

**PREVENTION, PREPAREDNESS and REPSONSE (PPR)
TO
CANTAGIOUS DISEASES**

Responding to any contagious disease will require the Housing Authority to be flexible and to move quickly, by adopting this PPR plan: Resolution # _____, dated: _____ the Housing Authority Board of Commissioners state that: The Housing Executive Director is authorized to take any of this PPR plans listed emergency actions as may, in his/her judgment, be applicable to protect the health, safety and well-being of the Housing Authority, its employees, tenants, clients, vendors and the public as a whole.

Since the threat to any organization's continuity of operations is high during the outbreak of a contagious disease; It's important for the Housing Authority (HA) to have a plan of operations in place to ensure the HA can continue to carry out it's essential functions. While the HA may be forced to suspend some operations (depending on the severity of an outbreak), an effective plan will assist the HA in its efforts to remain operational, with the emphasis of maintaining the HA's mission of providing housing to low-income families.

The best efforts to combat a serious health issue are to communicate clearly and effectively with employees, residents, government officials, vendors and the public. Accurate and timely communication will be critical in order to provide a proactive response rather than reactive. Use of multiple forms of communication will be important to spread the message as widely as possible to those who will rely on the HA now and in the future.

Note: The Executive Director or his/her designee shall be the point of contact for all communication released to the tenants or general public.

**The success of any prevention effort relies upon:
(1) An effective plan; and
(2) The good judgement of individuals.**

A. The PPR objectives include:

- Reduce the spread of any contagious disease to staff and tenants;
- Protect people at higher risk from contacting the disease (staff and tenants);
- Maintain essential business operations;
- Minimize financial impact to staff that could result from the HA reducing/ceasing some functions, and related businesses e.g.: schools and/or child care services closures that effect everyday life activities;
- Minimize the stress of rent payments and evictions for tenants who are directly affected by a contagious disease;
- Provide support for our tenants; e.g.: Where possible, coordinate food services on HA sites for elderly tenants who would have otherwise accessed food at senior centers that may be closed; and
- Comply with directives from the Health Department and civil authorities.

B. Identified essential functions:

As information develops about any contagious disease where restrictions are placed on and/or removed from the general population, the HA's list of identified essential functions may change and the HA will modify this established list of essential functions.

- Payroll
- Accounts Payable
- Rent Collection
- Leasing
- Unit Turn Over
- Payment to Contractors
- Construction Contracts (in process)
- Construction Contracts (future)
- Emergency Work Orders
- Urgent Work Orders
- Sanitizing Common Areas
- Mail Processing
- IT Support

C. Emergency Actions

1. Assess Workplace Exposure and Risk

- a) Identified exposure risks to staff and tenants:
- Public visitors in lobbies, computer labs and community rooms;
 - Inspections of occupied units;
 - Work orders in occupied units;
 - Case management visits to tenant apartments;
 - One-on-one appointments with tenants;
 - Working in close proximity to co-workers;
 - In-person meeting with external partners;
 - In-person meetings in general;
 - Common spaces in buildings;
 - Social visits by any person to the HA office; and
 - Interactions with identified vulnerable populations.

2. Review Workplace Policies

- a) Review policies to make sure that policies and practices are consistent with public health recommendations and are consistent with existing state and federal workplace laws as they relate to:
- Employee pay;
 - Sick leave;
 - Contracts or Contractors.
- b) Establishing policies and practices for social distancing:
- Implementing flexible worksites (e.g.: telework);
 - Implementing flexible work hours (e.g.: staggered shifts);
 - Increasing physical space between employees at the worksite;
 - Increasing physical space between employees and customers (e.g.: partitions);
 - Cross-train staff who provide essential functions;
 - Downsizing operations; and
 - Delivering services remotely (e.g.: phone, video, email, hard mail or web)

3. Adjust essential operations to mitigate workplace exposures and risks

- Staff should not enter dwelling units without appropriate Personal Protective Equipment (PPE);
- Train Staff to ask appropriate questions to allow for an assessment of the risk;
- Monitor Federal/State/City/County Health Department updates, directives, statistics and adjust plans/policies in response to uptodate information;
- Close all offices to the public when exposure is expected;
- Operate essential office functions through no-contact methods;
- Close all community rooms and computer labs;
- All non-essential meetings should be moved to a virtual meeting or canceled completely; and
- All essential meetings should be held virtually or, when held in person, in meeting spaces that allow for social distancing between participants.

