



COVID-19 Response and Preparation Plan Status Tier 1 as of 3/9/2020

Covenant House Alaska in partnership with Covenant House International (CHI) is closely monitoring the outbreak of the respiratory illness COVID-19. As the outbreak is increasing within the United States, CHI has instituted a federation wide COVID-19 Emergency Action Committee to monitor and respond. Covenant House Alaska has developed a four (4) tier plan that provides a detailed response based on the increased level of outbreak, locally and within CHA. This document will be monitored daily by Executive leadership and revised as needed to meet the demands and impact on Covenant House Alaska and the Anchorage Community.

Covenant House Alaska leadership will provide updates to staff, Board of Directors, Covenant House International, and onsite partners via email and through mass texting via Regroup.

Definitions:

Change in Tier's - The Chief Executive Officer and/or the Chief Operating Officer will determine and announce when to elevate to the next tier based on the response plan and community updates from the state and local department of Health and Human Services.

Essential Staff: Program staff that provide direct services and supports to youth to include support and food services.

Non-Essential staff: Administrative Staff; Human Resources, Development, Finance, and Executive Office

Extended Sick Leave Policy Freeze: The Chief Executive Officer has approved a temporary policy freeze on the use of Extended Sick Leave only in the event Tier 2 is initiated. In the event it is confirmed that a staff cannot be at work due to COVID-19 and or confirmed flu they will be permitted to access Extended Sick Leave. Use of 40 hours PDO prior to use of Extended Sick Leave will not be required. Doctor's note required. This temporary freeze would be in effect until Tier 1 is reinitiated and/or the CEO communicates a date the temporary freeze is lifted. At that time, the original policy will go into effect.

Tier 1: ---

Initiated by: Current public awareness and recommendations surrounding Coronavirus and/or CHI's initiation of COVID-19 Response Team. No confirmed cases in local community.

Covenant House Alaska will implement increased sanitation and precaution measures and CHA's Emergency Action Committee will continuously monitor risk meeting weekly. Chief Operating Officer and Process Improvement Coordinator will participate in weekly CHI COVID-19 Emergency Response Team meetings. Chief Operating Officer and/or Chief Executive Officer to attend citywide planning meetings as scheduled.

Staffing Plan: Minimal to no impact – Communicate agency response and preparation plan.



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Business Travel: Restrict business travel through May 1, 2020.

Personal Travel: Personal travel will be at staff discretion in accordance with agency policy for PDO approval. Staff may be requested to self-quarantine for up to 14 days upon return based on location of travel and travel advisories related to COVID-19.

Youth Impact: Minimal to no impact, increased education surrounding hygiene and universal precautions and infectious disease protocol. During all program meetings, staff will emphasize to youth the need and importance of increased hand washing and other essential precautions. No change to program policy and or practice regarding youth service delivery.

Tier 2:

Initiated by: Confirmed case of coronavirus in Anchorage and/or surrounding communities.

Work From Home: Upon confirmation of confirmed cases of coronavirus in the local area Covenant House Alaska will implement discretionary work from home for non-essential administrative staff.

Visitors: Limit in-office meetings, visitors, and delivery of services particularly for/by community members who come to CHA for educational or collaborative purposes. No rental of Weidner Community Room.

Volunteers: Limit volunteer support at CHA facilities – no onboarding of new volunteers.

Onsite Partners:

SouthCentral Foundation will maintain essential staff of the Wellness Center. Services will include assessment of youth symptoms as needed and will include transportation to any local hospital or identified urgent care centers of any youth needing to be tested for COVID-19. Beneficiaries of SCF will be transported to SCF Primary Care and Non-Beneficiaries will be transported to Providence Non-Express Care.

Staffing Plan: Human resources will provide a daily report to the leadership team regarding staff who have called in sick to assist in managing staffing. Program leadership will begin collaborating to reassign mobile and non-essential administrative staff to residential facilities based on staffing needs. Staff exhibiting symptoms of COVID-19 or other respiratory/flu like symptoms or fever and/or who knowingly been exposed to someone with symptoms will be required to stay home and be fever free for 24 hours or present a doctor's note to return to work. Staff who have knowingly been exposed to someone who has confirmed COVID-19 will be required to self-quarantine for 14 days prior to returning to work.



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Business Travel: No business travel will be approved through May 1, 2020.

Personal travel: Personal travel will be at staff discretion in accordance with agency policy for PDO approval. Staff will be required to self-quarantine for up to 14 days upon return based on location of travel and travel advisories related to COVID-19.

Youth Impact: Maintain increased education surrounding hygiene and illness prevention. No change to program policy and or practice regarding youth service delivery. Youth exhibiting symptoms of fever or cough will be referred to Wellness Center immediately for assessment. Youth who present with any of the above symptoms will be requested to wear protective mask.

