



# PERRY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

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David C. Couch, Superintendent

TO: ALL PCBDD Staff  
FROM: David Couch, Superintendent  
DATE: November 5, 2020  
RE: Guidance for Conducting Work During COVID-19

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Regarding the COVID-19 pandemic, PCBDD has developed protocols and procedures to ensure reasonable steps are taken to protect the people we support, their families, and our employees. Our protocols and procedures are in place to reduce possible exposure and mitigate the risk of exposure. Please keep in mind these guidelines are subject to change. If changes take place, revised information will be communicated as soon as possible.

If you have any questions, please contact David Couch at 740-684-1847.

***Trainings/Meetings/Events –***

Virtual participation in trainings, meetings, and events is accepted. In-person training, meetings, and events shall only take place under the following guidelines:

- all participants maintain 6 ft. social distance
- all participants wear facial coverings in shared spaces
- all participants are free from COVID-19 symptoms
- all participants have not been exposed to someone who has COVID-19 or who is presumed to have COVID-19

Following all trainings, meetings, and events, the staff who coordinated the training/meeting/event is responsible for cleaning and disinfecting all tables, chair arms, doorknobs, and any other surface that may have been used. This is to be done following EVERY meeting.

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

No external visitors are permitted in PCBDD facilities as this time. Exceptions can be made at the discretion of the department director.

Staff making these connections with external customers will maintain 6 ft. social distancing, wear a facial covering, exercise proper hygiene, and take temperatures of anyone approved to temporarily enter PCBDD facilities.

Perry County Board of Developmental Disabilities  
Guidance for Conducting Work During COVID-19  
Updated November 5, 2020  
(\*Subject to change following new or revised guidance)

***In-Person Visitation –***

Virtual visits remain the preferred method of connecting with people supported by PCBDD. Staff are only permitted to conduct in-person home visits with pre-approval from the person or family. When scheduling in-person visits, PCBDD staff must call the person or family being visited to determine:

- 1) if anyone in the household or anyone participating in the visit has had close contact with a person with a probable or confirmed COVID-19 case; and
- 2) complete a symptom assessment for anyone in the household and anyone participating in the visit.

If anyone participating in the visit or in the household is symptomatic or has had close contact with a person with probable or confirmed COVID-19 case, the in-person visit will either be held virtually or will be re-scheduled.

Prior to making an in-person visit, PCBDD staff will conduct a complete self-assessment. If staff is experiencing any flu like symptoms or fever, the staff will notify their supervisor and either conduct the visit virtually or reschedule the visit.

Prior to the in-person visit, PCBDD staff will complete another symptom assessment for anyone in the household or anyone participating in the visit. If anyone is symptomatic or has had close contact with a person with probable or confirmed COVID-19 case, the in-person visit will either be held virtually or will be re-scheduled.

Anyone participating in the home visit will clean/sanitize hands consistent with CDC guidance prior to starting the visit.

During the visit, PCBDD staff will do the following:

- 1) wear a facial covering and/or necessary personal protective equipment during the visit.
- 2) ensure a minimum of six feet between them and anyone participating in the visit, except when necessary to complete a specific required component of the visit.
- 3) Limit supplies taken to the visit

PCBDD staff may consider asking those not specifically participating in the visit to not attend. Considerations will be made for needed supports such as sign language or spoken language interpreters.

PCBDD staff may ask anyone participating in the visit to consider wearing a facial covering.

PCBDD staff may ask to conduct the home visit outside, when possible.

PCBDD staff may limit visit participants to those necessary to complete the visit.

PCBDD staff may request to sit on a hard surface that can be cleaned and sanitized before and after sitting. PCBDD staff may also bring their own chair that can be cleaned and sanitized between visits.

After the visit, PCBDD staff will clean and sanitize any laptop, tablet, binder, pen, or other equipment and supplies used during the visit.

PCBDD staff will clean and sanitize hands immediately and at the end of the visit. Staff are recommended to clean or dispose of any facial covering used during a home visit.

(\*HMG home visiting screening guidance attached)

***School Visits and ALA –***

ALA facilitation in the schools will take place as directed by the individual school. Staff conducting ALA activities will use hand sanitizer upon entering any building or facility and throughout the course of ALA facilitation.

Pioneering Possibilities has resumed connections and are meeting virtually until further notice.

CCMEP and Job Search remain suspended until further notice.