



2020

HHA COVID-19 Workplace Re-Opening Action Plan

HHA COVID-19 RE-OPENING PLAN

INTRODUCTION

Over the past three months, COVID-19 has forced us to change the way that we have managed our everyday lives. Our work schedules have been unlike anything experienced at HHA in its 82-year history. The challenges that we have faced because of COVID-19, both personally and professionally, have been and continue to be unique and unprecedented obstacles. However, all of us have shown our mettle and have thoughtfully confronted the challenges head-on.

As we return to work more consistently, we still have challenges that cannot be overlooked. Therefore, changing how we do things in this “new” COVID-19 environment is something that we must do.

In this manual, you will find the basic standards to which all HHA employees must adhere. These standards are fluid and may change as the “new” COVID-19 environment improves. It is certainly our hope that all of these new challenges will soon be behind us. However, until COVID-19 no longer presents a high risk of harm to our staff, residents, participants, and the public, we must all stand firm in our measures to protect each other.

AGENCY GUIDELINES

1. OPERATING HOURS

- A. HHA will be open Monday through Friday unless assigned to a weekend detail.
- B. Subject to change or modification, HHA’s business hours will be split into two sections.
 - a. Section A Hours - 7am - 12 noon
 - b. Section B Hours - 12:30pm - 5:30pm
- C. Each employee will be given two (2) fifteen (15) minute breaks.

2. RESTRICTED CONTACT

Social distancing is a proven and simple way to prevent the potential spread of the COVID-19 virus. In practice, this means:

- A. Staying at least six feet away from others as normal practice;
- B. Eliminating physical contact with others, such as handshakes or embracing coworkers, visitors, business associates or friends;

- C. Avoiding touching surfaces that are touched by others as much as possible.
- D. Avoiding anyone who appears to be sick or who is coughing or sneezing.

The following should be adhered to at all times:

- A. Elevators – Able-bodied employees are encouraged to use the stairwells. If you must use the elevator, please limit the elevator capacity to three people. When waiting for an elevator, it is important to maintain social distancing. Because the stairs and elevators are common areas, it is recommended that you wash your hands or use a hand sanitizer workstation afterward.
- B. Meetings – Until further notice and revision, all in-person meetings should be held virtually or telephonically. If a meeting must be in person, it should be limited in the number of people in the meeting, there should be adequate air circulation and ventilation in the room, each person should be wearing a mask and all persons should be socially distanced.
- C. Offices – Smaller offices should be limited to only one employee. Social distancing protocols must be used, so necessary conversations should take into account the appropriate separation between employees.
- D. Restrooms – Occupy alternate urinals to maintain separation of six feet. Avoid congregating in the restroom. Be courteous and aware of others' needs to use the restroom.
- E. Communal Areas – Employees should try to avoid direct contact with surfaces in common areas, but the use of appliances like refrigerators, microwaves, water coolers/fountains, etc. will not be possible without touching some common surfaces. In this case, employees are encouraged to wash their hands and/or use hand sanitizer stations after touching these surfaces before returning to work.

3. WEARING A MASK

- A. Limiting the potential for staff and others to become infected with COVID-19 while working is HHA's objective. Part of accomplishing this objective is to require the use of masks while working around or associating with others.
- B. Wearing a mask helps protect others from you spreading the virus to them if you have the virus.
- C. A staffer is required to wear a mask if the staffer is in the same room as another staffer and they are less than six feet apart from one another.

D. Anyone who wears a mask and feels dizzy or lightheaded should distance themselves from other individuals and remove the mask to increase airflow. They will be required to put the mask back on when they return to the presence of others.

How to Wear a Mask



Before putting on a mask, clean hands with alcohol-based hand sanitizer or soap and water for at least 20 seconds.



The mask should fit snugly around the mouth and nose.



If the mask has a metal wire, it should be fitted snugly to the bridge of the nose.

Tips:

Avoid touching the mask while wearing it.

Cloth masks should be washed frequently; ideally after each use.

A mask should not be worn if it is damp or when wet from saliva or mucus.

