

8 CONTENTS

9	COVID-19 Response.....	3
9.1	Employee Action Plan Effective March 9, 2020.....	3
9.1.1	Purpose	3
9.1.2	COVID-19	3
9.1.3	Essential services Personnel.....	4
9.1.4	Work Schedules	4
9.1.5	COVID-19 Related Leave	5
9.1.6	Emergency Expanded FMLA	7
9.1.7	Illness Reporting	8
9.1.8	Travel.....	8
9.1.9	Meetings.....	9
9.1.10	High Risk Employees	9
9.1.11	Period of Actions.....	9
9.2	Telework Policy.....	10
9.2.1	Performance Expectations	10
9.2.2	Work Environment & Supplies.....	11
9.2.3	Scheduling & Work Arrangements.....	12
9.2.4	FLSA Regulations	12
9.2.5	Confidentiality	12
9.2.6	TeleWork Agreement.....	13
9.3	Primary Support Interventions	14
9.3.1	Primary Access Numbers.....	14
9.3.2	Community Outreach.....	15
9.4	Secondary and Tertiary Support Expansion (Iowa Medicaid COVI-19 Toolkit).....	15
9.4.1	COVID-19 Respite.....	16
9.4.2	Access Centers	16
9.4.3	Prescreen for Public Access.....	19

9.5	Discussion Guide to Making a Plan with your Family	20
9.5.1	Preparing for the meeting.....	20
9.5.2	Having the discussion.....	21
9.5.3	FAQ's	22
9.5.4	Make a Family Plan Worksheet	24
9.6	COVID-19 In Plain Language	25

9 COVID-19 RESPONSE

County Social Services Mental Health and Disability Services Region (CSS) initiated response to the COVID-19 Pandemic on March 13, 2020. During this period CSS leadership will meet daily to assess, plan and initiate further response to the pandemic. The purpose of this initiative is to ensure the safety of our team and expand mental health and disability service supports. Expansion of services will target essential health and safety needs of our community.

9.1 EMPLOYEE ACTION PLAN EFFECTIVE MARCH 9, 2020

At this time the CSS team is encouraged to work from home. Team members are allowed access to their office for those who feel safe and can sustain social distancing. Team members working in our offices will take turns disinfecting daily and enforce the COVID-19 Screen for any encounters with the public. Team members will not be allowed to gather for shared meals or meetings during this period of social distancing recommended by the government. Team members will not share office space or automobiles during this period. Team members will be required to use some form of face mask if unable to maintain social distancing when outside of their homes. CSS will provide team members with other PPE depending on the relative risk of infection. A COVID-19 Screening tool will be used for public access as we move through this crisis. (see attachment)

These CSS guidelines involve a rapidly evolving public health emergency. CSS will continue to reassess these guidelines as the public health emergency and the law evolves. CSS reserves the right to amend or revise these guidelines at any time.

9.1.1 PURPOSE

To protect employees and the individuals we serve. To establish a consistent approach to an infectious disease which is potentially impactful to the quality and timeliness of services. To provide a way to distribute information to employees and answer any questions or concerns.

This is a working document and will be further updated as information is released, and legislation is passed by the federal and state government. CSS will strive to follow all guidelines put in place by the Centers for Disease Control (CDC), Iowa Department of Public Health (IDPH), and our local county Departments of Public Health Agencies.

9.1.2 COVID-19

Covid-19, or coronavirus, is a respiratory illness for which no vaccine exists and people do not possess immunities from previous exposure/infection. This new (“novel”) coronavirus was discovered in Wuhan, China in December 2019. The incubation period for COVID-19 is estimated to be approximately 14 days. COVID-19 is spread through infected aerated respiratory droplets

from a host coming into contact with a recipient's mouth, nose, or eye membranes via talking, coughing or sneezing. Transmission may be human-to-human, object-to-human, fecal matter-to-human. There is possible, but low threat of animal-to-human and food-to-human exposure as well. Because of the possibility of person-to-person transmission, it is important that you stay a minimum of six (6) feet away from persons with whom you are interacting and refrain from handshakes and other forms of human touching. Common areas such as computers, mice, public countertops, chairs, tables, doors, knobs, light switches, restroom sinks and toilet handles, manual soap and sanitizer dispensers should be regularly wiped down with disinfectant. Employees using these items should wash their hands or use sanitizer with at least 60% alcohol following the contact.

9.1.3 ESSENTIAL SERVICES PERSONNEL

CSS employees are considered essential workers as defined by the US Department of Homeland Security (Memo issued on 3/19/2020).

Essential services personnel are allowed to go to work as long as they remain asymptomatic and monitor their temperature at the beginning and end of their shift. If essential services personnel become symptomatic at any point during their shift, they should be sent home immediately and self-isolate until the conditions below (recommendations for all ill essential services personnel) are met. When essential service personnel are not working, they should stay at home and isolate themselves from others in the home for 14 days after their last exposure.

If essential services personnel are providing healthcare in a hospital (pre and post setting), long-term care, residential care facility- they should wear a procedure/surgical mask when providing care (within 6 feet of patients).

If our employees do not have PPE available, we do not expect employees to expose themselves to others. We are hopeful to be seeing more PPE in the near future.

