



SARS-COV-2 EMERGENCY PLAN

Response level history

Date	Level
NOW	4.1
3/21/2020	4.1 (effective 3/22/2020)
3/13/2020	4
3/9/2020	3
3/5/2020	2

Revision History

REVISION	DATE	CHANGES	Author
0.1	3/4/2020	1st draft	JR
1.0	3/5/2020	Updated many sections before publication of 1 st version. Response level 2.	JR
1.1	3/9/2020	Confirmed case in Montgomery County, PA	JR
2.0	3/13/2020	Raised level to 4. Modified response actions to (i) utilize a small volunteer force, (ii) close to the public except by appointment, (iii) limit on-premises staff hours to essential duties	JR
2.1	3/21/2020	Added Level 4.1, triggered by (i) 11 cases in Hunterdon County, (ii) anticipation of NJ lockdown	

Introduction

Based on the current news regarding the worldwide spread of the novel coronavirus SARS-COV-2 and our mission, we believe it is prudent to prepare for the possible disruptions to our operations.

We feel that this document, and the plans and actions it specifies, is the best means of preparation at our disposal. Simply having this document means that we have researched and given thought to the issues, and this can alleviate the added anxiety of being “surprised” when “something bad” happens.

We expect this document to change as the situation develops and we promise to keep you informed of changes. We welcome your comments, questions and suggestions at any time.

Assumptions

It is not our intention to provide background or timely information on the virus, the status of its spread or medical advice or recommendations on the associated disease (COVID-19). There are other resources more appropriate for that information. Here is a partial list of resources that can be trusted to provide factual information:

- World Health Organization: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
- Centers for Disease Control: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- NJ Department of Health: <https://www.nj.gov/health/cd/topics/ncov.shtml>

Risks

The risks to the ongoing operation of Tabby's Place fall into several categories:

- Supply chain disruption
 - Products may become unavailable, especially those related to disease control, such as hand sanitizer.
 - Other essential products may become unavailable or severely delayed due to manufacturers or distributors suffering disruptions (e.g., limited availability of healthy employees)
- On-site services (e.g., repair personnel) may become unavailable or severely limited
- Off-site services (e.g., VSEC) may become unavailable or severely limited
- Volunteer availability
- Employee availability
- Income reduction: we will likely see reduced income due to the widespread impact on businesses, communities and families

Parts of the plan

Our plan consists of several parts, as discussed in this section.

Control

Responsibility and authority for decisions is with the Executive Director, with control passing when necessary due to unavailability of person higher on the list, as indicated below:

1. Director of Operations
2. Director of Volunteers
3. Senior Veterinary Technician
4. Director of Development

The senior managers and the Supervising Veterinarian form the SARS-COV-2 Emergency Team, responsible for defining, executing and communicating this plan.

Communication plan

We will communicate

- At a minimum of 1/week with volunteers and employees,
- with specific external groups, as required
 - These groups include organizations participating in the Aged to Purrfection program,
 - People participating in Paws to Read program
- with the general public if, and when, it becomes necessary.

Mitigation of Infection

One of the most important actions each of us can take is to practice good hygiene to minimize the spread of the disease.

For individuals, this means

1. Cover your coughs and sneezes with a tissue or into your sleeve, not your hands.
2. Avoid touching your eyes, nose and mouth.
3. Wash hands often, for at least 20 seconds, especially after coughing or sneezing.
4. Stay home from work if you're sick.
5. Avoid people who appear sick.

In addition, Tabby's Place is taking the following measures immediately:

- Increase the availability of hand disinfectants on the premises. These disinfectants may contain various active ingredients, all of which are currently believed to be effective against the virus. See here for further information: <https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf>
- The daily task list now includes disinfection of commonly touched surfaces:
 - Door knobs
 - Telephones
 - Keyboards and mice
 - Handles on cabinets and equipment (e.g., laundry equipment, drawers, cart handles and bars)
 - Bathroom fixtures
 - Tabletops and counters

Surveillance

We must remain aware of relevant information regarding the virus and its spread.

We have identified the following providers of timely information:

- <https://www.nytimes.com/interactive/2020/world/coronavirus-maps.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/>
- <https://experience.arcgis.com/experience/685d0ace521648f8a5beeeee1b9125cd>

Triggers

Triggers are the objective metrics that determine when designated actions are to be taken in hopes of mitigating further disruption. The triggers, and associated actions, are defined in the table below.

Notes:

1. The triggers are subject to modification based on changing circumstances.

Triggers

Response Level (see appendix)	Trigger Event	Summary of actions
1	By internal declaration	Cache supplies, increase surveillance level, update document to plan for increased disruption
2	1 confirmed infection within 60 miles of Ringoes	Emphasis on reducing exposure to infection spread
3	1 case of community spread within 60 miles, or 1 confirmed infection within 30 miles, of Ringoes	Institute measures to reduce resource requirements and more severely reduce infection risk
4	Government restriction enacted with 60 miles of Ringoes, or 1 case of community spread within 30 miles of Ringoes	Institute severe measures to reduce resource requirements and infection risk
4.1	>10 cases in Hunterdon County, or $R_0 > 2$	Institute extreme measures to reduce staff on site to bare minimum, consistent with cat's health and basic building sanitation and operation

Returning to normal

The triggers determine when we need to initiate responses to a worsening situation, but we also need to define events that specify when and how we return to normal operations.

