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## SLS and ILS Agency Pandemic Risk Mitigation Plan

### **Service:**

COMPASS, LLC is an agency that is vendorized through Redwood Coast Regional Center (RCRC) to provide in home care to adults with developmental disabilities. Our services are provided within the client's home. Our offices have been closed to the public when the region is within the purple tier. Below is outline of how we are mitigating the risk of expose to the individuals that we support.

### **Staffing when a client is exposed to COVID-19:**

If a client can receive the care that they need from their family, we will arrange for the family to provide that support either in the client's home or in the family home. If the staff that are trained with the client are willing to continue working in the pandemic, then we will create a staffing plan that keeps them together for isolation purposes. In addition, we have a few on-call staff have received special pandemic training and who are willing to care for our clients during a pandemic if their original staff are unable to staff them. This group of staff would receive hazard pay for being willing to go into a pandemic environment. Lastly if it is safe, we will group clients together and provide staffing to the best of our ability.

### **Administrator Coverage:**

In the event an administrator is unable to perform their duties the duties would fall to the Regional Manager Michele Gilbertson. If an administrator in that region is unable to complete the duties than Jennifer Bowman, Vice President of Operations will oversee the duties for the region.

### **Trainings:**

#### **Staff:**

All staff will have received online trainings related to pandemic safety. All staff will continue to have on-line and virtual training on various pandemic topics such as safety, reducing risk protocols, stress management to name a few. They have received certificates for some of the trainings and all training have been documented by supervisors in staff connects.

#### **Client:**

Compass will continue to encourage and work with our clients on following protocols set in place during a pandemic. Some of the topics that we have trained clients on is best practices when it comes to safety in their homes as well as when out in the community. Clients have received hands on

training from their staff, virtual trainings from their Case Facilitators and some have participated in on-line videos. If our clients are unable to keep their home environment safe, then their staff will maintain the level of safety needed for them.

**Supplies and Equipment:**

Compass has obtained and keep on hand various pandemic related supplies. There is a PPE station in all of the client’s homes that staff utilize before starting their shift. We will continue to keep on hand essentials supplies; such as disinfectant, antibacterial soap, toilet paper, paper towels, gloves, disposable masks, cloth masks, N-95 masks, face shields, gowns, disposable booties, disposable caps, thermometer, oximeter, and hand sanitizer. Supplies are located in the client homes as well as in our Ukiah and Fort Bragg offices. During a pandemic the Compass administration team will monitor and maintain the supply levels monthly ensuring that there are extras of all the supplies listed above. The administration will also check in with clients at least monthly to make sure that they have all of the supplies they need in their home.

**Communication of possible exposures:**

**RCRC and Public Health:**

Compass will follow RCRC reporting policies within the desired timeframe of 24 hours including submitting an SIR within 48 hours as well as any pandemic reporting forms necessary. Compass will contact Mendocino County Public Health within 24 hours if there are any potential outbreaks with our organization.

**Client and Circle of Supports:**

If a pandemic should occur Compass will reach out to each individual or conservator to gather all necessary information to assess the situation. Compass will have emergency contact information for each client in case someone needs to be contacted during a pandemic.

**Visitors:**

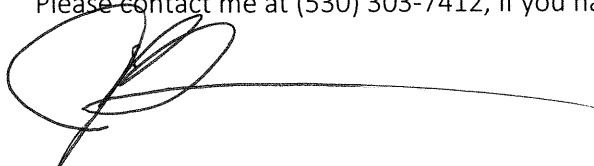
Per protocol anyone outside of the direct care staff visiting whether it be family, friends, or stakeholders are required to wear a mask within the client’s home as well as follow any social distance protocols or other protocols set in place by the CDC. The visitors will answer a checklist of questions based on CDC guidelines prior to visiting with the client.

**Health Information:**

Compass will work with or retain information and or resources from the following agencies during a pandemic. Compass will follow guidelines and suggestions from these agencies to ensure the safety and wellbeing of our community.

- Mendocino Public Health: (707)463-7700
- Center of Disease Control and Prevention: (800) 232-4636
- Department of Developmental Services: (916) 654-1690
- Redwood Coast Regional Center: (707) 462-3832

Please contact me at (530) 303-7412, if you have any questions about our risk mitigation plan.

  
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Jennifer Bowman  
VP Operations

12/30/20  
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Date