

# Greater Columbia Behavioral Health ASO's COVID-19 (Coronavirus) Situational Response Plan:

In the event of a confirmed case of COVID-19 among GCBH staff, the following action steps will be undertaken to mitigate further spread of COVID-19 and ensure business functions remain uninterrupted:

1. Staff will be sent home, the GCBH office will be closed to the public, and notification will be sent to HCA, GCBH's network Providers, and Executive Committee informing them of the closure.
2. Professional cleaning and sanitization services will be scheduled to remove potential residual sources of COVID-19 present in the GCBH office.
3. Due to the ability of GCBH staff to work remotely, all staff will be directed to do so. Nearly all routine GCBH functions can be accomplished remotely, so staff are encouraged to avoid the office and remain home.
  - a. If appropriate, a mail hold or temporary forward may be requested of USPS until such time as the office is opened again.
  - b. Voicemail is automatically set to drop into Microsoft Outlook, so may be accessed and shared remotely as appropriate.
  - c. In the event a staff member becomes unavailable or unable to work remotely, their responsibilities and tasks will be distributed among staff capable of working remotely.
4. After notifying attendees, all scheduled meetings will be adjusted to be held remotely via WebEx, or cancelled as appropriate. If staff are required to participate in other meetings not organized by GCBH, they are encouraged to do so remotely.
5. If displaying symptoms such as fever, cough, or difficulty breathing, as well as having been in close contact with a person know to have COVID-19, GCBH Staff are encouraged to seek medical attention for evaluation and instruction.
6. GCBH staff diagnosed with COVID-19 are encouraged to continue working remotely until evaluated and deemed ready to return to the office by their medical healthcare provider.
  - a. According to the CDC, the onset and duration of viral shedding and period of infectiousness is not yet known for COVID-19. Existing literature regarding other coronaviruses (such as MERS-CoV and SARS-CoV) suggest that the incubation period may range from 2-14 days.
  - b. Individuals are being evaluated and then discharged from healthcare facilities whenever clinically indicated – there are no standard recovery timeframes at this time.
7. Due to our close proximity and shared facilities, if a staff member is confirmed to have COVID-19, all staff must assume they have been exposed. As of 3/4/2020, The Washington State

Department of Health has the following recommendations for all those exposed to someone with COVID-19:

- a. For those not yet sick: DOH recommends monitoring your health for fever, cough, and shortness of breath during the 14 days after the last day you were in contact with the sick person with COVID-19. You should not go to work or school, and avoid public places for 14 days.
  - b. For those who become sick: If you develop a fever, cough, or shortness of breath (even if your symptoms are very mild), you should stay at home and away from other people. Contact your physician's office and tell them that you were exposed to someone with COVID-19 if you are age 60 or older, are pregnant, or have other medical conditions, as they may want to monitor your health more closely or test you for COVID-19.
8. Length of office closure or changes in staff work locations will be determined at the time of implementation and will be in keeping with the recommendations of local and State health officers.
9. In the interim, GCBH staff is directed to adhere to the following prudent recommendations to prevent the spread of illness:
- a. Wash your hands frequently. Wash your hands with soap and water or, if your hands are not visibly dirty, use an alcohol-based hand rub. This will remove the virus if it is on your hands.
  - b. Cover your mouth and nose with a flexed elbow or tissue when coughing and sneezing. Throw away the used tissue immediately and wash your hands with soap and water or use and alcohol-based hand rub. This way you protect others from any virus released through coughs and sneezes.
  - c. If possible, keep a distance of 1-meter between yourself and someone who is coughing, sneezing, or has a fever. COVID-19 appears to spread most easily through close contact with an infected person.
  - d. Avoid touching your eyes, nose, and mouth. Hands touch many surfaces which can be contaminated with the virus. If you touch your eyes, nose, or mouth with your unclean hands, you can transfer the virus from the surface to yourself.
  - e. If you have fever, cough, AND difficulty breathing, seek medical care. Phone ahead and inform the doctor's office when you will visit. That will reduce the chance of passing along your illness to others.
  - f. Always follow the guidance of your health care professional or national health advisories.