

St. Clair County Community Mental Health

Agency Directive re: COVID-19 Preparedness & Response Plan

8/13/2020

The agency's COVID-19 Preparedness & Response Plan is now available on the CMH website. Here is a link: <https://www.scccmh.org/covid-19-preparedness-and-response-plan/>

If you click on the link you will see that there are many documents that comprise the agency's Plan, but the core of the Plan is the document titled "COVID-19 Preparedness & Response Plan." The document provides the details about the Management Team's response plan, employee responsibilities, as well as our overall Pandemic Infection Control Plan. Please take some time to review and become familiar with the Plan.

Some key points:

- The Building Entry Procedure will continue as it is now. Masks are required, a nurse or designated staff wearing proper PPE must admit you and conduct the Health Screening.
- If you do not pass the health screen, you will be denied entry and directed to contact your health care provider. If denied entry, immediately notify your supervisor. The supervisor then notifies HR, and the screener who denies entry also is to notify HR.
- A new Daily Self-Screen procedure is being put in place for employees who will not be visiting a CMH building prior to working the community. The employee will screen themselves, enter data in the online form and submit electronically. The link to this is on the CMH website at the very bottom of the home page so it is easy to locate from any device: <https://www.scccmh.org/self-screening-form/> **Employees should begin doing Self-Screens the week of August 17.**
- The Plan also covers how to handle employees with COVID-19 symptoms, exposure to others, quarantine, return to work, etc. It is our intent to follow CDC guidelines.
- The Plan also contains COVID-19 guidelines for both in-office and in-community services
- Plus so much more 😊

Within the next few days, the CMH Training Office will be sending out notice to employees of the requirement to review the Plan and acknowledge that you have done so. This will become part of your training record.

We realize that our COVID-19 Preparedness & Response Plan will change. New Executive Orders, updated CDC guidelines, or other procedural changes may necessitate updates. The online version of our Plan will always be our most up-to-date information. If you become aware of something that should be updated in the Plan, please notify me. If you have questions on the Plan, please check with your supervisor or contact HR.