

**Adult Case Management / Behavioral Health Homes Protocols
COVID-19 Health and Safety Protocols**

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Adult Case Management / Behavioral Health Homes Protocols
COVID-19 Health and Safety Protocols
Updated 03/19/2021

Woodfords Family Services has developed the following COVID-19 protocols to ensure the health and safety of all staff and students using directives and guidance from The Maine Department of Health and Human Services, the United States and Maine Centers for Disease Control & Prevention (CDC), the Occupational Safety and Health Administration (OSHA) and the National Safety Association (NSA). The recommendations regarding COVID-19 continue to evolve as experts learn more about the virus. As such, this document and the guidelines contained within are subject to change. All Woodfords protocols related to COVID-19 are reviewed regularly and updated as needed.

Woodfords Family Services is an essential service organization, and staff providing educational and behavioral health services to individuals with developmental disabilities have been identified as essential workers by the State of Maine. The role of essential service organizations and their workers is to ensure continuity of functions critical to public health and safety. Essential service organizations are expected to continue operations despite non-essential business shutdowns. Given that, essential workers are allowed and expected to continue working in COVID-19 related circumstances that non-essential employees in other fields are not, given appropriate precautions. All Adult Case Management and Behavioral Health Homes staff are considered essential staff. Woodfords' protocols are written and updated in a manner consistent with the agency's status as an essential service organization.

MASKS:

All staff are required to wear a Woodfords-issued medical grade face mask at all times. Cloth face coverings do not offer the same level of protection and can no longer be utilized. Consumers should wear a mask during service encounters, if they can tolerate them. Other children in the home should also wear a mask during service encounters, if they can tolerate them and they are going to be within 6 feet of staff. All adults present during a service encounter are required to wear a mask if they are within 6 feet of staff. If family members fail to use face coverings following a reminder from staff, staff will excuse themselves and report this to their supervisor. The supervisor will address this with the family before any future sessions.

Staff who cannot wear a medical grade face mask due to allergies or other limitations may wear a cloth face covering, but must provide documentation of this from their health care providers. Staff unable to wear masks due to health conditions may wear a face shield of clear plastic that extends past the chin. Staff who cannot wear a mask and wish to wear a face shield must provide documentation of this from their health care provider. Families will be notified of this accommodation. When beneficial to the consumer, staff may utilize a cloth face covering with a clear vinyl window over the mouth. Staff using this cloth mask should also wear a face shield.

Woodfords has implemented an N95 Respirator Protection Program. Unvaccinated staff are required to wear an N95 while at work for 14 days following a close contact exposure with someone confirmed to have COVID-19, and are strongly encouraged, but not required, to don their N95 if they need to temporarily stay with a consumer who develops COVID-like symptoms. Vaccinated staff are no longer required to don an N95 following a close contact exposure, providing their vaccine record is on file with Human Resources. All staff designated to wear an N95 under qualifying circumstances must be cleared to do so via a Health Screening, and fit-tested and trained in appropriate use and storage of the

N95 by a Woodfords trained, designated fit-tester. Staff meeting this criteria may choose to wear a Woodfords-issued N95 at any time while working.

Double Masking:

The CDC has recently provided guidance on mask layering to increase protection. While not required, this practice is now allowed at Woodfords providing staff follow the CDC guidance below:

- Woodfords-issued disposable medical grade mask is applied first, closest to the skin.
- Cloth mask is applied over medical mask.
 - Cloth mask should fit snugly and push the edges of the disposable mask closer to your face.
- Make sure you can see and breathe easily.
- DO NOT combine two disposable masks. They are not designed to fit tightly, and wearing more than one will not improve fit.

PROTECTIVE EYEWEAR:

Protective eyewear is effective in reducing the likelihood of virus transmission, particularly when working with consumers who cannot maintain use of a cloth face covering or mask. Use of a face shield or safety goggles is required when working with consumers. Staff may remove protective eyewear when they are six feet or more from the consumer and household members, as well as when they are driving. Those unable to tolerate a face shield or safety goggles due to a health condition will be given an accommodation upon providing documentation of the need from their health care provider.

