



IMPORTANT MESSAGE – March 3, 2020

To: CDDP and Brokerage Directors

From: Lilia Teninty, Office of Developmental Disabilities Services (ODDS) Director

This email is about COVID-19 and includes guidance for your programs. ODDS will provide additional information in the future.

The situation

The Oregon Health Authority has identified the first presumptive positive cases of COVID-19, the illness caused by the novel coronavirus, in Oregon. COVID-19 is spread from person-to-person through droplets in the air and on surfaces that people touch, very similar to how influenza spreads.

Health officials continue investigating as they urge good hand hygiene, covering coughs and staying home if you are sick.

Required actions for CMEs

- **If your office needs to close.** Follow the steps in your continuity of operations plan and notify the ODDS Field Liaisons at ODDS.FieldLiaison@dhsosha.state.or.us.
- **Approve PSW overtime that meets the requirements under the emergent need category.** This would be if a PSW is unable to come into the home to provide care or if household residents need to restrict people from coming into the home.
<http://www.dhs.state.or.us/spd/tools/dd/cm/PSW%20Hours%20Limits%20Exceptions%20Worker%20Guide.pdf>
- **Approve requests for additional gloves for PSWs, if needed.** Send invoices to the ODDS Contract unit at CAU.Invoice@dhsosha.state.or.us. These will be approved for purchases from March 1, 2020 through May 31, 2020 (Policy Transmittal will be coming with vendor information). After that date return to the policy transmittal
<http://www.dhs.state.or.us/policy/spd/transmit/im/2014/im14049.pdf>
- **Identify individuals who may need focused or critical support during this situation.** For example, people who live independently and don't have family or other natural supports, medically fragile people, small provider agencies that might experience issues with finding replacement providers if needed. Also, individuals who may only have a few providers who may need additional support if their providers become ill and unable to provide focused or critical support. Please include name, date of birth, current address and important support needs (feeding tubes, wheelchairs, ventilators, if the individual needs access to critical medications). You do not need to share this information with ODDS at this time, but it may be needed quickly to support statewide resource planning.
- **Refer specific questions to the ODDS Emergency Specialist.** General questions about prevention should be addressed using information from the [CDC](#) or [OHA](#). Questions specific to

operations need to be emailed to the ODDS Emergency Management Specialist at ODDS.FieldLiaison@dhsosha.state.or.us.

Recommended actions for CMEs

It's important to be prepared, in case the virus impacts your programs. We recommend that all CDDPs and Brokerages take these steps:

- **Remind staff about prevention.** The Oregon Health Authority has good information about [prevention](#), as well as specific information about the disease in Oregon.
- **Be prepared:**
 - **Identify essential tasks that must be done and make sure people have the access to do what's needed.** This is a critical step that needs to be included in all continuity of operations planning.
 - **Review your continuity of operations plan in full**, so you know the steps to take if needed. Do not wait until you know that COVID-19 is in your area.
 - **Connect with the local emergency management program.** Depending on your location, this is most likely with the city or county government. It's important that emergency planners be aware of the populations we support and include them, and you, in their planning.
 - Remind staff, contractors and volunteers to stay home if they are sick.
 - Provide information to staff and their families on what they can do to protect themselves.
 - **Participate in ODDS facilitated conference call:**
 - Wednesday, March 5, 11:00AM – 12:00PM
 - 1 (503) 934-1400 Conference ID: 56824462#

Actions to take for individuals

- Hand washing with soap and water; and frequent use of alcohol-based hand sanitizers if soap and water aren't available.
- Covering your mouth when coughing using the inside of the elbow.
- Staying home when experiencing symptoms, including a fever, cough or shortness of breath.
- Note that the Centers for Disease Control and Prevention currently does NOT recommend the general public to use facemasks.

ODDS will:

- Send a **transmittal** with guidance to providers that includes a reminder to providers to keep individuals home if ill, for day activity and employment providers to return individuals to their homes if they exhibit signs of illness, and that providers can limit or restrict visitors who are ill.
- **Collect questions submitted through email** to the ODDS Emergency Management Specialist at ODDS.FieldLiaison@dhsosha.state.or.us. **Post questions and responses on a regular basis** on our DD Staff Tools page under FAQs at <http://www.dhs.state.or.us/spd/tools/dd/cm/>
- **Share additional guidance as it becomes available.**

Questions? Please email the ODDS Emergency Management Specialist at ODDS.FieldLiaison@dhsosha.state.or.us