



PERRY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

www.PerryDD.org

David C. Couch, Superintendent

TO: ALL PCBDD Staff
FROM: David Couch, Superintendent
DATE: April 13, 2020
RE: Coronavirus/Contagious Illness Protocol/Procedure
(Effective March 12, 2020, **Updated April 7, 2020**)

On March 9, 2020, Governor Mike DeWine issued a State of Emergency for Ohio due to the increased exposure to the Coronavirus. On April 6, 2020, that Order was extended. We continue to monitor guidance from the Perry County Health Department, Ohio Department of Health, Ohio Department of Developmental Disabilities and the Ohio Association of County Boards of DD.

To ensure we are taking reasonable steps to protect the people we support, their families, and our employees, we have immediately enacted the attached protocols and procedures to reduce possible exposure and mitigate the risk of exposure. Please keep in mind these guidelines can change. If changes take place, you will be provided with revised information as soon as possible.

Update Effective 3/23/20:

On Sunday, March 22, 2020, Governor Mike DeWine announced that Dr. Amy Acton, Director of the Ohio Department of Health (ODH) issued a Stay At Home Order directing all persons stay at home unless engaged in essential work or activity. We are monitoring guidance from the Perry County Health Department, Ohio Department of Health, Ohio Department of Developmental Disabilities and the Ohio Association of County Boards of DD. As of 3/23/2020, PCBDD Superintendent determined PCBDD staff are essential workers, although the majority of the PCBDD workforce will primarily be conducting work from their homes.

Update Effective 4/6/20:

On Sunday, April 6, 2020, the Executive Stay-At-Home Order was extended through May 1, 2020.

Administration Office
5720 State Route
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(P) 740-342-3542
(F) 740-342-1081

Service & Support
Administration
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Street Suite C
New Lexington, OH
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(P) 740-342-0416
(F) 740-342-5568

Children's Program
128 South Main Street
New Lexington, OH
43764
(P) 740-342-7722
(F) 740-342-0418

Perry County Board of Developmental Disabilities
Protocols and Procedures – COVID-19 (Coronavirus)

As of 3/12/20, updated 3/23/20 and 4/7/20 with directives in place until further notice (*Subject to change following new or revised guidance)

Home Visits:

All home visits and out-of-county travel continue to be temporarily suspended until further notice and at least through May 1, 2020. “Home visits” should be offered to families over the phone or in cases where appropriate and accessible, offered virtually as determined by the department director. People or families with whom home visits were scheduled for the entire month of March and April will be contacted to communicate the change and offer alternative home visits or alternative methods of contact. Please plan for May visits to be conducted in this manner.

Review all scheduled April and May events:

Any canceled or postponed meetings MUST be reported to department directors who are keeping track of these occurrences in the event we need to report this information. We continue to monitor information from OACB and DODD to determine how this may impact timelines.

In-Office Meetings and Connections that are scheduled or unscheduled (with people we support, families, walk-ins, etc.):

Out-of-county travel is suspended effective March 12, 2020 until further notice. People who facilitate in-office meetings shall connect with people using alternative methods such as a phone meeting or virtual meeting. Based on the ODH Director’s Order on 3/22/20, all staff are required to conduct meetings in this manner. Please connect with your department director for guidance or support.

The general public need to call or email PCBDD staff and are not permitted to enter PCBDD facilities effective March 24, 2020.

Signs are posted on external building doors to explain staff are working from home and designating the general public to contact department director cell phone numbers.

School Connections and ALA:

ALA facilitation in the schools is suspended until further notice. Further communication and guidance will confirm when we will return to a normal school facilitation schedule.

Effective Monday, March 16, 2020, CCMEP and Job Search have been suspended until further notice. Pioneering Possibilities sessions and service projects are also suspended until further notice.

Staff:

Effective 3/23/2020, PCBDD staff are working remotely from home with very few exceptions of people physically reporting to buildings. Department Directors, the Superintendent, and other personnel necessary to perform essential functions of the board may be required to report to their respective buildings as necessary.

Staff who plan to report to the office must not be experiencing flu-like symptoms (fever, coughing, shortness of breath, etc.) and must not have come in direct contact with someone experiencing flu-like symptoms. If this is the case, please stay home and immediately connect with a healthcare provider regarding symptoms. Staff who experience multiple flu-like symptoms and/or symptoms lasting longer than one day should not report to work without having first connected with a healthcare provider. Routine follow up with the department director is required and the information reported to the Administrative Supports Director (ASD). There is additional emergency leave related to COVID-19 available for most staff; please discuss specific situations with your department director and contact the ASD. Please communicate with your department director if you need to access a PCBDD facility. Before entering a board facility, please take your temperature and wash your hands or use hand sanitizer. Upon exiting the building, please wipe down any surfaces used and use hand sanitizer.

Internal and External Trainings/Meetings/Events:

Mission critical trainings or meetings shall be held via phone or video. Non-mission critical trainings or meetings will be postponed or cancelled if they can't be held via phone or video.