We are still investigating appropriate ways to define these “reverse triggers” and we will update this document as soon as we can with this information.¹

¹

Appendix: Response levels

The goals of the actions in the response levels are to reduce our requirement for resources (products, time, people) in order to continue operation in the face of severe resource limitations. Many of these actions also lessen the risk of disease spread.

At response levels above 2, we will certainly see a reduction in weekly employee hours. We will pay employees for hours worked, but we may also need to make the following modifications

- Eliminate holiday pay that is not for hours worked.
- Reduce or eliminate wages for hours not worked.

Level 1

1. Send Emergency Response Plan to staff and volunteers
2. Order and maintain a 1 month supply of essential supplies, including medical and operational supplies. Bulky items will be kept in our off-site storage unit. (See Appendix: Supplies)
3. On-site members of the SARS-COV-2 Emergency Team meet daily each morning to evaluate this plan and make changes and take actions as necessary

Level 2

1. Increase availability of hand sanitizers throughout building, along with signage about proper personal sanitization
2. Remind volunteers and staff of safety precautions through email, Facebook and morning meetings
 - a. Note: no shared, open container snacks (all snacks must be packaged individually)
3. Evaluate cat population and intake while taking into account current conditions and the long term effects of new intakes on resources
4. Discontinue off-site events (see appendix)
5. Issue a reminder to those attending on-site events (e.g., Paws to Read, TNR Class, Volunteer Orientation) of precautions
 - a. Do not come to event if you or your family is sick
 - b. Wash hands frequently

Level 3

1. Update staff and volunteers of change in status through email, Facebook and morning meetings
2. Discontinue all discretionary cat intake
3. Cancel all on-site Tabby's Place events
4. High-risk staff and volunteers are requested to stay home. Staff who can perform their duties from home may do so, but hourly employees may not exceed the number of hours they would normally work in a typical work week without permission. For the most part, people will need to self-identify as to their personal risk. However, the person-in-charge can require that any person believe to be at high risk to stay home.²

² The definition of what constitutes a high risk level is subjective, but see this article: <https://www.scientificamerican.com/article/which-groups-are-most-at-risk-from-the-coronavirus/>. The article notes that

5. Adjust cleaning protocols based on availability of staff and volunteers and the needs of the cats
6. Reduce public hours to 1-4PM

Level 4

1. Modify cleaning protocols, and other activities, to support a schedule for minimal staff on-site hours (see appendix).
2. Any employee who can work from home is required to do so.
3. Recruit a small group of volunteers to help with essential duties (see appendix).
4. Close to the public, except by appointment.
5. Restrict all deliveries to side entrance.
6. Notify companies with any service appointments within 1 month & reschedule if possible.

Level 4.1

1. Modify work schedule to allow minimum on-site staff to
 - a. No public visitors
 - b. No volunteers on site³
 - c. Ensure safety and health of cats, basic building sanitation and operation
 - d. Specify exclusive teams (no common members) that work on different days, to minimize the impact of a person testing positive
 - e. Eliminate or redefine activities to allow proper physical distancing between employees.

Appendix: Supplies

THIS SECTION IS UNDER ACTIVE DEVELOPMENT

The table below lists essential items by department, amounts required, current status, and responsible person.

Department	Item	Amount required	Date/Status	Responsible
Medical	Testing supplies			DJ
	Medications			
	Consumables			
	Prescription food			
Operations	Cleaning			DR
	Paper products			
	Feeding			
Volunteer				KJ
Administration				JR

“After taking into account the patients’ ages and smoking status, the researchers found that ... patients with at least one additional disease (including cardiovascular diseases, diabetes, hepatitis B, chronic obstructive pulmonary disease, chronic kidney diseases, and cancer) had a 79% greater chance of requiring intensive care or a respirator or both, or of dying, ...”

³ We will reconsider this once we see how the schedule works. In any case, volunteers will be kept to a bare minimum.

Appendix: Off-site Events

The Director of Volunteers maintains a list of off-site events, current and planned for the next three months. The list is to be maintained here:

Event	When	Comments
Aged to Purrfection	Ongoing	

Appendix: On-site Events

The Director of Operations maintains a list of on-site events, current and planned next three months. The list is to be maintained here:

On-site events

Event	When	Comments
Paws to Read	Ongoing	
Kitten Shower		
Volunteer orientation		
TNR Class		
Ice Cream Social		

Appendix: Reduce on-site staff work

TBD

Appendix: Essential Volunteer Duties

TBD