

COVID-SAFE PRACTICE PLAN

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Mental Health Resources, Inc.
Authored by: MHR Leadership Team



COVID SAFE PRACTICE PLAN 2020

Risk Assessment:

1. Leadership Team met with Erica Moncayo from NM Mutual Insurance Company to provide training and guidance to all staff. Mandatory staff training on COVID basics, hygiene, chemicals/cleaning, proper use of PPE. Training scheduled for 6/5/2020
2. HR Director contacted Joe Tate, HR Consultant from the Levitt Group regarding employer responsibilities, COVID safe practices, PPE, Employee scheduling and employer liabilities.
3. HR Director contacted Catherine Spehar, HR Consultant for SW Families. Discussed ongoing COVID Safe Practicing guidelines.
4. COVID Safe Practice Committee was formed and meets weekly. Practice committee consists of the following individuals:
 - Veronica, Emily=Sanitation and Disinfection
 - Jenn, Claudia=Policies and Protocols
 - Justin, Lacy=Communication

Engineering Controls, Administrative Controls, Safe Work Practice:

1. COVID Committee (CC) discussed levels of risk and risk areas for all MHR facilities and sites. In all facilities and sites the following things will be implemented:
 - Posters on all entrances and exits regarding COVID safe practices.
 - Masks will be required to be worn by anyone entering in to the building.
 - Social Distancing markers and posters will be put up indicating and encouraging six-foot distancing.
 - Staff are required to clean work areas every two hours or after every client.
 - Daily temperature checks and screenings will be completed on all staff as they come in the building.

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- HVAC systems will be checked/maintained with HEPA filters (if possible).
 - Access to facilities will be limited to one entrance and exit (if possible).
 - Offices and waiting areas will be re-arranged to encourage social distance.
 - Handwashing signs and practices will be utilized and encouraged by all staff.
 - Visitors to buildings are prohibited.
 - Vendors will be scheduled and screened upon entry.
 - Clients will be asked screening questions and have temperature checked upon entry.
 - Break rooms and lunch areas are to utilize social distancing. Staff are not to congregate in groups larger than 10.
 - Staff that are sick are to stay home. If staff is sick at work, supervisors have the right to send them home for the day.
 - Work from home is encouraged, but not mandatory.
 - Leadership team will continue to monitor staffing, continued risk, and ongoing state regulations regarding COVID and make changes/adjustments as needed.

Training:

1. Mandatory staff training will take place regarding COVID safe practices. This will be recorded and made available to new staff and any staff who may have been unable to attend.
2. Cleaning crew will have additional OSHA training

Policies and Procedures:

1. Executive Director and CC staff will continue to write and distribute current policies and procedures to staff regarding COVID safe practices.
2. Leadership team will continue to update policies and procedures on an ongoing basis.
3. Supervisors will update program procedures on an ongoing basis.

Reintegration Plan:

1. Staff will begin returning to work in limited capacities, each program deferring to the supervisor and leadership team as to when and what this will look like (see individual program return to action plans).
2. Supervisors and leadership teams will track who comes back to work and when.
3. Staggered employee scheduling will take place as much as possible.
4. Televideo/Telephone sessions will continue to be utilized as much as possible.
5. Limited occupancy for meetings and buildings will be taking place.
6. Supervisors are to encourage staff self-care strategies on an ongoing basis.
7. Timelines for re-opening are flexible and at the leadership team discretion. Staff input and comfort levels will be taken in to account when determining when and how many staff will be returning to the office.
8. CC will meet on an ongoing basis to update, discuss and continue monitoring the situation as it occurs.

MOVING TO INSPIRE HOPE AND RENEW RESILIENCE IN ALL INDIVIDUALS

***It is important to note that we must remain flexible and adaptive throughout this process. Due to the nature of the COVID pandemic, rules and regulations are constantly changing. Business practices may need to be changed or modified at any time to keep employees and clients safe.**