9.1.4 WORK SCHEDULES

CSS may modify work schedules as follows:

1. work from home entirely;
2. work partially from home and work partially at their worksite;
3. work staggered shifts either on a full-time or part-time basis;
4. adjust work hours as necessary;

Employees are not permitted to work overtime while working from home unless this is authorized by their supervisor.

During this time, if you are reporting to work or working from home, you may be asked to perform tasks that are not normal for your job description. This is just temporary during this time of necessity. Please be adaptable and understanding.

CSS will periodically re-evaluate this situation and workplace attendance and leave policies.

9.1.5 COVID-19 RELATED LEAVE

CSS will provide employees an additional 2 weeks (80 hours) paid leave if the employee is:

1. Subject to a quarantine or isolation order next advised by their health care provider to self-isolate due to COVID-19 issues.
2. Experiencing symptoms of COVID-19 and seeking a medical diagnosis.
3. Caring for an individual (does not have to be a family member) who is subject to (1) a federal, state, or local quarantine or isolation order related to COVID-19; or (2) advised by a healthcare provider to self-quarantine due to concerns related to COVID-19.
4. Caring for the employee's child (under age eighteen (18) if the school or place of care has closed or the child care provider is unavailable due to COVID-19 precautions.
5. Experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

The CSS Board approved this effective 3/25/2020 through the Governor's Declaration for the State of Iowa. When the declaration lifts this goes out of effect. When an employee is working from home they need to stay home during their regular working hours (ex: 8am-430pm) with the exception of leaving for food or medication needs only. CSS employees will abide under good faith with monitoring by their supervisors.

Employees meeting one of these criteria shall report their desire to take this leave to their Supervisor. At this time employees shall be required to provide proof of the need for such leave, which may include through a quarantine or isolation order, a note from their healthcare provider, or proof that their child's school/childcare has closed and there is no other suitable caregiver available.

CSS employees can access their Medical Leave Bank waiving approved FMLA absences for reasons relating to COVID-19 not stated above or as an extension to the 80 hours through the Iowa Governor's Proclamation approval period. Proclamation started on 3/9/2020 and currently goes through April 30th, 2020 unless sooner terminated or extended in writing by the Governor.

CSS employees can be paid for time available to work from home. It is the responsibility of the supervisors to handle workloads, schedules, and monitoring of staff.

Families First Coronavirus Response Act (FFCRA) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions have been provided under legislation with the U.S. Department of Labor's Wage and Hour Division and have been applied from April 1, 2020 through December 31, 2020.

The following are requirements of the FFCRA however the CSS Board has approved to compensate employees at 100% of their pay.

- For full-time employees, 80 hours.
- For part-time employees, a number of hours equal to the number of hours that such employee works on average, over a two-week period.
- There are caps on the amount of money an employee taking this leave may be compensated.

This 80 hours of paid leave for full-time employees, or two-week equivalent of pay for part-time employees, is a separate source of paid leave required by the Families First Coronavirus Response Act. During this two-weeks, employees' personally accrued leave banks will not be depleted, and employees will be paid 100% of their pay. While the FFCRA has placed caps on the amount of pay employees are entitled to receive for absences related to COVID-19, CSS has decided that all employees should be entitled to 100% of pay regardless of any caps in federal law so employees are receiving full paychecks even if they must be absent for the described COVID-19 related reasons.

If employees exhaust this two weeks of pay and cannot return to work and their absence is related to reasons (1), (2), (3), (4), and (6), the employee may be paid through the use of any of their accrued leave banks. If employees exhaust this two weeks of pay and cannot return to work and their absence is related to reason (5) above and they have been employed for at least thirty (30) days, the employee is entitled to additional leave as described below in the EMERGENCY EXPANDED FMLA section.

CSS will allow employees who are requesting this leave for school or childcare closures or unavailability to use the leave on an intermittent basis. For example, for an employee requesting this leave for school or childcare closure or unavailability who is able to work part-time due to other individuals being able to care for the child(ren), that employee shall be able to use their hours intermittently for any leave experienced until the hours they are entitled to are exhausted.

However, the employee shall work with their supervisor to schedule the intermittent leave to minimize the impact on CSS business operations as much as possible

Employees seeking to use this leave for any other reason other than school or childcare closure or unavailability are not permitted to use this leave on an intermittent basis.

9.1.6 EMERGENCY EXPANDED FMLA

On March 18, 2020, the federal government temporarily expanded the FMLA to include a new qualifying reason for FMLA leave related to the public health emergency. *A qualifying need related to a public health emergency means that the employee is unable to work (or telework) due to a need for leave to care for the son or daughter under 18 years of age of such employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency, and a suitable alternative caregiver is not available.*

In addition to CSS's FMLA policy already in place, the following guidelines apply to this new qualifying reason:

The only eligibility requirement for employees to be eligible for this leave is that the employee has been employed for thirty calendar days prior taking the leave.