SCREENING, PHYSICAL DISTANCING AND HYGIENE:

Screening:

Woodfords will minimize the risk of disease introduction or transmission by screening all staff, consumers and visitors for [signs and symptoms](#) of COVID-19, and for travel that requires a Woodfords Certificate of Compliance prior to engaging in a service encounter or to entering a Woodfords facility. All staff are encouraged to self-monitor for Covid-like symptoms, and Woodfords requires that individuals exhibiting symptoms stay home.

According to the US CDC, symptoms of COVID-19 infection include:

- Fever (body temperature above 100.0 degrees Fahrenheit)
- Chills
- Cough (that cannot be explained by another health condition, i.e., allergies)
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache (that cannot be explained by another health condition, i.e., chronic migraines)
- New loss of taste or smell
- Sore throat (that cannot be explained by another health condition, i.e., allergies)
- *Congestion or runny nose (that cannot be explained by another health condition, i.e., allergies)
- Nausea or vomiting
- Diarrhea (that cannot be explained by another health condition, i.e., medication side effect, irritable bowel syndrome, etc.)

* Staff and consumers who present with no other symptoms beyond congestion/runny nose may work/receive services. Consumers will be monitored for additional symptoms.

Staff Self-Screening:

RCS and HCT staff are required to self-screen before any in-person service encounter. Self-screening must include consideration of the following questions:

- Have you traveled outside of Maine, Connecticut, Massachusetts, New Hampshire, Rhode Island, or Vermont in the last 10 days?
- Have you or anyone in your household had contact with anyone with confirmed COVID-19 in the last 10 days?
- Have you or anyone in your home had a fever of greater than 100.0° F (38.0°C), difficulty breathing, or a cough that cannot be associated with another health condition?
- Are you currently experiencing any symptoms of COVID-19 or any other illness?

Staff exhibiting any of the symptoms above should not provide services. Staff will self-monitor for signs of illness and will notify a supervisor and leave work immediately if they begin to experience symptoms consistent with COVID-19.

Staff who have traveled outside of Maine, Connecticut, Massachusetts, New Hampshire, Rhode Island, or Vermont in the last 10 days will be required to submit a Woodfords Certificate of Compliance stating that:

- 1) They have received a negative COVID-19 test result no longer than 72 hours prior to returning to Maine (they can also test upon arrival).
OR
- 2) They have already or will quarantine for 10 days. Staff choosing to quarantine must use earned vacation time.
OR
- 3) They are fully vaccinated or have had COVID-19 in the past 90 days and are therefore exempt from quarantine and testing requirements.

Certificates of Compliance will be collected by supervisors and filed in the employee’s personnel file. Staff with household members who have travelled out of Maine, New Hampshire, or Vermont in the last 10 days may still report to work, but should self-monitor for symptoms.

[International Travel](#) : Effective January 12, 2021, all air passengers coming to the United States, including U.S. citizens, are required to have a negative COVID-19 test result or documentation of recovery from COVID-19 before they board a flight to the United States. In addition, all staff returning from international travel must either:

- Get tested 3-5 days after travel and stay home for 7 days after travel
 - Even if you test negative, stay home for the full 7 days before returning to work
- OR
- If electing to forego testing, stay home for 10 days before returning to work

NOTE: For both options, staff must use earned vacation time during quarantine

Testing and quarantine requirements may vary by country. Please check the following CDC website for specific information on risk level and testing/quarantine requirements when travelling to and returning from your destination:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>

Post-Vaccine Staff Screening – Applicable only in the 3 days following vaccination

Staff who have received COVID-19 vaccination in the past 3 days (including day of vaccination, which is considered day 1) and are not known to have had unprotected exposure to COVID-19 in a community or healthcare setting in the previous 14 days:

