



TO: All DWD Staff
FROM: Commissioner Frederick D. Payne
RE: DWD COVID-Response Plan
pursuant to Governor Eric J. Holcomb's Executive Order 20-43, Section 4(a)
DATE: November 16, 2020

DWD COVID-Response Plan

Governor Eric J. Holcomb's Executive Order Number 20-43, Section 4(a), requires all businesses and entities, including governmental entities, to develop a COVID-Response Plan to implement measures and institute safeguards to ensure a safe environment for their employees, customers, clients, and members. The plan must address, at a minimum, the following points:

- i) Instituting an employee health screening process;
- ii) Employing enhanced cleaning and disinfecting protocols in the workplace, including regularly cleaning high-touch surfaces;
- iii) Enhancing the ability of employees, customers and clients to wash hands or take other personal hygiene measures such as use of hand sanitizer; and
- iv) Complying with social distancing requirements established by the CDC, including maintaining six-foot social distancing for both employees and members of the general public when possible and/or employing other separation measures such as wearing face coverings or using barriers when social distancing is not possible.

In accordance with the Governor's Order, DWD implements¹ the following COVID-Response Plan:

- i) Employee health screening.
 - a. The Indiana State Personnel Department has mandated an employee health screening process. This screening process must be completed by all DWD employees each working day.

Daily upon login at the worksite, an employee should answer the following Covid-19 self-screening questions. Employees are not required to document their answers.

 1. Have you had close contact with someone who has tested positive for COVID-19 within the past 14 days?
 2. Are you currently ill? Do you have symptoms of a cold, cough, or shortness of breath? Have you temporarily lost your sense of taste or smell?
 3. Do you currently have a fever or have you had a fever within the past week?

¹ This plan was originally implemented on May 8, 2020. The plan will continue to be reviewed and updated as conditions related to the COVID-19 Public Health Emergency and guidance from relevant authorities evolves.

If you can answer “Yes” to any of the above questions, then please contact your manager to discuss next steps, followed by contacting your health care provider or the Anthem NurseLine.

Anyone on an Anthem insurance plan can receive a free symptom screening by calling the Anthem NurseLine at 800-337-4770.

- ii) Enhanced cleaning and disinfecting protocols.
 - a. At least twice each weekday sanitation crews will be cleaning entry and exit doorknobs and commonly touched surfaces in addition to regular routine cleaning schedules.
 - b. All staff member must avoid using other staff members’ phones, desks, offices, tools, and equipment as much as possible. If a staff member uses another staff member’s item(s), the staff member must clean the items with disinfectant cleaning supplies before returning the item(s).
 - c. All staff must sanitize their own work area at least once each day when working on-site using cleaning supplies and/or sanitary wipes. As part of this cleaning protocol, staff must clean their desk, keyboard, and chair arms.
- iii) Enhanced ability to wash hands or take other personal hygiene measures.
 - a. Cleaning supplies will be made available to all staff.
 - b. All staff members will continue to have the ability to use existing restroom facilities to wash hands frequently with soap and water.
 - c. Hand sanitizer will be available in locations throughout the office.
- iv) Implement CDC and ISDH prevention measures.
 - a. The agency will implement the following measures:
 - i. DWD will install signs and floor markings throughout the office that indicate appropriate pathways and locations to stand to maintain social distancing. DWD will also continue to encourage social distancing through ongoing employee communications.
 - ii. DWD may restrict which doors are available for entry and exit to the office to better facilitate social distancing.
 - iii. Where permissible, some internal doors will be propped open to reduce the number of doors staff need to touch when moving about the office.
 - iv. Masks will be made available to all staff.
 - b. Staff will adhere to the following measures:
 - i. Staff are responsible for bringing a mask to the office. If a staff member does not bring a mask from home, then the staff member must request a mask from their supervisor or the supervisor’s designee for obtaining supplies.
 - ii. Masks must be worn by staff as they interact with co-workers and as they move throughout the office and Indiana Government Center campus. Staff must wear a mask whenever they are away from their own desk or office.
 - iii. Staff will be responsible for cleaning and sanitizing their reusable masks.
 - iv. Any staff member experiencing symptoms should keep their mask on at all times, advise their supervisor they are experiencing symptoms and are leaving the workplace, and then immediately leave the office to isolate at home or to see a physician. Symptoms include:

1. Fever over 100.5
 2. Persistent coughing or sneezing
 3. Trouble breathing
 4. Tingling in the extremities
 5. Loss of the ability to smell or taste things
- v. Staff should limit the amount of face-to-face contact they have with others in the office. As much as is practical, staff should use telephone, emails, or texts when communicating with co-workers, external partners, and stakeholders.
 - vi. Staff should not allow or invite unnecessary visitors into the office. As much as is practical, staff should employ the use of technology for meetings. If a meeting cannot be held virtually, other locations should be identified where a meeting can occur to limit the number of non-DWD staff that can enter the office. Staff should ensure appropriate social distancing at all in-person meetings. Staff meetings should include as few in-person attendees as possible.
 - vii. Staff should not shake hands or hug co-workers. Staff should not physically touch one another but instead should speak, wave, or nod when greeting one another.
 - viii. Staff should practice social distancing whenever possible, including outside the office.
 - ix. Staff should avoid congregating in areas, including near copiers, coffee stations, break areas, and water dispensers.
 - x. Staff members should avoid touching their face, eyes, nose, and mouth as much as possible, or do so using tissues or napkins.
 - xi. Staff should try to use objects such as notebooks, pens, or shirtsleeves to open doors, press the elevator or other door buttons, and activate copiers/scanners to avoid touching commonly used surfaces.
 - xii. When possible, staff should use stairwells and escalators instead of elevators. If using an elevator, only two people may occupy it at the same time.

Questions should be directed to:

- Most questions regarding return to work should be directed to your manager.
- Danai Bracey
Human Resources Director
dwdhumanresources@dwd.in.gov
(317) 741-4589

Additional Resources:

- If you are feeling stressed, contact the Anthem Employee Assistance Program at **1-800-223-7723** or visit **anthemEAP.com** and enter "State of Indiana" to login.
- Additional resources are also available at **bewellindiana.com**.
- Visit **coronavirus.in.gov** for more information on the State of Indiana's response to COVID-19.