The employee shall be paid for this leave as follows:

- Employees will be paid two-thirds (2/3) of the employee's regular rate of pay (as determined by Section 7(e) of the FLSA).
- For employees whose schedules vary from week to week, the employee will be paid two-thirds of their regular rate of pay for those hours that the employee would have worked if the leave was not necessary. If the hours the employee would have normally worked are not apparent, the hours the employee should be compensated for will be calculated as follows:
 - A number equal to the average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes such leave, including hours for which the employee took leave of any type.
 - If the employee did not work over the 6-month period, the reasonable expectation of the employee at the time of hiring of the average number of hours per day that the employee would normally be scheduled to work.

Under no circumstances will an employee be compensated more than \$200/day or \$10,000 in the aggregate for this leave.

9.1.7 ILLNESS REPORTING

When our member counties open to the public CSS will open to the public. CSS offices and vehicles will stock disinfectant wipes, masks, gloves for staff and guests. The COVID Screening Tool will be used daily for anyone entering the office. Guests will be seen only in a designated office that is wiped down between each use. CSS team members will daily wipe down common touch surfaces. Other environmental barriers will be assessed for additional measures to reduce transmission.

If entering an environment, the team member assesses a risk for COVID they will immediately contact their supervisor to discuss the best risk management approach. CSS will strive to have enough personal protective equipment (PPEs) for universal precautions. All staff have been trained on the use and disposal of PPEs.

Please Do Not Enter a CSS office if:

- If you or a family member are experiencing any of the following flu-like/respiratory symptoms,
- Fever – over 100.4 degrees Fahrenheit
- Coughing
- Sneezing/Sore Throat
- Shortness of Breath
- Any other flu-like symptom. Uncommon symptoms of COVID-19 include diarrhea, nausea, and fatigue.
- Have been diagnosed with COVID-19 and/or tested positive for COVID-19.
- Been around someone who has been diagnosed with COVID-19 or tested positive for COVID-19. This includes living in the same household or spending time within six (6) feet of someone who has been diagnosed with COVID-19 or tested positive for COVID-19.
- Have traveled outside of Iowa in the past 14 days

Employees experiencing any of the above should report it immediately. Employees should call their supervisor to report these conditions.

An employee may not return to work for 14 days after any or all of the above symptoms subside, have tested positive or diagnosed with COVID-19, or been around someone who has been diagnosed or tested positive for COVID-19.

Upon returning to work from an illness, employees will be verbally screened by the CSS Training and Development Specialist.

9.1.8 TRAVEL

As of the date of this policy all employees and their family members who travel as defined by this policy will be subject to the following requirements:

For purposes of this policy, "Travel" is defined as follows:

- Non-essential: (1) traveling to any location outside of a fifty (50) mile radius of or (2) attending a gathering of more than ten (10) people regardless of the location.
- Essential: (1) necessary travel that does not meet the definition of non-essential travel. CSS will authorize essential travel on a case by case basis.

All CSS-related Non-Essential Travel as defined by this policy is suspended. (i.e. conferences or non-essential meetings.)

For anyone engaged in Non-essential Travel as defined by this policy and planning to return to work, you will be required to self-isolate away from work for fourteen (14) days. You will only be allowed to return to work if symptom and fever free as defined by the CDC guidelines. For anyone who chooses to engage in non-essential travel as defined above you will be required to use PTO during this time to be compensated for your normal working hours.

CSS employees will not be transporting individuals during this COVID-19 pandemic.

9.1.9 MEETINGS

No group meetings shall be held in-person for the duration of this policy. All meetings shall be held electronically or over the phone.

CSS CEO or his designee shall update all staff on developments throughout this time period. CSS Administrators and Supervisors are meeting daily and have been since March 13th, 2020 to implement and monitor COVID-19 response. Meeting notes are taken daily and are available to all CSS employees on SharePoint or via email for those employees who do not have Share Point.

9.1.10 HIGH RISK EMPLOYEES

If you are at "higher risk" for becoming ill from the virus (pursuant to the CDC's guidance, see:

<https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>

please feel free to communicate that to your supervisor. The information you provide will be kept strictly confidential in your medical file and will be used solely for the purposes of determining your potential need for a leave of absence or for modifications to your work schedule and/or work environment during the pandemic.

9.1.11 PERIOD OF ACTIONS

Leave authorized by this policy shall expire on December 31, 2020 (based on provisions from the FFCRA) and no leave shall be carried forward to 2021.

9.2 TELEWORK POLICY

It is the purpose of this policy to provide CSS employees with guidelines for telework employment arrangements due to COVID-19. This policy applies to both full time and part-time employees.

Telework allows an employee to work at home, or at a satellite location for all or part of the employee's regular workweek. Telework is a work alternative that may not be appropriate for all employees and not for all jobs. Appropriateness will be determined at the sole discretion of the employee's Supervisor and subject to approval by Information Technology (IT) who is responsible for verifying if the arrangement is suitable. The CSS Supervisor is responsible for obtaining a written agreement signed by both parties.

Telework is not an entitlement and is at the sole discretion of the CSS Supervisor and Administrative team. Telework in no way changes the terms and conditions of employment with County Social Services. All telework arrangements will be communicated to the IT department.

Physical presence at County Social Services office locations is the general expectation for all employees. Telework is only appropriate for certain situations, including a public health emergency (COVID-19 pandemic), and with approval of the CSS Administrative staff.