Signs and symptoms unlikely to be from COVID-19 vaccination:	Protocol
<ul style="list-style-type: none"> • Cough • Shortness of breath • *Congestion/Runny nose • Sore throat • Loss of taste or smell 	<ul style="list-style-type: none"> • Exclude from work pending consult with HCP per programmatic protocol • Follow Return to Work Criteria <p>*Staff who present with no other symptoms beyond congestion/runny nose may work.</p>

Signs and Symptoms that may be from either COVID-19 vaccination, COVID-19 infection, or another infection:	Protocol
<ul style="list-style-type: none"> • Fever • Fatigue • Headache • Chills • Muscle aches • Joint Aches 	<p>Staff who meet the following criteria may be considered to return to work without viral testing for COVID-19:</p> <ul style="list-style-type: none"> ✓ Feel well enough and are willing to work AND ✓ Have no fever (afebrile) AND ✓ Symptoms are limited to only those observed following COVID-19 vaccination (i.e., do not have other signs and symptoms of COVID-19 as listed in Table A, above. <p>If symptomatic staff choose to return to work, they should monitor symptoms. If symptoms persist beyond day 3 following vaccination, they should be excluded from work and follow Return to Work criteria, which may include testing for COVID-19.</p> <p>Staff who develop a fever following vaccination may continue to work if they meet the following criteria:</p> <ul style="list-style-type: none"> ✓ They have a negative test for COVID-19 ✓ They feel well enough to work <p>If able, staff may use fever-reducing medication to reduce fever and improve comfort.</p>

Screening Consumers and Household Members:

Woodfords will communicate with consumers and household members the importance of cancelling service encounters if they are sick. Information regarding the signs and symptoms of COVID-19, as contained in this document, will be shared with all consumers and appropriate household members, and updated and distributed as needed.

Ideally and whenever possible, staff will call or text families prior to arriving at the service location to confirm the family and consumer will pass the screening criteria. Woodfords will screen consumers, as well as others present for the service encounter, prior to the provision of services. If anyone presents with symptoms the service encounter will be cancelled. An infrared thermometer will be utilized to take body temperatures. If there is a question about the results or the results are inconclusive, a more accurate probe style thermometer can be utilized using an oral or under-the-arm method.

Staff will ask the following questions of consumers/household members before temperature checks:

- Have you travelled outside of Maine, Connecticut, Massachusetts, New Hampshire, Rhode Island, or Vermont in the last 10 days?
- Have you or anyone in your household had contact with anyone with confirmed COVID-19 in the last 10 days?
- Have you or anyone in your home had a fever of greater than 100.0° F (38.0°C), difficulty breathing or a cough that cannot be associated with another health condition (i.e., allergies)?
- Are you currently experiencing any symptoms of COVID-19 or any other illness?

If anyone in the household is symptomatic, staff should not provide services, and should notify their supervisor immediately. Staff will resume in-person services only when it is safe to do so under US and Maine CDC guidelines, and through consultation with their supervisor.

Consumer and Household Member Travel

Consumers who have travelled outside of Maine, Connecticut, Massachusetts, New Hampshire, Rhode Island, or Vermont in the last 10 days (or live with someone who has) will be required to submit a Woodfords Certificate of Compliance stating that:

- 1) They (or the household member who travelled) have received a negative COVID-19 test result no longer than 72 hours prior to returning to Maine (they can also test upon arrival).
OR
- 2) They have already, or will quarantine for 10 days before resuming services.
OR
- 3) They are fully vaccinated or have had COVID-19 in the past 90 days and are therefore exempt from quarantine and testing requirements.

Certificates of Compliance will be collected by supervisors and filed in the child's chart.