Tier 3: ---

Initiated by: Increase in confirmed cases in Anchorage and surrounding community and a confirmed case of a youth with COVID-19.

Work From Home: Upon confirmation of increased confirmed cases of coronavirus in the local area and/or one confirmed case of a youth at CHA with COVID-19, Covenant House Alaska will maintain and encourage discretionary work from home for non-essential administrative staff.

Program Impact: Stop all non-residential services such as education and employment, Drop-In, and Street Outreach.

Visitors: CHA will not schedule any in-office meetings and establish a no-visitors policy.

Volunteers: No volunteer services.

Hiring Freeze: Freeze on hiring and onboarding of new employees.

Quarantine Sites Initiated: Mary's Place (4 beds) and Cobra Command (6 beds) will be designated Quarantine sites in the event a youth is diagnosed with COVID-19. The Youth Engagement Center will not be used to quarantine youth. Two staff per shift will be assigned to each location as needed. Mary's Place will be utilized first.

On-Site Partners:

SouthCentral Foundation will plan to maintain essential staff of the Wellness Center based on staffing capacity and their internal emergency response staffing plan and needs. Services will continue to include assessment of youth symptoms as needed and will include transportation to local hospitals or any urgent care centers of any youth needing to be tested for COVID-19. Beneficiaries of SCF will be transported to SCF Primary Care and Non-Beneficiaries will be transported to Providence Non-Express



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Care. In the event SCF is unable to maintain essential staff at the Wellness Center, CHA will coordinate with SFC any transportation and medication needs. **All other onsite partners will cease delivery of services.**

Business Travel: No business travel will be approved until further notice.

Personal Travel: Personal travel will be at staff discretion in accordance with agency policy for PDO approval. Staff will be required to self-quarantine for up to 14 days regardless of location of travel.

Staffing Plan: Human resources will provide a daily report to the leadership team regarding staff who have called in sick to assist in managing staffing. Agency Executive and Program Staff will meet daily for staffing to review and assign mobile and non-essential administrative staff to residential facilities based on staffing needs due to illness, to include the kitchen and supports services if needed. Staff exhibiting symptoms of COVID-19 or other respiratory/flu like symptoms or fever and/or who knowingly been exposed to someone with symptoms will be required to stay home and be fever free for 24 hours or present a doctor's note to return to work. Staff who have knowingly been exposed to someone who has confirmed COVID-19 will be required to self-quarantine for 14 days prior to returning to work with doctors note.

Youth Impact: Current residents of all programs are encouraged to stay in place and minimize external activities that are not essential. No external activities will be scheduled. Implement revised intake procedures to include assessment for any symptoms of COVID-19. Youth exhibiting symptoms of fever or cough will be referred to Wellness Center immediately for assessment. In the event the Wellness Center is not staffed by SCF, CHA will coordinate transportation to local hospitals or any urgent care centers of any youth needing to be tested for COVID-19. Beneficiaries of SCF will be transported to SCF Primary Care and Non-Beneficiaries will be transported to Providence Non-Express Care.

Tier 4:

Initiated by: Municipality of Anchorage issues a declaration of calls for state of emergency. Covenant House Alaska will participate in city Emergency Operations (EOC) briefings.

CHA will follow the city plan for testing and quarantine of any confirmed cases. It is currently anticipated that that the city will be identifying a location to quarantine any confirmed cases.

Response plan will be updated to reflect city plan and procedures



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Work From Home: Upon city issuing State of Emergency, Covenant House Alaska will implement a 100% work from home for all non-essential staff.

Quarantine Site: Covenant House Alaska will maintain Mary's Place and Cobra Command as quarantine sites and work in collaboration with city Emergency Command Center.

Staffing Plan: Human resources will provide a daily report to the leadership team regarding staff who have called in sick to assist in managing staffing. Executive and Program staff will maintain daily meetings to review and assign staffing. Mobile and non-essential administrative staff will be assigned to residential facilities based on staffing needs due to illness, to include the kitchen and supports services if needed. Priority will be staffing of all residential facilities. Staff exhibiting symptoms of COVID-19 or other respiratory/flu like symptoms or fever and/or who have anyone in their homes who exhibit these symptoms will be required to stay home and be fever free for 24 hours or present a doctor's note to return to work.

Youth Impact: Current residents of all programs are highly encouraged to stay in place and limit and minimize external activities that are not essential. No external activities will be scheduled. Maintain revised intake procedures to include assessment for any symptoms of COVID-19. If youth presents with symptoms, will follow local procedures in collaboration with Emergency Command Center for referral and testing.