Employees desiring to request a Telework arrangement shall make a request in writing to their Supervisor including: the days and hours they are requesting to telework from a home office, the location of said home office, the reason for the request, the equipment necessary to suitably equip a home office (i.e. laptop, printer, etc.) and any other information pertinent to the request.

The availability of telework for an employee of County Social Services **can be discontinued at any time** at the discretion of the CSS Supervisor/CSS Administrative team. There may be instances when no notice is possible.

9.2.1 PERFORMANCE EXPECTATIONS

The employee is expected to communicate regularly and effectively with supervisors, coworkers and individuals they serve to the same degree that would be achieved if working from their CSS office. The employee must demonstrate an understanding about time management, productivity and accountability for their work quality and deadlines. Telework shall not be used as a substitute for dependent care or sick leave. Employees who telework are expected to make dependent care arrangements during the workday unless an unforeseeable situation is communicated with their supervisor.

Employees may, at the discretion of their immediate supervisor be called to work to their CSS office or within the community to meet workload demands. If an employee is teleworking during the workday and he/she comes into their CSS office, the time traveling from the employee's home to the worksite must be treated as job site travel and therefore be counted as hours worked and compensated accordingly.

Employees are responsible for maintaining a safe and ergonomic working environment while teleworking. Workers compensation will not apply to non-job related injuries that occur in the home. CSS will not be responsible for injuries to third parties or members of the employee's family that occur on the employee's premises. In the event of a work-related injury, the employee will allow home office inspections conducted by CSS.

Telework employees shall not hold business meetings with internal or external individuals or colleagues at their personal residence. Employees shall not conduct any unauthorized (non-CSS) work during their telework schedule. The employee's supervisor may regularly request progress reports to check on the status of the employee's work from home. CSS reserves the right to monitor network access logs to verify activity.

The employee will be expected to report any illness and use PTO or Medical Leave Bank available leave time, if unable to work. The employee is also expected to request PTO for a desired day off.

9.2.2 WORK ENVIRONMENT & SUPPLIES

General office supplies, such as pens and paper, will be provided by CSS. Other out of pocket expenses, such as hardware, including but not limited to printers, scanners, fax machines, ink cartridges, etc; as well as office furniture to make the home office a suitable telework site will not be covered by CSS.

Telework employees will use their CSS equipment. Employees may consult with the CSS's IT department for access to the CSS network. Employees must conform to the CSS software and security standards. CSS will consult with IT if their support staff is needed.

Remote access to the CSS network may be provided to the employee at the discretion of the employee's supervisor after consulting with the IT department. Employees who telework from home are subject to the same internal CSS policies regarding the use of CSS provided equipment and services as that of employees at the CSS located worksite. CSS will not purchase or reimburse employees for the cost of an internet service provider or internet use.

Employees will use their CSS cell phones for all phone calls.

The employee is responsible for returning equipment to the CSS office for repair or replacement. If an employee neglects or in appropriate care is the cause of necessary repair or replacement, the employee may be expected to pay associated costs.

Upon separation of employment, the employee shall return all CSS owned equipment and supplies within twenty-four hours.

9.2.3 SCHEDULING & WORK ARRANGEMENTS

The employee agrees to be accessible by phone, email, or other mode of communication (i.e. instant messaging, video conferencing, etc.) within a reasonable time period during the agreed upon work schedule. The employee and their supervisor will also agree upon deliverables and expectations.

9.2.4 FLSA REGULATIONS

In general, non-exempt employees are not permitted to telework due to the nature of the work. In those rare circumstances where it is necessary for a non-exempt employee to telework due to a business need or other special situation, the following guidelines apply:

- Telework employees who are classified as non-exempt under the Fair Labor Standards Act will be required to record all hours worked in a manner designated by CSS.
- In circumstances where non-exempt employees have been approved to telework, employees will be held to the same standard of compliance as office-based employees.
- Hours worked in excess of those specified per day and per workweek, in accordance with state and federal requirements will require the advance approval of their supervisor.

All telework arrangements will be made on a case by case basis, focusing first on the organizational and business needs of CSS.

9.2.5 CONFIDENTIALITY

It is the employee's sole responsibility to maintain the confidentiality and proper storage of CSS information, to prevent unauthorized access to any CSS system or information and dispose of work-related documents in a manner that will not jeopardize the interests of CSS. We encourage employees to work in a private area if possible, to avoid distractions and maintain confidentiality.

9.2.6 TELEWORK AGREEMENT

CSS TELEWORK AGREEMENT

I have read and understand the County Social Services Telework Policy due to COVID-19 and agree to the duties, obligations, responsibilities, and conditions for teleworkers described in the policy.

I agree that, among other things, I am responsible for furnishing and maintaining my remote work space in a safe manner, employing appropriate telework security measures, and protecting employer assets, information, proprietary data and software, confidentiality obligations and systems, and maintaining scheduled work hours as required to meet the needs of CSS.

I understand that telework is voluntary and is not an entitlement and is at the sole discretion of the CSS supervisor. This agreement in no way changes the terms and conditions of employment with CSS. I may request to stop teleworking at any time with prior notice and approval. I also understand that CSS may at any time, with or without prior notice or cause, change any or all of the conditions under which I am permitted to telework, or withdraw permission to telework.

