

Licking County Alcoholism Prevention Program (LAPP)  
62 E Stevens St, Newark, OH 43055  
Phone: (740) 366-7303 Fax: 740-366-7305 Email: INFO@LAPP.CC  
Returning to Work and Reopening Plan: Coronavirus disease (COVID-19)

- Phase 2

The continuation of COVID-19 phased re-opening requires LAPP to take on-going measures to protect the health and safety of clients and staff members. With this in mind, our established protocol must be observed and maintained by staff. This policy is designed to limit the number of people in the building at any given time and their interaction in order to follow health and safety guidelines.

We will continue to have one entrance open for staff and clients (back entrance). A COVID-19 sign is located at the entrance explaining what COVID-19 is and what to do if you have symptoms. At the beginning of an employee shift, you must come in this designated door. Staff and clients are mandated to have their temperature checked upon entering the building. Clients will be required to wear a mask at all times inside the building and be provided one if they are without by the front office staff. There are no exceptions! If you have a temperature of over 100.4 degrees Fahrenheit (The Centers for Disease Control and Prevention considers a reading of 100.4 degrees Fahrenheit a fever), you will be required to go home. There are no exceptions to this rule! Temperatures will be logged to ensure everyone is following protocol. Staff will be required to continually self-monitor themselves for any COVID-19 symptoms. If an employee no fever but has a persistent cough, they should remain home. If a staff member is at work and has a persistent cough, they should be sent home until the cough subsides.

LAPP will return to regular hours of operation on 6/29/2020:

8:00 am – 8:00 pm Monday through Thursday  
8:00 am – 2:00 pm Friday

- Intakes will be completed via Telehealth Monday - Thursday from 9:00AM – 2:00PM. Interested persons or those in crisis may reach us during these hours at (740) 366-7303.
- Assessments will also be completed either via telephone or by scheduled in-person appointment. A Counselor will contact the interested person to complete this service.

- Persons will be asked to arrive at an appointment no more than ten minutes before the appointment. They will call the front office (740-366-7303) to notify reception that they have arrived or by intercom at the main door if they do not have a phone. The main point of entry will remain locked. All non-physically disabled clients will come through the main entrance. The receptionist will confirm the appointment and allow entry to the reception area.
- The number of groups within the same or similar time frame will be limited to maintain social distancing, and group breaks will be staggered to limit client interaction. Counselors will be responsible for monitoring clients regarding social distancing. Groups will be limited to no more than ten participants.
- One group will be held on the ground floor, and the other will be held on the third floor.
- All other activities may be completed via Telehealth, per counselor's discretion.
- Clients requiring our assistance with MAT, Detox and Outreach can reach our staff through normal channels at the following cell phone numbers MAT (740) 915-1492 / Outreach Case Manager (740) 334-0139

## **Processing areas**

### **Front office and check-in area**

- Sanitizer / Clorox Wipes
- Pen cup with clean pens
- Pen cup for used / potentially contaminated pens
- All potentially contaminated pens will be sanitized daily
- Chairs will be staged to meet socially distanced guidelines
- This is the only waiting area (only when the counselors alert front office staff they are ready to begin appointment with the client will they then be permitted to leave this area) (We may have clients wait in cars for individual appointments. • Front desk calls and informs them its time to come in).
- Clients will not be allowed to bring guests with them to wait in the lobby (unless they are taking part in the session).

## **Offices of staff members**

Spray bottle with alcohol spray  
Kleenex  
Hand sanitizer

### **Staff and Client meeting space**

Staff will meet with clients in a group room if their office does not accommodate the six feet social distancing guidelines. If, at any time, more than one person is required to take part in the counseling session, the counselor will be required to use one of the larger meeting rooms to ensure social distancing. Unless you have a large enough office space, there will be no exceptions to this rule!

There will be routine cleaning using disinfectant wipes of the area after the client leaves. If the counselor's office is large enough to safely meet with a client then the office area will be cleaned using disinfectant wipes after the client leaves. Group rooms will need all chairs and tables used to be wiped down after every session. We should try to minimize the use of tissues, coffee makers, and anything else available for common-use. Staff are encouraged to bring in tissues and alcohol-based (60%+ is best) sanitizer if they wish.

### **Safety Precautions**

- No loose papers left on a desk while client is in the office
- Employees are the only one who touches door handles and light switch.
- All light switches and door handles cleaned at least twice, daily

### **Keeping clients aware and safe**

Everyone must make their clients aware that they will need to get their temperature checked at the front office after entering the building. They are not to bring guests unless they are included in the session. They will be given a face mask to wear for the duration of time they are in the building if they are without.

### **Additional Information regarding staffing and LAPP programming**

Telehealth will continue when we move into phase 2. Staff members are not to go to client's homes or drive clients to any location at this point in time. COVID-19 is extremely contagious and the germs can lay dormant on surfaces for long periods. The agency's ultimate goal is to ensure our staff and clients are safe and informed. Many of our consumers may need help

and additional information as we move forward. Our number one priority is to let our clients know they are not alone! The primary goal is to ensure that our clients and staff have the ability to transition through this situation as healthy and as safely as possible. Flexible schedules and work from home options will remain available. If an employee has a client that needs to be seen after hours, they can accomplish this with Telehealth from a remote area.

