



2019 Novel Coronavirus (COVID-19) Pandemic Three-Phase Mitigation Plan

The goal of Central Pennsylvania Community Action, Inc.'s (CPCAA) 2019 Novel Coronavirus (COVID-19) Pandemic Three-Phase Mitigation Plan is to be ready to respond to and survive the pandemic. The objective is to protect the health and safety of our staff and community and ensure business continuity while maintaining excellent customer service.

Our three-phase matrix plan of overall agency mitigation efforts are in support of and in conjunction with Governor Wolf's statewide plan and the recommendations of the Centers for Disease Control and Prevention and the Pennsylvania Department of Health. The three phases are as follows:

- Red Phase – Strict mitigation efforts to minimize the spread of COVID-19
- Yellow Phase – Easement of some mitigation efforts while continuing to monitor COVID-19 public health indicators
- Green Phase – Easement of most mitigation efforts while continuing to monitor COVID-19 public health indicators

RED PHASE

CPCAA will implement the following strict mitigation strategies and administrative controls:

- All offices and outreach centers will restrict walk-in access:
 1. Main Office, 207 E Cherry St, Clearfield, PA 16830
 2. Weatherization Warehouse, 464 Coal Hill Rd, Clearfield, PA 16830
 3. Bellefonte Outreach Center, 109 W Bishop St, Bellefonte, PA 16823
 4. Houtzdale Outreach Center, 40 Terrace Drive, Houtzdale, PA 16651
 5. Aaronsburg Outreach Center, 337 E Aaron Square, Aaronsburg, PA 16820
 6. Philipsburg Outreach Center, 16 S Front St, Philipsburg, PA 16866
 7. DuBois Outreach Center, 101 S Jared St, DuBois, PA 15801
 8. Lawrence Park Village Rental Office, 1053 Park Ave Ext, Apt 2E, Clearfield, PA 16830
 9. Leonard Court Apartments Rental Office, 1350 Leonard St, Clearfield, PA 16830
 10. Park Avenue Tower Rental Office, 420 Park Avenue, Curwensville, PA 16833
 11. Moshannon Valley Apartments Rental Office, 45 Terrace Drive, Houtzdale, PA 16651
- All meetings and travel is postponed.
- Practice social distancing – try to maintain 6 feet between you and others.
- Wear a mask.
- Wash hands frequently or use alcohol-based hand rubs containing at least 60% alcohol.
- Common areas and/or high traffic areas will be sanitized regularly.

Due to our diverse work force, departmental specifications are as follows:

- Weatherization Department
 1. All non-emergent services will be postponed.
- Housing Department
 1. All non-emergent services and work orders will be postponed.
 2. There will be no inspections of occupied units or showing vacant units to the public.
 3. Park Avenue Tower, Leonard Court Apartments and Moshannon Valley Apartments will restrict visitation to only essential personnel in the buildings.
 4. Maintenance Workers will only enter occupied units for emergency situations. Worker must wear mask, gloves and practice social distancing, but not to the extent that it may cause an injury.
 5. Housing Site Managers are available to tenants via email, mail and/or phone. No-in person contact, unless an emergent situations dictates different. In that case, masks must be worn, gloves and practice social distancing, but not to the extent that it may cause an injury.
 6. Housing Site Managers will be on-site 4 hours per day, 5 days a week.
 7. Main Office, Lawrence Park Village, Park Avenue Tower, Leonard Court Apartments and Moshannon Valley Apartments Custodian(s) will sanitize all common areas daily.
- Family Services Department
 1. Caseworkers will be available to consumers via email, mail and/or phone. No in-person contact.
 2. Food pantries will be required to use waivers for signatures as directed by the Department of Agriculture. Agency operated food pantries will be open by appointment with curbside service only during their current operating days and/or hours. During food distribution, staff and volunteers will wear a mask, gloves and practice social distancing.
 3. The Houtzdale Senior Center and Thrift Store will be temporarily closed.
 4. The Aaronsburg Thrift Store will be temporarily closed.
 5. Each outreach center will be responsible for sanitizing all personal and common work areas regularly.
- MATP Department
 1. Enrollments may only be done via email, mail and/or phone. No in-person contact.

