


Tangram's COVID-19 Preparedness and Response Plan

Tangram has created a re-opening plan, which follows guidelines from the State and health officials. The majority of our services are provided in District 4 and District 5 in Indiana. We will follow the re-opening plans of our strictest counties in these districts. At any point during these phases, if there is an outbreak at our organization, or the regional case count warrants, we may revert to our previous state or some version of it. We rely on state, regional, and county data, as well as organizational data to make our decisions.

Definitions:

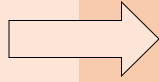
Operations: includes the Community Exploration Program, Community Residential Program, Behavior Supports, and Employment.

High risk individuals: people who are 65 years of age or older, those who have moderate to severe lung disease or asthma, people who have serious heart conditions, people who are immunocompromised (including those who having cancer treatment, smokers, those who have had a bone marrow or organ transplant, immune deficiencies, poorly controlled HIV or AIDS, or prolonged use of corticosteroids and other immune weakening medications), people with severe obesity (BMI over 40), people with diabetes, people with chronic kidney or liver disease.

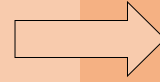
Phase 1: May 16-June 28	Phase 2: June 29-August 31	Phase 3: September 1-Onward	
			
Operations Items	Phase 1	Phase 2	Phase 3
Any employee displaying symptoms of COVID-19 or with a fever or 100.4 or higher should not report to work.	X	X	X
Visitor restrictions for all Community Residential clients in place until June 1.	X		
Visitor Restrictions for Community Residential clients recommended for high-risk individuals, but driven by Individual Support Team (IST) decisions.		X	
Visitor restrictions for Community Residential clients determined by ISTs.			X
Anyone providing services in homes are required to wear masks and disinfect high-touch surfaces. Client and employee temperatures will be taken and recorded.	X	X	X
Clients and staff should practice social-distancing of 6 feet whenever possible. When this is not possible, staff should practice proper hand hygiene and wear personal protective equipment (PPE).	X	X	X

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Phase 1:
May 16-June 28



Phase 2:
June 29-August 31

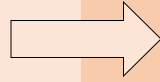


Phase 3:
September 1-Onward

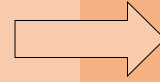
Operations Items	Phase 1	Phase 2	Phase 3
Behavioral consultants and employment consultants are encouraged to continue to provide tele-services during this phase. Before providing services face-to-face, the employee is to complete the COVID-19 monitoring form for him/herself and the person with whom they are working. If in-person services are required, masks should be worn and hands should be washed or disinfected with hand sanitizer frequently. Thermometers, masks, and hand sanitizer will be supplied.	X	X	
Behavior and Employment staff have the option of providing tele-services during this phase, if still available through Appendix K. Before providing services face-to-face, the employee is to complete the COVID-19 monitoring form for him/herself and the person with whom they are working. Masks should be worn and hands should be washed or disinfected with hand sanitizer frequently. Thermometers, masks, and hand sanitizer will be supplied.			X
Virtual meetings encouraged for all operations during this time.	X	X	
Virtual meetings will continue to be an option.			X
Nursing services will be provided via telehealth, unless in-person visits are necessary.	X		
Individual ISTs will determine when the right time is for each person/site to get back to a new "normal". This timeline will be different for everyone. We encourage each team to consider risk factors of everyone in the household.	X	X	X
In the event of a medical mask shortage, staff will be asked to wear cloth facemasks and maintain social distancing when possible when providing care.	X	X	X

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Phase 1:
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Phase 2:
June 29-August 31



Phase 3:
September 1-Onward

Office/Administration Items	Phase 1	Phase 2	Phase 3
Any employee displaying symptoms of COVID-19 or with a fever of 100.4 or higher should not report to work.	X	X	X
Key card access is limited and remote work required for most office-based employees, with the exception of HR and Finance Depts. which will create a rotating schedule (President/CEO, VPs, and Directors retain key-card access, but are encouraged to work remotely). IT and Nursing staff will also be allowed into the office to work 1-2 days per week.	X		
Remote work encouraged for office-based employees. VPs and Directors can set up a rotating schedule for their departments, with no more than 2 employees from each department in the office at one time. While all employees have key card access, they may only enter the building when scheduled.		X	
Remote work is optional and key card access is reinstated for all office employees who had prior access.			X
All employees entering the office will be required to take their temperature upon entry. A fever of 100.4 or higher will require them to leave the building and call Human Resources.		X	X
All employees must sign a Responsibility Pledge stating that they are fever-free, do not have any signs or symptoms of COVID-19, and that they will stay home from work if they have a fever or are sick.	X	X	X
All employees in the building will be required to wear either a cloth facemask or a company-supplied surgical mask during working hours (when outside of their own office) and maintain at least a 6-foot distance from one another.	X	X	X
Hand sanitizer will be placed at strategic locations in the building.		X	X
In preparation for employees to return to the office, the leadership team will create signage around the office and arrange common areas to be social-distancing compliant.		X	X
The building will be professionally disinfected twice a week. The VP of Human Resources will be responsible for ensuring that a schedule is in place for employees in the building to follow for disinfecting high-touch surfaces at least three [3] times daily.	X	X	X

COVID-19 Prevention Protocols:

Employees and clients should **wash their hands** often with soap and water for at least 20 seconds especially during these key times:

- Before, during, and after food preparation
- Before eating food
- Before and after caring for someone who is sick
- Before or after providing first aid
- After using the toilet
- After changing a diaper/depend or helping someone use the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage
- After you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic casher registers/screens, etc.
- Before touching your eyes, nose, or mouth because that's how germs enter our bodies

If handwashing is not readily available, a 60% or more alcohol based hand sanitizer is a suitable substitute until staff can wash their hands. Gloves are discouraged, unless staff are cleaning and disinfecting surfaces or providing personal care to an individual.

All staff are required to wear a surgical type mask when reporting to work to slow the spread of COVID-19. Whenever possible, staff should maintain a 6-foot distance between themselves and others in the home. Because this is not always a possibility, staff and individuals served should monitor for signs and symptoms of COVID-19 on a daily basis.

COVID-19 tracking forms are to be kept at each site. Twice a day, each individual served is to have their temperature taken and recorded. Any signs and symptoms of COVID-19 are to be documented. Report any new symptoms to the Tangram nurse. Further instructions will be given at this point. At the start of each shift, DSPs are to take their temperature and record any signs and symptoms of COVID-19. Any staff who has a fever will be sent home and asked to report to Human Resources for further instructions.

All visitors to any site will be required to have their temperature taken and asked to wear a mask prior to entering a home. Track temperatures on Tangram's electronic visitor form found on MyHub. Social distancing of 6-feet is asked of all visitors.

Cleaning and disinfecting frequently touch surfaces should be done at the beginning and ending of each shift. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets and sinks. The CDC has recommended that if a surface is dirty, clean it before disinfecting it – use soap and water prior to disinfectant. A bleach mixture of 1 part bleach and 10 parts water mixed every 24 hours is a suitable disinfectant for COVID-19.

Home cleaning and disinfectant guidance can be found at:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>

<https://www.cdc.gov/coronavirus/2019-ncov/php/interim-guidance-managing-people-in-home-care-and-isolation-who-have-pets.html>

Tangram has provided employees with needed PPE, including, but not limited to surgical masks, gloves, N95 respirator masks (in the event of possible exposure), gowns, and goggles. Hand sanitizers and thermometers have also been provided. In the event of a shortage or increased need, Tangram will continue to do due diligence in procuring PPE for employees. A link to how to properly use PPE is below:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>

<https://www.osha.gov/SLTC/covid-19/controlprevention.html#health>