

Washtenaw Literacy Virus Control Protocol COVID-19 and Influenza

Washtenaw Literacy's draft protocol is to provide guidelines in responding to the current influenza season and potential expansion of COVID-19 infection. It is intended to protect employees', volunteers', and learners' health and safety. This draft protocol is subject to revision as conditions or recommendations from the Washtenaw County Health Department or the Centers for Disease Control and Prevention (CDC) are updated.

Stage One

- Stay home if you are feeling sick, for example:
 - ✓ Fever
 - ✓ Cough
 - ✓ Sore throat
 - ✓ Runny or stuffy nose
 - ✓ Body aches
 - ✓ Headache
 - ✓ Chills
 - ✓ Tiredness

- Provide tutors and learners with hand sanitizer, tissues, and trash receptacles as needed.

- Clearly identify where there is a place to wash or disinfect hands.

- Wash, Wipe, Cover - Don't Infect Another! Plain language guidelines available for learners that include proper hand hygiene, cough etiquette, and social distancing techniques, and encouraging seasonal influenza vaccination.

- Empty trash regularly.

- Keep work surfaces, telephones, computer equipment, and other frequently touched surfaces and office equipment clean, use disinfectant wipes weekly.

- A communication plan will be developed that includes email, a web landing page, and social media announcements.

Stage Two - steps in addition to the above

- Discourage employees from using other employees' phones, desks, offices or other work tools and equipment.

- Minimize group situations, such as meetings. Use e-mail, phone and text messages to communicate with each other as much as possible. When in-person meetings are necessary, avoid close contact by keeping a separation of 3 to 6 feet, where possible, and assure that there is proper ventilation in the meeting room.

- OPEN TUTORING: Community Opportunity Center (COC, computer lab) and ESL Open Tutoring paused. Resumption of drop in and open tutoring will be evaluated in collaboration with partners. Open Tutoring sites at the Jail and Prep100 will be decided in collaboration with our partners.
- PERSONAL TUTORING: Personal Tutoring (one-on-one, clusters) will be determined on a case-by-case basis with the tutor and learner. Tutors should inform staff if they plan to pause.
- TUTOR TRAINING & WORKSHOPS will be paused.
- AGENCY EVENTS: Fundraising and social events will be considered on a case by case basis.

Stage Three - steps in addition to the above

If an emergency plan is implemented locally:

- Follow recommendations from the Washtenaw County Health Department
- Reduce or eliminate unnecessary social interactions to help control the spread of infectious diseases. Reconsider all situations that permit or require employees, customers, and visitors (including family members) to enter the workplace. Workplaces that permit family visitors on site should consider restricting/eliminating that option during an influenza pandemic.
- All meetings to be conducted by phone or online
- TELEWORK for all employees