YELLOW PHASE

During this phase, CPCA will ease some mitigation efforts, prioritizing slow and strategic implementation for the well-being of our staff and community:

- All offices and outreach centers will restrict walk-in access:
 1. Main Office, 207 E Cherry St, Clearfield, PA 16830
 2. Weatherization Warehouse, 464 Coal Hill Rd, Clearfield, PA 16830
 3. Bellefonte Outreach Center, 109 W Bishop St, Bellefonte, PA 16823
 4. Houtzdale Outreach Center, 40 Terrace Drive, Houtzdale, PA 16651
 5. Aaronsburg Outreach Center, 337 E Aaron Square, Aaronsburg, PA 16820
 6. Philipsburg Outreach Center, 16 S Front St, Philipsburg, PA 16866
 7. DuBois Outreach Center, 101 S Jared St, DuBois, PA 15801
 8. Lawrence Park Village Rental Office, 1053 Park Ave Ext, Apt 2E, Clearfield, PA 16830
 9. Leonard Court Apartments Rental Office, 1350 Leonard St, Clearfield, PA 16830
 10. Park Avenue Tower Rental Office, 420 Park Avenue, Curwensville, PA 16833
 11. Moshannon Valley Apartments Rental Office, 45 Terrace Drive, Houtzdale, PA 16651
- Signage will be posted at all locations with email and contact information.
- All meetings and travel are postponed.
- Agency in-person meetings may begin, however any group at any one time is limited to ten (10) people or less
- Practice social distancing – try to maintain 6 feet between you and others
- Wear a mask
- Wash hands frequently or use alcohol-based hand rubs containing at least 60% alcohol
- Shared areas and/or high traffic areas will be sanitized on a regular basis of at least once per day

Due to our diverse work force, departmental specifications are as follows:

- Weatherization Department
 1. All non-emergent services will begin to open with additional preventative measures.
 2. Warehouse Supervisors will ensure common areas and shared equipment are sanitized regularly.
 3. Warehouse Coordinator, Quality Control Inspectors, Energy Auditors, Crew Chiefs and Crew Members will resume operations once all preventative safety measures are procured and in full effect.

- Housing Department

1. All non-emergent services and work orders will begin to be completed with additional preventative measures.
 2. Site inspections of occupied units and showing vacant units to the public will resume with additional preventative measures.
 3. Park Avenue Tower, Leonard Court Apartments and Moshannon Valley Apartments will restrict visitation to only essential personnel in the buildings
 4. Maintenance Workers will resume all job duties with additional preventative measures.
 5. Housing Site Managers will be available to tenants via email, mail and/or phone. In-person contact will slowly start with additional preventative measures.
 6. Main Office Custodian will sanitize all common areas daily.
- Family Services Department
 1. Caseworkers will be available to consumers via email, mail and/or phone. In-person contact will slowly resume with additional preventative measures.
 2. Food pantries will be required to continue using the waiver for signatures as directed by the Department of Agriculture. Agency operated food pantries will be open by appointment only, curbside service during their current operating days and/or hours with additional preventative measures dictated and directed by Family Service Supervisors.
 3. The Houtzdale Senior Center and Thrift Store will remain closed.
 4. The Aaronsburg Thrift Store will remain closed.
 - MATP Department
 1. Enrollments may only be done via email, mail and/or phone. In-person contact will slowly resume with additional preventative measures dictated and directed by MATP Supervisor.

GREEN PHASE

During this phase, CPCA will ease most mitigation efforts, while continuing to require all staff to abide by basic infection prevention measures:

- Practice social distancing – try to maintain 6 feet between you and others.
- Wash hands frequently or use alcohol-based hand rubs containing at least 60% alcohol.
- Cover coughs and sneezes.
- Sanitize personal work space regularly.
- Sanitize shared areas and/or high traffic areas on a regular basis.

Effective May 22, 2020