4. Apply Wellness Control Measures:

a) Create a constant culture of wellness:

- Place Health Department posters and material at each entrance of offices;
- Place hand sanitizer, sanitizing wipes in office areas, (e.g.: entrance/foyer areas, desks, meeting rooms and employee work areas);
- Place posters instructing employees to sanitize their hands often by using:
 - 1) Alcohol-based hand sanitizer; or
 - 2) Hand-Washing with soap and water for at least 20 seconds;
- Clean commonly touched surfaces at least daily during the work week;
- Ensure maintenance, inspection staff, (those most exposed) and other staff that will possible have contact, have appropriate PPE and are trained accordingly when performing daily functions that may require such equipment;
- Insure all staff are trained on contagious diseases and blood borne pathogens; and
- Encourage staff to disclose a positive test result for family or persons of a close social circle.

5. Prepare for Social Distancing:

a) Social distancing is an intervention to increase the physical distance between people and in an effort to decrease the spread of contagious diseases. Health Department asks all organizations:

- Consider working remote;
- Prepare for employee absences resulting from personal illness, caring for ill family members, dismissal of early childhood programs and schools;
- Be prepared to adapt business practices to maintain critical operations;
- Reduce operations to those that are determined to be essential to protect staff and begin implementing telework and staggered shift plans; and
- Equip essential staff with work-from-home equipment where possible.

6. Accommodate Personal Challenges:

- a) Separate the following staff from others and send them home:
 - Who report to work having a fever or an acute respiratory illness upon arrival to work;
 - Who become sick during the workday;
 - Who have recently returned from interstate/international travel in “high risk” areas;
 - Who self-report a recent exposure to someone with symptoms or a diagnosis of a contagious disease;

- b) Ensure:
 - Managers and employees are aware of policies and the expectation that sick employees should stay home.

- c) Employee is confirmed to have a contagious disease:
 - Close the office building(s) they’ve worked in;
 - 3rd party vendor to sanitize the office(s);
 - Advise all employees that have been in the building that they have been exposed and instruct them to follow Health Department (HD) guidelines related to "close exposure;"
 - Work closely with HD on any further action items.

7. Encourage Personal Preparedness:

- a) Encourage employees to take steps to prepare for staying at home when necessary;
 - Email staff and post to social media information about personal preparedness steps e.g.:
 - 1) Store a two-week supply of food and water;
 - 2) Have enough prescription drugs at home and contact your doctor;
 - 3) Keep non-prescription drugs and other health supplies on hand;
 - 4) Get copies of health records from the doctor, hospital, or pharmacy; and
 - 5) Talk with family members and loved ones about what's needed to care for them at home.

8. Plan to keep employees in paid status to mitigate financial stress during uncertain times.

The health and wellbeing of staff is a top priority. Closely correlated to health and wellbeing is income security. Take actions within the HA to allow staff to continue to be paid even while operational functions are scaled back and uncertain in-order to allow the HA to significantly reduce onsite operations and reduce the schedules of staff in an effort to achieve basic customer service and social distancing without worrying about whether staff have adequate worked hours or accrued paid leave to result in a typical paycheck.

This PPR Plan authorizes the Executive Director to:

Place all full-time (40 hrs) and part-time (typical hrs worked) employees in regular paid status regardless of hours worked.

9. Prepare for operations under a Shelter-in-Place directive:

The HA is an essential business and “should be” exempt from this order and will continue to fulfill essential functions. Accordingly, staff essential to the HA’s business are themselves exempt. Staff who report to work will still be governed by expectations for social distancing and other precautions.

During a Shelter-in-Place Order, staff responsible for essential functions should report to work. Other staff will be required to complete work remotely “if” possible. The type and amount of work will be determined by the supervisor and may include “other work” to support the HA.

10. Prepare to respond if a tenant displays known symptoms of a contagious disease:

- a) If HA staff become aware that a tenant is displaying symptoms of a contagious disease:
- Notify the Executive Director (through the chain of command) who will determine what actions to implement.

Actions typical:

- b) Management will contact the tenant and ask the following questions:

- Do you feel well?
- Are you experiencing any related symptoms?
- Have you seen a doctor?

- c) If the answer is NO ask:

- Do you need assistance?
- Local government will be offering assistance for people who show symptoms. Offer to send them information and offer to help them complete the process over the phone.

- d) If the answer is YES:

- Did the doc test for ----- disease?
- Are you following doctor’s orders?
- Do you need assistance?

If it can’t be confirmed that a tenant is/is not displaying symptoms and/or refuses to share information:

- (1) Management will ask the tenant to self-quarantine for the appropriate number of days; and
- (2) Notify HA staff of the potential risk and only access the dwelling unit in an emergency.