I have read and understand the policies concerning the security of electronic information and understand that the information gained from access to various computer systems is to be used strictly for work. As a teleworker, I will strictly adhere to the CSS policy on HIPAA confidentiality security agreement. I will not allow unauthorized persons to have access to the telework workstation in my possession. I fully understand that allowing any unauthorized persons access to the telework station, and/or the release of any information to unauthorized persons will result in immediate termination.

Employee Name: _____ Job Title: _____

Employee Signature: _____ Date _____ :

Supervisor Signature: _____ Date: _____

9.3 PRIMARY SUPPORT INTERVENTIONS

CSS also coordinates public access with our member counties to offer consistent access to public services. When our member counties open to the public our offices will open as well. Our communications officer staffs our 855-266-1257 during business hours and then is transferred to on call staff to provide 24/7 access to assistance.

CSS transitioned care coordination to cell phones and laptop to have a stronger presence in the community. This has made our access to clients and the community sustainable as we began working from home.

9.3.1 PRIMARY ACCESS NUMBERS

CRISIS LINE:

- YourLife Iowa Phone 24/7 855-581-8111
- YourLife Iowa Text 24/7 855-895-8398

ACCESS CENTERS:

- Adult Crisis Stabilization 319-291-2455
- Community & Family Resources 515-576-7261
- Unity Point Berryhill Triage Ctr 515-574-8398

DESIGNATED MENTAL HEALTH CENTERS

- Prairie Ridge 641-424-2391
- Pathways Behavioral Services 319-352-2064
- NE IA Behavioral Health 563-382-3649
- Black Hawk Grundy MHC 319-234-2893
- Center Associates 641-484-5234
- Berryhill Center 515-955-7171
- Seasons Center 800-242-5101

BASIC NEEDS & RESOURCES (RENT, BENEFIT ASSISTANCE, FOOD, PHONE, MEDICATION, TRANSPORTATION)

- 211
- County Social Services: 855-266-1257 www.countysocialservices.org
- LifeLong Links 866-468-7887

9.3.2 COMMUNITY OUTREACH

Reaching out is one of the best ways to reduce anxiety, depression, loneliness, and boredom during social distancing, quarantine, and isolation. Use any resource that works for you such as the telephone, email, text, chat, and social media.

Self-care practices are personal and can include reading a book, listening to music, walking the dog, working on a project or eating healthy. During stressful times, try to stick to your routine to maintain a sense of normalcy and to manage stress. Wake up and eat meals at your regular time and get dressed even while you are staying at home.

When symptoms associated with your anxiety have affected your ability to function in some part of your life, it's time to reach out. Reach out to your healthcare provider and discuss your concerns.

WAIVE OUT OF POCKET FOR OUTPATIENT MENTAL HEALTH TREATMENT

Through June 30, 2020 CSS will waive all out of pocket cost for mental health outpatient services at designated Community Mental Health Centers (CMHCs) in the CSS Region for residents of the region. The purpose is to reduce barriers to mental health treatment and facilitate implementation of telehealth delivery. CMHCs may also request approval for assisting clients with phone and internet service for needed treatments.

CSS will also reimburse designated CMHCs for mental health treatment delivered in good faith by telephone and/or video. Before submitting claims they will request funding approvals.

OPEN ACCESS

CMHCs may also request reimbursement of therapy hours during the week to provide open access to individuals who are not enrolled with the agency. These hours can be used for scheduled urgent visits, immediate access, support for people living with someone who is struggling. The hours must be requested through our CMHC authorization team. They will be paid at the contract hourly rate for the clinician.

9.4 SECONDARY AND TERTIARY SUPPORT EXPANSION (IOWA MEDICAID COVI-19 TOOLKIT)

CSS will mirror all measures taken by Iowa Medicaid to respond and support providers in response to COVID-19.

CSS reached out to community-based providers to assess additional needs. Personal protective equipment (PPEs) has been a consistent concern along with access to testing to ensure new referrals are not presenting a risk to other clients and the agency. Providers were directed to communicate directly with their county's Emergency Management Directors. Test remain limited and are discouraged for use on asymptomatic individuals.

CSS authorized the reimbursement of all community-based care that could be provided telephonically or by video. In addition, CSS allows for the reimbursement of direct assistance provided on behalf of an individuals without them being present i.e. grocery shopping and securing other basic needs.

CSS will expand eligibility for meals for individuals unable to safely secure nutrition. We will collaborate with our two Area Agencies on Aging; Elderbridge and NEI3A to leverage their meal delivery system to assist disabled individuals as well as the elderly. Meals are \$8.10 each. Frozen meals can be requested for 14 meals at a time for a weeks' worth of food. Elderbridge and NEI3A may approve meals for individuals under 60 and disabled and transfer information to CSS to authorize reimbursement.

9.4.1 COVID-19 RESPITE

Long-term support providers would like support for clients in isolation or quarantine related to COVID-19. CSS will offer financial support and attempt to collaborate with providers to offer this service when and if it is needed.

