

10-15-2020

**To: Employment and DSA Providers**

**From: Acacia McGuire Anderson, Statewide Employment First Coordinator**

**Re: Employment First: Reopening Plan Guidance**

(Please forward to your local partners & stakeholders)

We recently sent out a [message](#) encouraging all employment and DSA providers, regardless of what phase your county is in, to submit reopening plans for employment (including Discovery) and DSA services.

We wanted to remind providers of the features expected in a reopening plan. ODDS has created a template tool to help providers know what is expected in a reopening plan. The tool is online at: <https://www.oregon.gov/dhs/SENIORS-DISABILITIES/DD/ODDS%20Resource%20Library/Reopening-Plan-Template-Employment-DSA.docx>

Please also refer to Section II of the [Employment/DSA Worker Guide](#) for the expectations of a reopening plan. Regardless of what services your agency offers, if the reopening plan submitted does not address ALL the requirements, it will be sent back for revisions.

Reopening plans must be sent to: [employment.first@dhsosha.state.or.us](mailto:employment.first@dhsosha.state.or.us)

Here are just a few examples of what is needed in a reopening plan. Please make sure to address all of the items in [section II of the worker guide](#):

- Masks and sufficient protective equipment for the people you support and information on how you will educate people on why they are needed and how you will document inability to use.
- Plan for physical distancing and ensuring cohort and group size requirements are met during DSA and Employment Path activities in a group setting or at a provider facility. ODDS needs the exact number of people you plan to serve. Please also indicate how cohort groups will remain stable.
- Describe system being used to screen staff and individuals for COVID-19 symptoms before beginning services for the day.
- Ensure continued access to medical treatment, medical supplies/equipment, additional behavioral supports, food, sanitation supplies.
- Policies and procedures that apply to the protection of people served in the event of any disaster. Example: DSA and Employment community: Have

emergency food, equipment, medical supplies, sanitation supplies when out in community. (e.g. water, food, back up medical supplies (e.g. second epi-pen, inhaler, hand sanitizer). Plan for coordinating with other supports, including emergency responders, including a current list of all emergency supports and shelters.

- Making sure the places you are taking people are following Covid-19 guidance and having a conversation (and document it) with people you support about the risks if they still want to go.
- Use the ODDS scenarios tool when dealing with possible and confirmed cases of Covid-19 and using the returning to work conversation guide to ensure informed choice before people start community activities again in groups. Also look at your screening procedure and include the information from the workers guide.
- Document use of the ODDS Provider Notice Tool if you need to stop providing supports to someone.

Thanks as always for your support in serving people with intellectual and developmental disabilities in Oregon.

Acacia