



Down Syndrome Association of West Michigan (DSAWM) COVID-19 Preparedness & Response Plan

The Down Syndrome Association of West Michigan (DSAWM) office reopened in July 2020. With some in-person programming resuming this fall, DSAWM has put the following COVID-19 Preparedness and Response Plan in-place for the health and safety of staff, members, volunteers, and visitors.

>Plan For DSAWM Staff and Office<

Engineering controls

- **In-person programs will be limited through at least the end of the year.** Virtual programming for DSAWM members will continue through December in an effort to limit physical contact between staff, members, and volunteers. Some in-person programs have been and will continue to be introduced this fall. In-person programs will be socially distanced and held outdoors (weather permitting) or in small groups of 10 or less when indoors. Masks are required at any gatherings indoors.

Administrative controls

- **Staff members will work from the DSAWM office on a staggered schedule through at least the end of the year.** Program Director Nate and Communications Director Victoria will be in the office on Mondays and Wednesdays. Executive Director Jennifer and Step Up Coordinator and Foundation Fund Development Director Tom will be in the office on Tuesdays and Thursdays. Following Labor Day, Nate, Jennifer, and Tom will be in the office on Fridays. On the days in which a staff member is not in the office, they will be working remotely from home to continue to assist members virtually.
- **Staff members' workspaces will be socially distanced.** Each staff member's workspace and supplies are separated by at least six feet so as to eliminate risk of spread.

Hand hygiene and environmental surface disinfection

- **Handsanitizer and a hand-washing station will be made available.** Handsanitizer and a hand-washing station will be accessible to all staff members and visitors to the DSAWM office.
- **Staff members will clean commonly-touched surfaces daily.** Staff will clean commonly-touched surfaces like door handles, tabletops, phones, and laptops at the end of every day, as well as after use by a guest.

Personal protective equipment

- **DSAWM will require all visitors to wear a mask when visiting the DSAWM office.** DSAWM will have non-medical grade masks available for those who do not have their own. Staff will also wear masks when interacting with guests.
- **Staff members will be required to wear masks when unable to socially distance.** Staff members who cannot consistently maintain six feet of separation from other individuals in the workplace will be required to wear a mask.

Health surveillance

- **Staff members will self-screen prior to the start of each workday for signs or symptoms of COVID-19.** Before coming into the DSAWM office, staff members will self-screen to ensure they are not experiencing any signs or symptoms of COVID-19.
- **Staff members who are experiencing signs or symptoms of COVID-19 will immediately notify their superior.** If a staff member is experiencing signs or symptoms of COVID-19 prior to or during the workday, they will notify the Executive Director immediately and will be sent home to self-quarantine. The employee will not return to the DSAWM office until they are no longer infectious according to the latest guidelines from the CDC.
- **In the event that a staff member tests positive for COVID-19, the DSAWM office will close.** If a staff member tests positive for COVID-19, (s)he will report their results to the Executive Director. The Executive Director will notify all those who may have come into contact with the person who is the confirmed case of COVID-19 within 24 hours. The DSAWM office will immediately be disinfected and closed for no less than 2 weeks. Staff members will work remotely from home during the closure.

Training

- **Staff will receive COVID-19 exposure prevention training.** DSAWM will provide COVID-19 exposure prevention training to staff members, including steps to report signs and symptoms of COVID-19.

>Plan for DSAWM Programming<

Continuing through the end of 2020, DSAWM will offer virtual programs via Zoom for members only as well as some in-person programs with limited registration for members only. Before attending an in-person program, members are asked to please review the DSAWM COVID-19 Safety Protocols for Programming document accessible below.



Down Syndrome Association of West Michigan (DSAWM) COVID-19 Safety Protocols for Programming

In response to COVID-19, and to protect our staff, volunteers, members, and visitors, we are abiding by the following procedures:

Outdoor Programming

- Individuals with a fever, and those not feeling well, are asked to not participate in any DSAWM program.
- Only those members who have registered for a program may participate. If members need direct assistance during a program, they may participate with their caregiver.
- All individuals in programs must maintain a 6-foot distance (unless students are being assisted by the instructor, DSAWM staff, or caregiver).

Indoor Programming

- Individuals with a fever, and those not feeling well, are asked to not enter the DSAWM office or program.
- Only those members who have registered for a program may participate. If members need direct assistance during a program, they may participate with their caregiver.
- Per the Governor's Executive Order 2020-147, anyone entering the DSAWM office or participating in indoor programs must be wearing a mask or face covering at all times, unless medically unable to do so.
- Upon entering an indoor space, all individuals are asked to use hand sanitizer, which will be provided.
- Outside food and drink will not be allowed unless medically necessary.
- All individuals in programs must maintain a 6-foot distance (unless students are being assisted by the instructor, DSAWM staff, or caregiver).
- A maximum of 10 people are allowed in any indoor program space. This includes the instructor, DSAWM staff, members, and caregivers. Parents and caregivers who are not needed to provide direct assistance to participants are asked to wait outside. If waiting in the building, parents and caregivers must maintain six-foot social distancing.
- Program supplies will be sanitized before and after class.
- Members will not be allowed to share supplies during programs.

In the event that a staff member, instructor, volunteer, participant, or parent/caregiver tests positive for COVID-19 and has recently participated in an in-person program, the following steps will be taken:

- The person with a confirmed case of COVID-19 is asked to notify Program Director Nate Clark or another DSAWM staff member as soon as possible.
 - Nate Clark, Program Director: nate@dsawm.org

- Jennifer DeVault, Executive Director: director@dsawm.org
- Victoria Hart, Communications Director/Admin Assistant: victoria@dsawm.org
- Or call 616-956-3488
- The Program Director will notify all those who may have come into contact with the person who is the confirmed case of COVID-19 within 24 hours.
- All in-person programs will be postponed for no less than 2 weeks.

We are mindful of the evolving situation surrounding COVID-19 and are committed to closely monitoring and responding appropriately to the preventative measures from the US Center for Disease Control and Prevention (CDC) and Michigan Department of Health and Human Services (MDHHS).

We appreciate your cooperation and flexibility as we all work together to navigate the new normal. If you have any questions or concerns, please do not hesitate to contact us at 616-956-3488.