9.4.2 ACCESS CENTERS

CSS conducted a meeting with region Sheriffs about the concern of reduce access to local Emergency Departments with the concerns of COVID-19. Integrated Telehealth Partners reported a 20% reduction in ED psychiatric assessments due to the pandemic. CSS organized efforts to accelerate the implementation of the East and West Access Centers.

The East Access Center (ACSC in Waterloo) is ready for full implementation. Law Enforcement designated to the East Access Center can begin diverting individuals out of the justice system and away from local emergency rooms. Conversations with the court system indicated that more communication is needed before courts will order immediate custody (Iowa Code 229.11) to Access Centers which meet the criteria of 229.11 (c). " In the nearest facility in the community which is licensed to care for persons with mental illness or substance abuse, provided detention in a jail or other facility intended for confinement of those accused or convicted of crime shall not be ordered."

The East Access Center has a Medical Director on staff able and certified to complete the examination required by Iowa Code 229.10 Physicians' or mental health professional examination-report. "If respondent is detained pursuant to a section 229.11 (c) the examination shall be conducted within forty-eight hours."

To ensure capacity for law enforcement diversions the CSS Transition Program has initiated transitional housing for individuals at Access Centers. If waiting for housing individuals will be

transitioned to local motels with identified support agencies while looking for permanent housing.

The West Access Center (CFR in Fort Dodge) is ready for direct admit of individuals order under Iowa Code Chapter 125. CFR does not have a Medical Director able to conduct 229.10 examination reports. To facilitate medical clearance and mental health assessments, Berryhill CMHC initiated a Behavioral Health Triage Service. This service is available starting April 2, 2020 during the COVID-19 Pandemic, 10 AM to 10 PM, 7 days a week. The direct access number for law enforcement is 515-574-8398. Individuals will access this service through the lower level door on the east side, facing Trinity Regional Medical Center.

Once orders are issued for immediate custody at the designated Access Center, CSS will work with Hospital Referees to conduct hearings at the Access Centers.

██████████ *BERRYHILL CENTER BEHAVIORAL HEALTH TRIAGE SERVICES*

Beginning, Friday, April 3, 2020, Berryhill Center will be providing behavioral health triage services to individuals who are having a mental health crisis. During the COVID-19 pandemic, services will be provided from 10:00 AM to 10:00 PM, 7 days per week. Behavioral Health Triage Services will include receiving an assessment from a licensed mental health clinician and being connected to appropriate interventions. Additional interventions could include but not limited to :

- Telehealth evaluation from a psychiatric provider
- Inpatient psychiatric admission
- Admittance into the crisis stabilization center
- Connection to other community resources for basic needs.

Services will be provided at Berryhill Center's Fort Dodge location (720 Kenyon Road, Fort Dodge). Patients should access this service through the lower level door on the east side, facing Trinity Regional Medical Center.

Due t regulatory and capacity limits Berryhill Center can serve the following:

Patients who would be appropriate for Berryhill Center's Behavioral Health Triage Center

- 18 and older
- Minors with guardians
- Any patient not included below

Patients who would be NOT appropriate for Berryhill Center's Behavioral Health Triage Center

- Aggressive patients
- Minors who do not have a guardian to sign a consent to treat
- Medically fragile patients (i.e. patients needing medical attention in addition to behavioral health services)
- Patients with open or fresh wounds from cutting or hurting themselves (i.e. patients requiring medical treatment)

Additionally, Berryhill Center has the following visitor restrictions for people who may be accompanying patients

- Patients over 17 may have 1 support person accompanying them, if needed.
- Patients 17 and under may have up to 2 support people.
- No siblings or other children will be allowed.
- No visitors will be allowed if they have a temperature above 100, cough, sore throat, or shortness of breath.

COVID-19: Screening Checklist for Visitors and Employees

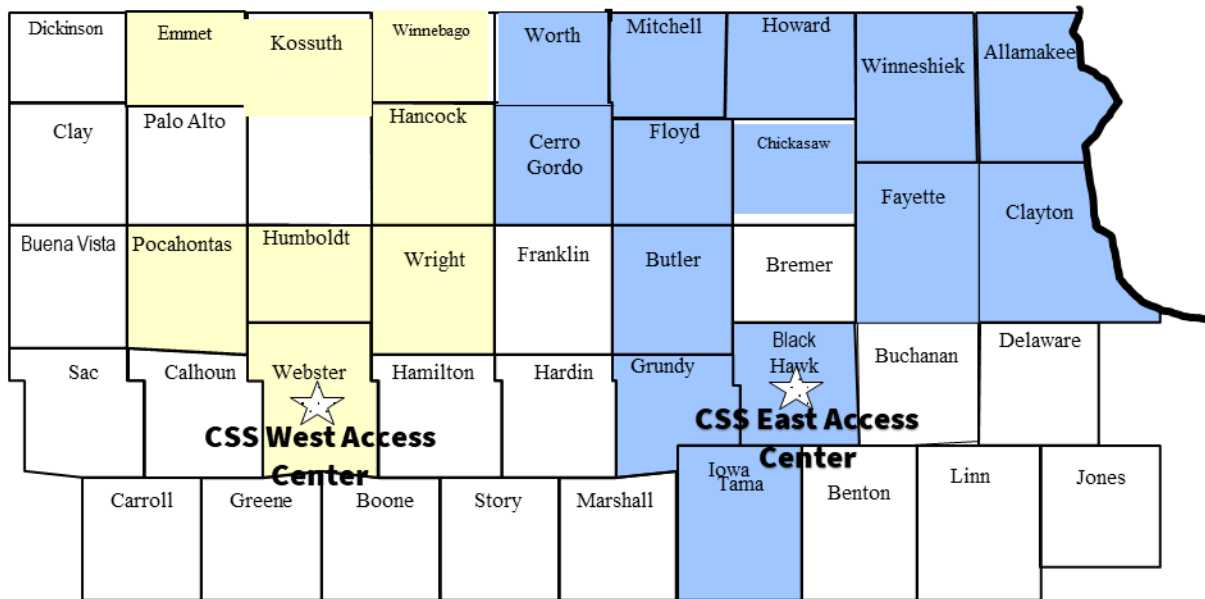
ALL individuals (visitors and employees) entering the building must be asked the following questions.

