

# REHABILITATION DIVISION

## GENERAL ADMINISTRATIVE MANUAL

### 4.29 Pandemic Response Policy

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#### Policy

Pursuant to the consensus of the Nevada Committee of Blind Vendors, the above cited agency is establishing this policy as a proactive measure to ensure the safety of the blind licensees, public, and the Business Enterprise of Nevada Program in response to the COVID-19 pandemic.

#### Definitions

1. COVID-19: a mild to severe respiratory illness that is caused by a coronavirus (Severe acute respiratory syndrome coronavirus 2 of the genus Betacoronavirus), is transmitted chiefly by contact with infectious material (such as respiratory droplets) or with objects or surfaces contaminated by the causative virus, and is characterized especially by fever, cough, and shortness of breath and may progress to pneumonia and respiratory failure.
2. Pandemic: a disease prevalent over a whole country or the world. An outbreak of a pandemic disease.
3. Exposure: Coming into contact with someone that has been or is currently symptomatic of COVID-19 or coming into contact with a surface that may have been contaminated with the COVID-19 virus.
4. Contact: Anyone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the patient was isolated.
5. Symptoms:
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
6. Disinfectant: A chemical that is on the EPA's list of approved chemicals that is responsible for the destruction of COVID-19 microorganisms.
7. CDC: Centers for Disease Control and Prevention.

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#### Statement

In order to preserve the health and safety of the blind licensees, their employees, and the public, the Bureau of Services to Persons who are Blind or Visually Impaired hereby establishes a policy by which blind licensees are required to follow the below protocol as a response to the COVID-19 pandemic:

1. Prevention and reduction of transmission of COVID:
  - a. Practice social distancing. Keep a minimum of 6 feet of distance between you and others.
    - i. Increase physical space between employees at the worksite by modifying the workspace.
    - ii. Increase physical space between employees and customers.
    - iii. Add physical barriers if 6 feet of distance is not possible (e.g., partitions).
    - iv. Use signs, tape marks, or other visual cues such as decals or colored tape on the floor, placed 6 feet apart, to indicate where the public should stand when physical barriers are not possible.
    - v. Close or limit access to common areas where employees are likely to congregate and interact
  - b. Wash hands frequently with soap and water for a minimum of 20 seconds. Hands should be washed at a minimum:
    - i. Before and after work shifts.
    - ii. Before and after work breaks.
    - iii. Before and after you blow your nose, cough, or sneeze.
    - iv. After using the restroom.
    - v. After putting on, touching, or removing face coverings.
  - c. Utilize a face covering to prevent exposing others to germs. Ensure your mouth and nose are covered.
  - d. Practice routine cleaning of all hard surfaces and frequently touched objects using CDC approved cleaners.
    - i. **Wear disposable gloves** to clean and disinfect.
    - ii. **Clean surfaces using soap and water, then use disinfectant.**
    - iii. Cleaning with soap and water **reduces number of germs, dirt and impurities** on the surface. **Disinfecting kills germs** on surfaces.
    - iv. **Practice routine cleaning** of frequently touched surfaces. More frequent cleaning and disinfection may be required based on level of use. Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each

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- use.
- V. **High touch surfaces include:** Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
  - e. Stay home if you are sick with any symptoms and seek medical attention as needed.
2. A blind licensee or employee of a blind licensee must remain at home and not report to work, and additionally report a potential exposure to or positive case of COVID-19 as follows:
- a. Blind licensees who have symptoms should notify their Business Enterprise Officer (BEO) liaisons immediately.
  - b. Blind licensees who are well but who have a sick family member at home with a potential exposure to or positive case of COVID-19 should notify their BEO liaisons immediately.
  - c. Blind licensees who submit for a COVID-19 test should notify their BEO liaisons immediately. They should also notify their BEO liaisons upon receipt of their test results.
  - d. Employees of a blind licensee who have symptoms should notify their supervisor immediately. The blind licensee should then notify their BEO liaison.
  - e. Employees of a blind licensee who are well but who have a sick family member at home with a potential exposure to or positive case of COVID-19 should notify their supervisor immediately. The blind licensee should then notify their BEO liaison.
  - f. Employees of a blind licensee who submit for a COVID-19 test should notify their supervisor immediately. They should also notify their supervisor upon receipt of their test results. The blind licensee should then notify their BEO liaison.
  - g. Blind licensees must inform their BEO liaisons if they have to take a leave of absence due to illness, including for the COVID- 19 virus.
3. Operations during the pandemic:
- a. Each employee should be screened prior to clocking in for their shift. Screening will be administered by the blind licensee or a member of the blind licensee's management team.
  - b. The blind licensee should use the attached screening checklist as shown in figure 4.30-1 and 4.30-2.
  - c. If an employee is experiencing signs and symptoms of COVID- 19, they should be sent home immediately.
  - d. Daily operations should include sanitization per CDC guidelines.

