



May 1, 2020

RE: Provider COVID-19 Plan for Vocational Services

Dear Provider:

Governor Kevin J. Stitt has unveiled Oklahoma's Open Up and Recovery Plan (OURS), which is a three-phased approach to Corona Virus Disease 2019 (COVID-19) recovery efforts, effective April 24, 2020. In keeping with the guidance from OURS, Developmental Disabilities Services (DDS) is requesting Vocational and Adult Day programs submit their plans for a thoughtful re-entry into vocational and community services that ensures the health and safety of clients and staff.

Each individual's re-entry into the workforce is a person-centered decision. DDS encourages providers to access the Oklahoma Department of Commerce for COVID-19 resources at <https://www.okcommerce.gov/>. This website is comprehensive, including guidance from the Centers for Disease Control and Prevention, <https://www.cdc.gov/>, and Oklahoma Department of Health, <https://www.okcommerce.gov/>. Additionally, the Open Up and Recover Safely (OURS) Plan outlines the recovery plan with considerations and questions that you may find helpful.

It is critical that you continue to report suspected or confirmed cases of COVID to [DDS.COVID.Reporting@okdhs.org](mailto:DDS.COVID.Reporting@okdhs.org), and provide status updates and details of the precautionary measures taken when a suspected exposure or a confirmed case is reported. The reporting process also assists DDS in providing appropriate support to you in critical situations to the extent possible.

The following guidance has been shared in recent provider meetings.

### **Phasing in Vocational and Community Activities:**

**Each plan must be person-centered. Guided questions include, but are not limited to:**

- Does the city or town have guidelines to follow?
- Does the individual fall under the safer at home restriction? For example, the individual is 65 years of age or older or has a pre-existing condition that puts the individual at risk.
- Is anyone in the home that the individual might expose by continuing community/vocational activities that would be at risk for severe illness?
- Does the individual have a guardian or advocate assisting with health and safety decision-making or is the individual able to make decisions on their own about the risk involved?

**Workplace COVID-19 safety plans must be approved by DDS prior to phasing in Vocational and Adult Day activities. Please include the following in your vocational/adult day COVID-19 safety plans:**

- COVID-19 training plan for staff and implementation of precautionary measures including sanitization, handwashing and use of personal protective equipment (PPE). Explain your messaging approach (i.e. posters/signs) to encourage hand hygiene and how to stop the spread including at the entrance to your workplace, in workstations and the center, in general. Include an action plan for when an employee or service recipient develops symptoms while at work.
- Social distancing plans including any environmental modifications. Address group sizes and plans to maintain gatherings of 10 or fewer.
- Staggering plans for arrivals, departures, meals and break times.
- Plan for health checks before admittance of staff, visitors, and service recipients including temperature checks and symptoms of cough, shortness of breath or difficulty breathing, etc.
- Communication plans for reporting possible exposure, development of symptoms, suspected and confirmed cases. If someone is confirmed to have COVID-19, employers must inform fellow employees and attendees of their possible exposure while maintaining confidentiality.
- Plan for when someone becomes symptomatic at the worksite. Plan for as needed, short-term closures due to exposure and to allow for cleaning and contact tracing.
- Flexible mitigation strategies to be scaled up or down depending on the evolving local situation.

Submit your phasing-in to the worksite to either [casey.browning@okdhs.org](mailto:casey.browning@okdhs.org) or [regina.chace@okdhs.org](mailto:regina.chace@okdhs.org) prior to returning people to work or by Friday May 8<sup>th</sup>.

Thank you for all you do.

Beth Scrutchins  
DDS Director