Remove the mask from behind, being careful not to touch the front.

Immediately wash hands with soap and water for 20 seconds after removing the mask.

4. WORKSITE SAFETY

With the reopening of the HHA's operations comes the possibility of employees entering the worksite after having had exposure to COVID-19.

Employees are required to stay home if they are ill.

Symptoms may appear 2-14 days after exposure to the virus. Employees and contractors must be symptom-free before returning to work. The CDC has determined that people with the following symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

A. Exhibiting COVID-19 symptoms at a worksite

An employee who exhibits **recurring symptoms** (i.e., constant fever, cough, shortness of breath, sore throat, headache, muscle pain, or new loss of taste or smell) at the worksite will be sent home and advised to seek medical assistance immediately. (If an employee does not have a health care provider, they will be referred to their local health department or 1-877-PA-HEALTH.)

If it is determined an individual that has been in the worksite is a probable or confirmed case of COVID-19, HHA will notify the employees on-site about the situation and cooperate with the Pennsylvania Department of Health (DOH) in contacting specific employees who may have had contact with the infected employee. Medical records will remain confidential. Cleaning staff will be dispatched to the employee's workstation and common areas.

Anyone consistently experiencing COVID-19 symptoms will be required to leave HHA property and immediately self-quarantine.

The staffer will be required to immediately make an appointment to be tested for COVID-19 and shall remain on leave until the results are returned to HHA. This process is anticipated to take no more than four (4) days.

B. Positive Test for COVID-19

If a staffer tests positive for COVID-19, the staffer is required to remain on leave for no less than 14 days before returning to work or doing business on HHA property. The staffer must also be symptom-free. Before returning to work, the staffer must be cleared by HHA's Director of Personnel.

C. Exposure to person testing positive for COVID-19

Anyone who has had exposure to someone who has tested positive for COVID-19 will be required to leave HHA property and immediately self-quarantine and immediately make an appointment to be tested. The staffer shall not return to work until the test results are returned with a negative finding for COVID-19. It is anticipated that this process would take approximately 4 days. Before returning to work, the staffer must be cleared by HHA's Director of Personnel

D. Time Off

Any staffer who must take time off for COVID-19 related reasons (i.e., exposure to COVID-19, tested positive for COVID-19, care for someone that has tested positive for COVID-19) will be not be required to use their own PTO leave time. The time off, however, must first be reviewed and approved by the Personnel Director.

5. PROVISIONS FOR PERSONAL PROTECTIVE EQUIPMENT (PPE)

Supplies/equipment:

Each department supervisor will be responsible for making sure that each of his/her staffers receives and properly utilizes PPE which includes 3 KN95 masks/N95 masks per staffer (depending on availability), gloves (where necessary), and disinfectant spray and hand sanitizer machines. Gloves will be replaced after each workday and should be discarded after the workday.

6. INTERACTION WITH THE PUBLIC

A. Interviews/Briefings

In-person interviews or briefings with program applicants or participants should be conducted only under special circumstances, e.g., reasonable accommodation, urgent program requirements need to be satisfied, court order, etc.

B. Inspections

For the HCV Program: Inspections of occupied units will be performed virtually or will be satisfied through a landlord's self-certification.

For the LIPH Program: Inspections will be limited to building, community, and systems inspections. No inspections of occupied units are permitted until further notice.

C. Maintenance

Routine and emergency work orders are permitted in occupied apartment units. The following procedures must be utilized when a work order is being completed in an occupied apartment:

1. Maintenance staffer must wear a mask;
2. Windows in the unit should be open; and
3. The apartment residents must remain at least 6ft from the maintenance personnel while he is performing the repair.

D. Events

All HHA-organized community celebration/Holiday events have been canceled until further notice.

For supportive service-oriented events, HHA will continue to provide these services. However, the services will be planned out and executed in a manner that limits the amount of in-person contact that staff will have with applicants, participants, residents, and the public.

Precautions shall be taken to limit the potential for the spread of COVID-19, e.g., masks must be worn during the event, social distancing shall be exercised, other PPEs shall be worn where necessary.