Name of Individual: _____ For Access to Department/Room: _____ Date: (ex 3/29) _____	Day of Week <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 14.28%;">Sun</th> <th style="width: 14.28%;">Mon</th> <th style="width: 14.28%;">Tues</th> <th style="width: 14.28%;">Wed</th> <th style="width: 14.28%;">Thurs</th> <th style="width: 14.28%;">Fri</th> <th style="width: 14.28%;">Sat</th> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </table>	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	_____	_____	_____	_____	_____	_____	_____							
Sun	Mon	Tues	Wed	Thurs	Fri	Sat																
_____	_____	_____	_____	_____	_____	_____																
1. Have you traveled outside of Iowa in the past 14 days? <i>If YES, restrict from entering the building. If NO, proceed to #2.</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </table>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No														
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No																
2. Have you, someone you live with, or coworkers come into close contact (within 6 feet) with someone who is a suspected or confirmed COVID-19 diagnosis in the past 14 days? <i>If YES, restrict from entering the building. If NO, proceed to #3.</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </table>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No														
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No																
3. Have you washed your hands or used alcohol-based hand sanitizer on entry? If NO, ask them to do so. If refusal to do so, restrict from entering the building.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </table>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No														
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No																
4. Have you had any of the following: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Fever of 100.4°F or higher in the last 72 hours? Sore throat in the last 7 days? Cough in the last 7 days? New shortness of breath or difficulty breathing in the last 7 days? </div> <div style="width: 45%;"> <i>If YES to any, restrict from entering the building. If NO to all, proceed to question #5.</i> <u>While you are in the building, should you experience any of above, you must report so and leave the building.</u> </div> </div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </table>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No																
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No																
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No																
5. Do you agree to wash your hands or use alcohol-based hand sanitizer throughout the day while in the building; practice social distancing; not shake hands with, touch or hug individuals while in the building; and report changes to any of the above items or any COVID-19 related issues as described by the Center for Disease Control with the next 14 days to the department(s) you interacted with while in the building? <i>If YES, allow entry to the building. If NO, restrict from entering the building.</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </table>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No														
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No																
6. If you plan to be on the premises for multiple days, you must answer questions 1-5 for each day, on the day you are in the building, and place your initials in appropriate column here: The department you are visiting will retain this paper and make available for multiple days.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </table>	_____	_____	_____	_____	_____	_____	_____														
_____	_____	_____	_____	_____	_____	_____																

Sign In
 (Employee or Visitor's Signature): _____

Date: _____

County Social Services Access Centers



9.5 DISCUSSION GUIDE TO MAKING A PLAN WITH YOUR FAMILY

There’s no one more capable of planning for your situation than you!

Creating a family plan is an important component in emergency preparedness. Starting the conversation can feel overwhelming. Use this framework to help guide your family’s process in creating a plan the meets the unique needs of you and your loved ones.

9.5.1 PREPARING FOR THE MEETING

1. Set the stage for the Family Plan Discussion: Set the stage for your family’s response plan discussion. Set aside a specific time and day to work through your plan as a group. **Allow up to 45 minutes or an hour for the discussion.** It’s best to avoid late-evening conversations when people may be feeling tired or stressed from a long day. Be sure everyone involved in the conversation has plenty of notice of when the conversation will be and the goals of the conversation.

2. Logistics for the meeting: At the time of the meeting, gather as a group in an area of the home that is comfortable. Turn off all cell phones, TV’s and other distractions. Since the conversation may be emotional, plan to have tissues on hand and water to drink. Snacks are helpful but not required.

- Water for everyone
- Tissues
- Snacks (optional but recommended)
- TV and cell phones off

3. Ground rules for the group: As you start the discussion, you may want to review some basic ground rules to keep the conversation productive.

- Everyone has a chance to be heard
- Not everything needs to be solved in this meeting, we can always revise our family plan
- Give everyone permission to take a time-out from the discussion and regroup when it seems appropriate

Ask if everyone agrees to these ground rules, and whether anyone has additional ground rules to add. Write them here:

9.5.2 HAVING THE DISCUSSION

1. Starting the discussion: *This is a suggested script to help get the conversation started. It's important to acknowledge that your family may feel anxious or afraid, they may be confused about what's happening in the community and how it might impact you. Staying calm, answering questions to the best of your ability, and listening actively will help you and your family make a plan you can all follow.*

Suggested script:

"There may be a time when something happens, and I may need to isolate myself from you."