### **If you or a family member becomes ill**

Stay home if you are sick! Symptoms of COVID-19 can appear 2-14 days after exposure. There is currently a quarantined phase to this virus of 14 days. To return to work you must have adhered to the quarantine time frame and be fever free for at least 5 days. There are many unknowns at this time. Information, guidelines and updates can and will happen immediately and accordingly. Even if you did not see a physician you must remain off work until approved to return by the Executive Director. We are suspending policies requiring physicians' notes for extended sick leave during this time.

If you become sick at work, you should go home as soon as possible. If you have a temperature of over 100.4 degrees Fahrenheit (The Centers for Disease Control and Prevention considers a reading of 100.4 degrees Fahrenheit a fever) you will be required to go home. There are no exceptions to this rule! To avoid contact with others, you may use your phone to contact your supervisor. Your office will be off-limits until it has been properly cleaned to ensure surface germs are no longer a threat. If there begins a pattern of staff members becoming ill and unable to work, the remainder of the staff will work together in multiple areas of the agency. A counselor may be expected to help and take part in additional job duties such as assisting in the office and manning the phone lines. Our goal is to provide services consistently and appropriately.

### **All Hands on Deck**

As stated in our COVID-19 emergency plan, everyone is encouraged to clean surfaces and items that are more likely to have frequent hand contact with cleaning agents that are usually used in these areas. While staff is not normally given the task of cleaning it will now become all of our responsibility to go above and beyond. We must be an example of safe and healthy actions. Everyone is at risk; therefore, everyone must take part in helping to minimize the spread of this virus and slow down the spread of germs. One of the best things you can do is to wash your hands several times throughout the day.

## **PPE estimates to begin a successful Phase 2**

Gloves – 100 pairs (Alternatives to Medical-Grade Gloves: Disposable

Mechanic's Nitrile Gloves and Disposable Tattoo Artist's Nitrile Gloves

Masks- 150 for staff and clients, disposable (but also share with clients how they can make their own masks) Employees may order from local supplier/or handmade (appropriate designs and choices)

Hand Sanitizer- 3 (12-ounce bottles) for the main office and one bottle for each staff members office (these do not need to be 12-ounce bottles, they can be smaller ones)

Clorox Wipes and/or Disinfectant wipes - 4 bottles of (Alternative methods when short on preferred supplies: Alternatives to Clorox Wipes - Any product that says "disinfectant" on the label, and includes an EPA registration number. Diluted Household Bleach: Mix 1 cup (240 mL) of bleach in 1 gallon of water, wash surfaces with the bleach mixture. If surfaces are rough, scrub them with a stiff brush; let it sit for 10 minutes, then rinse surfaces with clean water. Allow air drying. We can use the diluted bleach spray for cleaning doorknobs, chairs, and tables.

Alcohol wipes- 4 containers (is used to clean thermometer, pens, copier, staplers etc.) Rubbing Alcohol (aka Isopropyl Alcohol)  
Thermometers- 2 (one in case of a breakdown or malfunction with primary thermometer)

Kleenex- main office and all onsite staff members

## **How to Wear a Cloth Face Covering**

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change

## **Additional Information regarding groups**

How many clients are in the same room- Clients should not show up early to groups ▪ Maximum number of clients in a large group room is ten / Maximum

number of clients in a small group room is five ▪ Maintain 6ft of distance at every possible opportunity ▪ Enforce mask/bandana requirement  
In Closing

There may be additional steps the agency will take in addressing the COVID-19 Pandemic. This is a rapidly evolving situation, and we can only anticipate what we may face at this time. As guidelines are expanded or information attained, it will be shared immediately with staff. In the meantime, get plenty of rest, eat well, exercise, and wash your hands! If there are any questions, please do not hesitate to ask. Times are uncertain, and information is changing daily, but know that you are not alone in this. Together we will get through this and will come out stronger and even better equipped to deal with future events and crises.

**It is strongly suggested that staff stop every two hours to thoroughly wash hands with soap and water and wipe down their work areas with sanitizing/disinfecting cleaning supplies.**

Attachment A

The following in-house groups will be part of our initial resumption of services:

Men's IOP Monday, Tuesday, and Thursday from 5:00-8:00 pm.  
Men's Recovery Group Tuesday, and Thursday 9:00-11:00 am  
Discovery Group Wednesday 9:30-11:00 am

Zoom Groups

PDS II Tuesday 6:00-7:30 pm  
PDSI II Thursday 6:00-7:30 pm  
Men's IOP Monday, Tuesday and Thursday from 5:00-8:00 pm.  
Women's IOP Monday, Tuesday and Thursday from 9:00-Noon  
Love of Letting Go Group Wednesday from 12:30-2:30 pm