

CCS COVID-19 Planning for Increasing Threat Levels

What to do if COVID-19 is suspected:

- Stay home and remain away from other people and animals within your home
- Call your doctor – do not go to your doctor or hospital unannounced
- Continue to cover your coughs and sneezes and wash your hands often
- Do not share personal items (dishes, glasses, linens, etc.)
- Clean and disinfect high touch areas within your home
- Wash laundry thoroughly - wear disposable gloves when handling laundry
- Contact and take guidance from VT Health Department

LEVEL 1: No COVID-19 is present

No Pandemic has been declared

LEVEL 2: Active case COVID-19 in local area:

- All visitors/contractors limited to critical only
- Transportation for urgent medical/critical only
- Programs limited to essential programs
- All groups and gatherings cancelled
- All staff, visitors and critical contractors/vendors at CCS headquarters screened with screening tool.
- Remote conference calls and virtual meeting are employed whenever possible
- Use Skype or phone calls to check in with people in services
- Immune-compromised and respiratory compromised people stay home
- CCS staff complete individual assessments of needs should quarantine arise
- Develop
- Retrain on universal precautions
- Send out regular communications
- Assessment of home supports in the event of quarantine
 - How do homes need to be supported?
 - Who is available to help?
 - Are they set up to hire their own supports?
 - Explore telehealth
 - Explore food delivery

LEVEL 3: Local case within CCS family or VT State operation changes (i.e., community quarantine is announced)

- DSPs and Job developers remain at home
- All community supports stopped

- All supported employment supports stopped
- Regular communication continues
- Regular contact with all homes:
 - Enough supplies?
 - Contact with person in services – how are they?
 - Medical oversight
- Admin staff work remotely when possible
- All visiting restricted to essential admin staff only
- Transportation- urgent critical/medical only, if we are able

Summary

- As we continue to learn more about COVID-19 we may need to adjust and modify our outline.
- Information is coming out; the [Center for Disease Control](#) and the [Vermont Department of Health](#) will be the best sources of information.
- Future communication will be through CCS email; please ensure your contact information is accurate.