

# **Crossroads for Women Emergency Action Plan in Response to COVID-19**

## **Reasoning for Action Taken:**

Given that the CDC is recommending strategies to mitigate the transmission of the COVID-19, this document identifies intervention strategies to mitigate transmission of the respiratory virus infection within the Crossroads for Women communities.

## **Goals**

The goal for using mitigation strategies at Crossroads for Women programs at this time are to:

- To reduce harm to Crossroads staff, clients and community members.
- To reduce harm to individuals with compromised immune systems or with underlying health conditions.
- Decrease stress on community health services including emergency services.

## **Implemented Safety Precautions for CRFW Therapeutic Communities:**

- CRFW therapeutic communities will only be accepting new clients from New Mexico jails and/or prison that have been tested for COVID-19 in the five days prior to entering the program.
- CRFW will request that all new clients be provided a mask and hand sanitizer before being transported to the program.
- Clients entering the program will be asked to limit their contact with other for seven days before participating in programming.
- Only current clients, staff and approved visitors will be allowed on property until further notice.
- No Off Property passes will be approved until further notice.
- Only approved staff will travel between sites. Approval can be obtained from the Executive Director.
- All Clients and staff will be educated on the characteristics and warning signing of COVID-19
- Any current client exhibiting acute respiratory symptoms will be placed in respite and isolated from other clients and/or staff.
- All Therapeutic Communities will be sanitized twice daily.
- All staff, clients and approved visitors will be asked to wash their hands for twenty seconds upon entering the facilities and screened for COVID-19.
- All staff and clients are required to wear masks in the common areas of the program.
- All Facilities will be required to post COVID-19 DOH signage and signage prohibiting visitors.
- All Case Managers will be required to conduct a weekly check in form to ensure that all clients' basic needs are being met.

## **Implemented Safety Precautions for The Crossroads which includes The Bernalillo County Community Connections Program, Peer on Peer Support Services and the UNM Pathways program:**

- The building located at 805 Tijeras will be closed to all unauthorized personnel.

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- The building located at 805 Tijeras will only be open to staff, clients, authorized volunteers including interns of The Crossroads, POPSS, and The Pathways programs.
- Crossroads for Women will gladly accept new and unopened donations until further notice.
- Day programming will take place in the form of on-line and in person groups in which clients will be required to sign up for.
- All areas will be sanitized before and after each meeting with clients.
- Staff will alternate home visits with phone check-ins. Any client needing 90-day paperwork will need to schedule an appointment with their Community Support Worker.
- Clients with pre-existing conditions or respiratory conditions may make alternative arrangements with their Community Support Worker on a case by case basis.
- Staff will work with clients individually to ensure that they have the resources they need to self-quarantine if necessary.
- All clients or staff who appear to be ill and/or disclose not feeling well will need to seek care immediately to rule out COVID-19.
- Staff will increase phone check-ins with clients who test positive for COVID-19 and support the client in accessing or coordinating medical care.
- All Case Managers will be required to conduct a weekly check in form to ensure that all clients' basic needs are being met.

### **Crossroads for Women Staff**

- All staff who appear to be ill and/or disclose not feeling well will need to seek care immediately to rule out COVID-19.
- CRFW will work with each staff member on a case by case basis to offer a modified work schedule.
- CRFW will pay 100% of premiums for staff who are enrolled in the agency's health, vision, and dental plans until January 1<sup>st</sup>, 2020.
- Staff may opt to use either their sick time or Paid Time Off for any reason during this period.
- All Crossroads for Women staff will be provided with a one-time bank of 80 hours specifically to address COVID-19 related issues. Staff may use this bank of hours before having to utilize sick and/vacation hours. Please contact the Executive Director with any questions or concerns.
- In the event that a staff member becomes ill, Crossroads for Women will work to ensure that a staff member's income remains stable. Please contact the Executive Director with any questions or concerns.
- All staff and/or administrative meetings will be conducted online using Zoom as much as possible until further notice.
- All staff will follow the CDC guidelines to reduce the spread of COVID-19.

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**For any questions regarding the above strategies, please contact:**

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