****

**COVID-19 PLANS**

March 24, 2020

ABLE, Inc. is focusing on two main areas: conscious awareness and limiting the general public.

These are the actions we are taking:

1. Health Care Appointments for People Supported
2. We are evaluating if appointments can be delayed. This evaluation will be conducted with ABLE’s internal team and with health care practitioners.
3. Our goal is attending only necessary appointments with care and caution if going to the clinic.
4. Training
5. We are teaching in classroom only necessary inservices for staff. Recertification classes will be delayed until further notice with alternative materials provided for review instead.
6. For classroom inservices, we will do a health screening prior to class and then practice the 6-foot distance, thus class size will be limited.
7. We are considering how to use all spaces and hours within our central locations to accomplish the 6-foot distance rule.
8. Module testing is limited to only what is essential.
9. Store Closures and work crew changes
10. We have closed all our stores to the general public and will assess closures on a week to week basis.
11. We have called off work crews.
12. Control of Spaces
13. ICF group homes; we will treat these homes with nursing home rules.
14. No visitors and only essential employees. However, in order to create some semblance of normalcy, we are encouraging fresh air activities in remote locations
15. Drives in the community with diligence about cleaning the vehicles are allowed
16. Residential supports: people who reside in apartments
17. No visitors
18. We are not discouraging families who want to take a person home for an extended period.
19. However, there should be NO family visitation or taking people to family homes or outing for day to day visits.
20. Office Buildings:
21. Our administrative building was closed to visitors on 3-20-2020.
22. ABLE, Inc.’s Dickinson and Bowman Day Programs were closed to regular operations beginning 3-24-2020.
23. General Practices:
24. Health Screening for all employees upon arrival to shifts. Staff will check in and conduct the screening. If they present with a symptom, they are to immediately call the Nurses Phone for a screening. Nurses will determine if the employee can work. If staff become symptomatic at work, they are to call the nurses phone.
25. Cleaning protocols will continue as they have always been but we will implement 2-times a day routine cleaning schedule for our homes and sites. We will also implement cleaning procedure for our vehicles.
26. Staffing
27. As discussed above, we ask our staff to be aware and vigilant with
* Signs and symptoms of Coronavirus
* Screen themselves prior to working and noting any symptoms during work and that they report to the nurses via the nurses hotline if symptoms develop.
1. We are providing information about how to stay healthy and stay safe.
	1. Implemented N-95 fit testing for employees beginning March 23, 2020.
	2. Encouraged employees to remain at home when not at work unless it is essential and to restrict visitors to their home.
2. We are unable to restrict employee travel; however, we are implementing these procedures:
3. We ask that staff notify an ABLE, Inc. director or Lead Support Coordinator of any plans they may have to travel.
4. Implemented a practice on March 22, 2020 where employees who have traveled internationally or out of ND will not return to work for 14 days.
5. We implemented reassignment for employees who are affected by closures and by reduced hours, to reduce financial impact to employees.
6. Communications
7. We will be sending out routine notices to families
8. We will be sending out routine notices to staff
9. We met with people we support to discuss plans
10. We will continue to network with the State DDD Office
11. We will host regular ABLE internal meetings to discuss changes and progress.
12. Handout’s to be using