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4. In the case of a potential exposure on site:
  - a. The site may remain open.
  - b. The blind licensee and/or their employee that was potentially exposed must leave the site immediately.
  - c. The blind licensee and/or their employee who was exposed must not return to the site for a minimum of 14 days or may return with a negative test result.
  - d. All surfaces must immediately be cleaned in accordance with CDC guidelines. Service may be temporarily suspended until cleaning can be completed.
    - i. Clean and disinfect frequently touched surfaces (e.g., door handles, cash registers, workstations, sink handles, bathroom stalls) at least daily, or as much as possible and  
as required by food safety requirements. Clean shared objects (e.g., payment terminals, tables, countertops/bars, receipt trays, condiment holders) between each use.
    - ii. Use products that meet EPA disinfection criteria and that are appropriate for the surface. Allow the disinfectant to remain on the surface for the contact time recommended by the manufacturer.
    - iii. Establish a disinfection routine and train staff on proper cleaning timing and procedures to ensure safe and correct application of disinfectants
    - iv. Wash, rinse, and sanitize food contact surfaces with an EPA-approved food contact surface sanitizer. If a food- contact surface must be disinfected for a specific reason, such as a blood or bodily fluid cleanup or deep clean in the event of likely contamination with SARS-CoV-2, use the following procedure: wash, rinse, disinfectant according to the label instructions for the disinfectant, rinse, then sanitize with a food-contact surface sanitizer.
    - v. Develop a schedule for increased, routine cleaning and disinfection
5. If the blind licensee or an employee tests positive for the COVID-19 virus:
  - a. Close the site immediately if the operator and/or an employee of the operator is currently carrying COVID-19.
  - b. All surfaces must be cleaned in accordance with CDC guidelines prior to re-opening. If the operator contracts COVID-19 the operators' employees can complete the cleaning while being supervised by a member of the operator's management team and/or the Business Enterprise Officer that oversees the site.
    - i. Clean and disinfect frequently touched surfaces (e.g., door handles, cash registers, workstations, sink handles, bathroom stalls) at least

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daily, or as much as possible and as required by food safety requirements. Clean shared objects (e.g., payment terminals, tables, countertops/bars, receipt trays, condiment holders) between each use.

- ii. Use products that meet EPA disinfection criteria and that are appropriate for the surface. Allow the disinfectant to remain on the surface for the contact time recommended by the manufacturer.
  - iii. Wash, rinse, and sanitize food contact surfaces with an EPA-approved food contact surface sanitizer. If a food-contact surface must be disinfected for a specific reason, such as a blood or bodily fluid cleanup or deep clean in the event of likely contamination with SARS-CoV-2, use the following procedure: wash, rinse, disinfectant according to the label instructions for the disinfectant, rinse, then sanitize with a food-contact surface sanitizer.
- c. Develop a schedule for increased, routine cleaning and disinfection.
  - d. After cleaning the facility, the site must remain closed for at least 24 hours.
  - e. The blind licensee and/or their employees who tested positive must not return to the worksite for a minimum of 14 days, and after being symptom-free for a minimum of 3 days.
  - f. The blind licensee and/or their employees who were potentially exposed to those who tested positive, may only return to the worksite after a minimum of 14 days and being symptom-free for a minimum of 3 days, or upon a negative COVID-19 test result.

In most cases, the facility does not need to be closed. Upon learning that an employee has tested positive:

- Immediately close off any areas used by that employee for prolonged periods of time.
- Open outside doors and windows to increase air circulation in these areas.
- Follow the protocol outlined in #5 above.

If it has been 7 days or more since the COVID-positive employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.

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**Figure 4.30-1**

<b>Screener Checklist</b>	<b>Yes</b>	<b>No</b>
Masks and gloves are worn during the screening.		
Gloves changed prior to any additional screenings.		
<b>Staff are not allowed entry if they have not been screened.</b>		
Check each staff's temperature prior to entry and <b>have them complete the staff coronavirus screening form.</b> Did they have a fever?		
Are staff members practicing social distancing?		
Was the staff member's temperature over 100.4?		
If the staff's temperature is at 100.4 F or greater, wait for 1 minute then <u>re-check the temperature</u> if the result is still at <b>100.4 or greater, did you instruct the staff to go home?</b>		
Did the staff answer <u>yes</u> to any of the <u>screening questions</u> ? If so, <b>instruct staff to go home.</b>		
Did you document all screening results for staff?		
Did you clean the thermometer with alcohol wipes after each staff being screened?		
Did you change your gloves before doing your next screening?		

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Name of staff completing Form:

Date and time:

**Figure 4.30-2**

**Coronavirus (COVID-19) Screening check off list**

**Staff Name:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

	<b>YES</b>	<b>NO</b>
1. Traveled outside the US or to an affected US area in the past 14 days		
2. Close contact with someone who traveled outside US or to an affected US area in the past 14 days		
3. Close contact with someone that has contracted COVID- 19		
4. Do you have cough, shortness of breath, muscle pain/body ache, dry cough, sore throat, or fever?		
<b>Fever or Current temperature:</b> Result: _____		

**\*\*Complete the screening check off list for all staff daily and if the staff answered yes to any of the questions, INSTRUCT STAFF TO GO HOME.**

Person completing this form please print your name & title and sign below:

**Printed Name and Title**

**Signature**

**Contact Phone number**