

PUBLIC HEALTH RISK ACTION PLAN

It is our duty to mitigate health risks to our employees, volunteers, clients, and the community. In the event of a public health risk, SWCAP operations may be affected in order to prevent the spread or impact of the health risk. SWCAP will take the following actions in the event of a public health event or series of events.

LEVEL 1: A public health risk has been identified but the level of risk for our area and the state of Wisconsin is extremely low.

- The Executive Director and Management Team will follow communications published by public health agencies, including the CDC, the Wisconsin Department of Health Services, the Wisconsin Department of Children and Families, as well as the National Community Action Partnership, CAPLAW, and WISCAP.
- The Executive Director and Management Team will communicate and coordinate with other Community Action Agencies in Wisconsin.
- The Executive Director and Management Team will communicate frequent updates to the staff including, but not limited to:
 - Reminders about the availability of paid sick leave and instructions to stay home if experiencing illness;
 - Instructions to supervisors that any employee experiencing illness should be sent home;
 - Reminders of SWCAP anti-discrimination and harassment policies;
 - Situation reports from appropriate public health agencies and community action partners;
 - Instructions for potential operational interruptions.
- All business travel, including in-state or out-of-state, outside of our usual service area needs Program Director approval before the travel is scheduled or completed. Travel already planned should be reviewed with the Program Director, who will make the final decision as to whether or not the employee will be allowed to complete the travel.
- Program managers and directors will connect with state staff and other funders to obtain direction.
- The Management Team will begin to develop program and administrative plans in the event of Level 2.
- The Executive Director will determine when to suspend LEVEL 1. The Executive Committee of the Board of Directors will determine when to advance to LEVEL 2, as informed by public health agencies.

LEVEL 2: A public health risk has been identified and the level of risk for our area and the state of Wisconsin is low-to-moderate.

Actions listed under LEVEL 1 will continue. Additionally, the following steps will be taken:

- All business travel outside of our usual service area, including in-state or out-of-state, will be suspended.
- Employees are required to report personal travel outside of our usual service area to their Program Director, who will discuss with the Executive Director. The Executive Director will determine if the employee is able to come back to their workplace upon return to the area or work in an alternative location. The determination may be made in consultation with public health agencies.
- Program and Administrative Directors will submit a Situation Report to the Executive Director outlining essential and non-essential operations, plans for maintaining essential operations, public communication plans, and risk mitigation plans where appropriate. The Situation Report should include details on maintaining operations during LEVEL 2, especially given the possibility of reduced staffing at SWCAP locations, and preparations for a LEVEL 3 response.

- SWCAP will continue to allow flexible work arrangements for employees who may need to work from home or work an adjusted schedule due to public health mitigation measures taken by other entities. For example, if a local school closes and a parent must work from home to care for children.
- As within guidelines set by personnel policies, paid sick leave can be used to care for sick family members. Additionally, SWCAP employees will be allowed to utilize paid sick leave to care for family members whose schedules were impacted by the public health risk. Supervisors maintain authority to approve sick time in this way but should notify the Executive Director should an employee request this type of leave.
- Depending on the level of risk, Executive Director has the authority to suspend in-home visits, child friendly workplace policies, group meeting participation, and other activities that could increase the level of risk to employees, their families, or our clients.
- The public will be notified via media releases, social media, and through other appropriate avenues of any alterations to business hours or services.
- The Executive Director, with approval of the SWCAP Board Chair, will determine when to suspend LEVEL 2 or advance to LEVEL 3, as informed by public health agencies.

LEVEL 3: A public health risk has been identified and the level of risk for our area and the state of Wisconsin is high.

Actions listed under LEVEL 1 and LEVEL 2 will continue. Additionally, the following steps will be taken:

- The Executive Director, with approval from the SWCAP Board Chair, has the authority to suspend non-essential operations and close SWCAP locations. Should offices be closed, the Executive Director may require all employees to work from home if possible. The public will be notified of changes to office hours and services.
- Management Team members will send a routine (e.g., daily/weekly) situational report to the Executive Director outlining status of operations within their departments, new direction/communication from funders, and any other information requested by the Executive Director.
- The Executive Director will send a routine (e.g., daily/weekly) situational report to the Executive Committee of the Board of Directors.
- The Executive Director has authority to determine additional operational actions necessary to maintain the health and safety of SWCAP employees and clients. The Executive Director will outline such actions in the situational report to the Executive Committee of the Board of Directors.
- The Executive Director will determine when to suspend LEVEL 3, in consultation with the Board of Directors and as informed by public health agencies.