toilet paper, soap, etc.
2. IT related issues

1. Video conference, facetime, etc.

a. During a pandemic we will encourage staff and clients to maintain contact through facetime or another video conferencing program. This will help ensure a sense of normalcy to the clients

2. Internet capabilities

a. During a pandemic we will monitor internet providers that are providing free services so that employees who don’t have internet can obtain it and use it to video conference or facetime.

1. Process and frequency of plan updates at least annually.

1. Pathways will ensure this plan is reviewed annually and updated as needed.

1. Roles and responsibilities
   1. Charlene Davis will:
      1. Subscribe to WHO update and local news outlets to monitor directives and advice, assess and manage risks that are identified in these communications
      2. Monitor and comply with Federal Travel restrictions
      3. Comply with current guidelines for minimizing its exposure to pandemic diseases.
      4. Notify the state or federal officials if a staff member or client has been affected with a pandemic disease (If that individual has not already notified)
      5. Comply with quarantine requirements in response to advice from the Government when there is a significant possibility our staff or client pose an infection risk.
      6. Apply Pathways incident policy and procedures in the event of an emergency that involves a pandemic threat.
   2. Staff members and clients (or their guardian) will:
      1. Consult recent guidelines, issues by WHO, CDC, or the government
      2. Comply with travel restrictions and warnings
      3. Ensure they protect themselves from pandemic diseases and be aware of their health status; and
      4. Notify Pathways of any actual or possible disease exposures.
2. Definitions and Terms
   1. Pandemic- According to the WHO, a pandemic is "an epidemic occurring worldwide, or over a very wide area, crossing international boundaries and usually affecting a large number of people." The CDC defines a pandemic as "an epidemic that has spread over several countries or continents, usually affecting a large number of people.
3. Retainer Payments

Trillium Health Resources released new information on “retainer payments”.

These payments will be used to bill for the client and keep the person employed and receiving a paycheck, in the event that the employee is not able to work with a client due to the current environment with Covid-19.

Retainer payments do not apply to respite since that is not a service that is rendered on a consistent basis usually.

If an employee is receiving retainer payments they should not file unemployment since they are receiving normal pay from us until they are able to work again.

If you have any questions about retainer payments please contact Charlene Davis.

1. Revision History

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| --- | --- | --- |
| Date | Area that was revised | Author |
| 5/16/2020 | Add area for retainer payments | Charlene Davis |
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