"Being isolated can seem scary."

"But when we have a plan that we've worked on together, it helps things to be less scary, because we know what we're going to do. Our family plan will also help us to know how we are going to stay connected."

"We are going to work through some questions that can help us put our family plan together. It's ok if you don't have an answer to some of these questions right away. I might not have all the answers to questions either....We can always come back to this plan when you have ideas that you are ready to share."

2. Identifying and prioritizing options for isolation and discussing the family impact

"Let's talk about what isolation options work best for our family."

Discuss isolating at home – perhaps in the basement or in a separate room; alternate location such as a shelter facility; etc.. Begin with a brainstorming exercise where no idea is a bad idea....even silly ones the kids may come up with like living in the kid’s playhouse out back.

Write these ideas here:

Talk about the benefits of each location and what that might mean for your family’s routine and support for you.

Prioritize your list of options. Circle the top two or three options and **determine which is your #1, #2, and #3.**

3. Staying connected during isolation

“Being isolated doesn’t mean we can’t stay connected. It just means we’ll have to do some things differently.”

Walk through each of these questions, making sure each person has a chance to answer – including you. *Write down their comments on the worksheet.*

“What things are important to you...to maintain a connection with me?” (This could be a discussion about frequency of connection – several times per day or at bed time. Also talk about HOW to connect - - phone call, video chat, etc...)

“Would you want to think about a memento you may want to hold on to, to feel connected to me while I’m away?” (You may also think about something you’d like for yourself)

“What are some important things our family needs, to maintain a sense of stability” (Is there a routine in the family that you could be involved in, even if virtually...such as family dinner, bedtime routine/reading a book, something else that you regularly do with your family member)

9.5.3 FAQ’s

Your family members may have questions. It’s important to allow time to talk through their concerns.

“You may have lots of questions. I will try my best to answer them, and if I don’t have the answer, I can always reach out to my supervisor to help find the answers.” (Allow time here for people to ask questions and talk about their worries.)

Listen carefully to find out what your family members understand about the situation. Answer questions truthfully and in a way they can understand, and correct any misinformation.

Offer calm reassurance to exude sense of security and stability when family members express feelings. *When you share your feelings, it will open the conversation for your family members to share too.*

1. Understanding “isolation”

“Let’s talk about some things that could cause me to isolate from you”

You might need to clarify what isolation is, young kids might think it’s because somebody did something wrong. Please stress that when people are in isolation it does not mean they did something wrong, but that they are trying to protect themselves or others from getting sick.

Talk about events that could mean that you would want to be isolated to protect your family from being sick.

2. Setting expectations on duration of isolation

“You might wonder how long I might need to be isolated.”

Provide as much information as you can about potential duration of isolation practices.

3. Speaking with children and family members about their feelings

Keep lines of communication open and encourage your family members to share feelings, thoughts, or questions as they arise. Give children extra time and attention to build a sense of security and safety. Focus on what the family is doing to stay safe. Help to normalize the feelings people may be experiencing.

You might say things like,

"It's normal to feel emotions like anger, fear, or sadness."

"We will take this one day at a time and we are here for each other."

"Yes, this can feel scary. We are working hard to keep everyone in our family safe."

"Even though we don't have answers to everything now, when we know more, we will talk about it as a family."

"How are you feeling about all of this?"

4. A few tips to help your family during this time

Maintain daily routines and schedules as much as possible. These routines help build predictability and give people a sense of normalcy

The Tapping Solution has a free Ap with free guided tapping scripts for managing anxiety and stress related to COVID-19 for parents to do with their kids. It's a wonderful mind/body approach to creating calming response in the nervous system. The Tapping Solution provided tapping programs in school with children/survivors of the Newtown tragedy. You can find their ap here: <https://www.thetappingsolution.com/blog/tapping-solution-app/>

Your agency has access to additional resources to help you cope with the stress of the COVID-19 response including Employee Assistance Programs (EAP), Peer Support, and CISM.

Contact your supervisor to facilitate these no-cost resources for you and your family.

9.5.4 MAKE A FAMILY PLAN WORKSHEET

There's no one more capable of planning for your situation than you!

Where to go..

1. Isolate at home in separate area from others
2. Stay at a Department Designated Facility
3. Family may relocate to another family home or safe location

What to take...

1. Personal Items, toiletries, medications, sanitizers, tissues,
2. Several sets of uniforms, foul weather gear and comfortable clothing
3. Cell Phone, laptop or other electronics with chargers
4. First Aid Kit, radio, flashlight
5. Snacks
- 6.

How to keep in contact....

1. Set up a Zoom, Facetime, or Messenger Meeting or social media chat functions to send messages to each other

2. Use electronics to participate in distance activities, helping with homework, eating a meal together, reading a book together, playing a board or word game, exercise together, listen to music or dance.

3.

4.

9.6 COVID-19 IN PLAIN LANGUAGE



Plain-Language-Information-on-Coron.