

Action Request Transmittal Developmental Disabilities Services



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Number: APD-AR-20-022

Issue date: 3/12/2020

Topic: Developmental Disabilities

Due date: 3/12/2020

Subject: Emergency Plans for ODDS Employment Providers - Responding to Infectious Disease and COVID19 (Coronavirus)

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging: {Select type} | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input checked="" type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input checked="" type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> Support Service Brokerage Directors | <input checked="" type="checkbox"/> Other (<i>please specify</i>): ODDS Employment Providers |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Action required:

Emergency Plans for ODDS Employment Service Providers

Oregon Administrative Rule 411-345-0035(7) requires that employment provider agencies have a written emergency plan for each provider site where employment services are delivered. Additionally, OAR 411-323-0060(1) also requires that all provider agencies have policies and procedures in place to maintain and protect the health of individuals.

ODDS requires that all employment provider agencies immediately review their written emergency plans, as well as their policies and procedures for maintaining health and safety, in order to ensure they sufficiently address strategies to mitigate and respond to an outbreak or pandemic of infectious disease including COVID-19. Providers must submit plans, policies, and procedures, to ODDS as soon as possible, but **no later than Wednesday, March 25, 2020**. Email plans, policies, and procedures to ODDS at: ODDS.Questions@dhsosha.state.or.us.

ODDS administrative rules do not specify what needs to be in an Emergency Plan or Health and Safety policies and procedures. However, it is reasonable that plans, policies, and procedures related to infectious disease address the expectations outlined in [Policy Transmittal 20-015¹](#), as well as the following:

- A system for preventing infectious disease; a system for identifying, reporting, monitoring, and treating symptoms of infectious disease; a system for responding to isolation and quarantine (at the direction of a public health entity).
- Documentation that staff are trained on standard precautions, infection control, and handwashing.
- Policies that ensure both individuals and staff remain home when they are sick.
- Policies and expectations for visitors (e.g. handwashing, prohibiting visitors exhibiting symptoms of infectious disease, etc.). Employment and DSA providers may turn away any unnecessary visitors or guests.
- A plan for addressing potential staffing shortages, including strategies to mitigate staffing shortages and back up plans.
- A plan for communicating with individuals and families.
- Verification that emergency contact information is current for each individual using services.
- A plan for relocation, if necessary, and coordination with other providers.
- Procedures for notifying individuals in the event of a closure (including temporary closures required as a result of cleaning, staffing shortages, etc.). A less than 30 day notice due to medical emergency may be used.
- Strategies for coordinating with federal, state, and local health officials, and following direction by a federal, state, or local public health official, including procedures for notifying individuals regarding suspected or confirmed COVID 19.
- Procedures for notification to ODDS Emergency Management Specialist in the event of potential exposure, outbreak, or closure, due to COVID 19 or other infectious disease at: ODDS.INFO@dhsosha.state.or.us.
- Plan for maintaining sufficient supplies.

Training for Employment Professionals and Direct Support Staff

¹ <http://www.dhs.state.or.us/policy/spd/transmit/pt/2020/pt20015.pdf>

Provider agencies have also been expected to document that employment professionals and direct support professionals are trained on the provider emergency plan and the health and safety policies and procedures. Generally, this information is requested during an ODDS licensing review; however, verification of this training may be requested sooner to ensure providers are prepared for responding to an outbreak of infectious disease. Training requirements apply regardless of the relationship of the direct support professional to the individual(s) they are working with.

More Resources and Information:

Providers must continue to remain up to date on expectations and guidance from Federal, State, and Local health officials. Provider may also request technical assistance from ODDS regarding what should be included in their written emergency plans, as well as their policies and procedures for maintaining health and safety.

More resources can also be found via the links below. Subscribe to receive information update alerts for these websites when it is available:

- OHA website: www.healthoregon.org/coronavirus.
- ODDS website: <https://www.oregon.gov/DHS/SENIORS-DISABILITIES/DD/Pages/ODDS-COVID-19-Information.aspx>
- OHA Guidance on Infection Control for Personal Care Workers: <https://www.oregon.gov/oha/PH/DISEASES/CONDITIONS/DISEASESAZ/Emerging%20Respiratory%20Infections/COVID-19-Interim-Infection-Control-Guidance-Home-Care-Workers.pdf>
- ODDS Provider Expectations Webinar: <https://attendee.gotowebinar.com/register/3518047287725902092>
Please send questions in advance to: ODDS.INFO@dhs.oha.state.or.us
- Email questions to ODDS: ODDS.FieldLiaison@dhs.oha.state.or.us
- Responses will be posted on the DD Staff Tools page under FAQs here: <http://www.dhs.state.or.us/spd/tools/dd/cm/>

Field/stakeholder review: Yes No

If yes, reviewed by:

If you have any questions about this action request, contact:

Contact(s): ODDS COVID-19 team	
Phone:	Fax:
Email: ODDS.Questions@dhsosha.state.or.us .	