[International Travel](#) : Effective January 12, 2021, all air passengers coming to the United States, including U.S. citizens, are required to have a negative COVID-19 test result or documentation of recovery from COVID-19 before they board a flight to the United States. In addition, all consumers and household members returning from international travel must either:

- Get tested 3-5 days after travel and stay home for 7 days after travel
 - Even if you test negative, stay home for the full 7 days before returning to programming
- OR
- If electing to forego testing, stay home for 10 days before returning to programming

Staff working in homes where a consumer or household member has travelled outside of Maine, Connecticut, Massachusetts, New Hampshire, Rhode Island, or Vermont are required to wear protective eyewear (face shield or protective goggles) at all times when working with the consumer for 10 days following the consumer or household member's return from travel, regardless of distance from

household members. Activities that require the removal of staff's protective eyewear, including driving the consumer, are not permitted until after the conclusion of this 10-day period. Testing and quarantine requirements may vary by country. Please advise household members to check the following CDC website for specific information on risk level and testing/quarantine requirements when travelling to and returning from your destination:
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>

Taking the Consumer/Household Member's Temperature:

- Woodfords staff will use infrared, non-touch thermometers to take consumer's temperature.
- Clean thermometer using an alcohol wipe between screeners (if more than one).
- Document temperature in the consumer's log.
- Wash or sanitize hands at the conclusion of screening, before providing services.

Transportation:

- Staff are able to transport consumers following the same protocol for taking temperatures before the consumer enters the vehicle.
- Only one consumer is permitted in a staff vehicle at any time, unless consumers are able to wear and maintain a face covering for the duration of the ride.
- High touch surfaces on the interior and exterior of the vehicle (door handles, window controls, seat belt buckles, center consoles, dashboard and steering wheel), should be cleaned and sanitized before and after transporting consumers.
- Consumers should ride in the back seat on the opposite side of the vehicle from the driver whenever possible.

Physical Distancing Strategies:

- Staff will wear facemasks at all times.
- Greetings between individuals will not include handshakes or hugs.
- Whenever possible, staff, consumers and household members should maintain a distance of six feet from one another.
- All family/provider/treatment team meetings should occur via Zoom whenever possible.
- Staff should keep an extra set of clothing on hand, stored in a sealed plastic bag or container, so that they can change in the event that they have contact with bodily fluids.
- Staff should keep extra Woodfords-issued face masks on hand, in the event that their mask becomes soiled or damaged during the service encounter. If approved and fitted for an N95 Respirator, staff should also have an N95 with them at all times.

Hygiene:

Staff and consumers (as well as household members and others participating in a service encounter) are required to take actions to prevent the spread of respiratory illness. These include:

- Washing hands often with soap and water. When soap and water are not immediately available, an alcohol-based hand sanitizer with at least 60% alcohol may be used.
- Washing hands with soap and water if hands are visibly dirty.
- Staff and consumers will wash their hands at the beginning of each service encounter.

CLEANING:

Definitions:

- **Cleaning:** Cleaning is removing visible dirt and grime from any surface. This can be done using mild soap and water. Personal Protective Equipment (PPE) is not required at this level. Cleaning visible dirt and grime must be completed before sanitizing or disinfecting can be completed for the effectiveness of the disinfectant.
- **Sanitizing:** This process kills the majority of any contagion and in most settings is an appropriate level of the cleaning process for normal operations. This is accomplished according to the manufacturer's recommendations of an EPA-approved disinfectant cleaner according to the CDC recommendations. PPE may be required and is determined by the manufacturer recommendations, based upon application method.
- **Disinfecting:** This process kills all of the contagion. Disinfecting is accomplished according to the manufacturer's recommendations of an EPA-approved disinfectant cleaner according to the CDC recommendations. The need for PPE is determined by manufacturer recommendations, based upon application method.

Woodfords Cleaner/Sanitizer/Disinfectant Product Information:

Woodfords uses an EPA-registered and approved disinfectant. This product is a one-step cleaner, sanitizer and deodorizer. When used according to instructions, it is also an effective disinfectant. Instructions for use of this product are included in this document. Read the manufacturer's instructions for use of any other product.

Staff have been provided with facemasks, gloves, hand sanitizer, sanitizing spray and paper towels, and should clean and sanitize high touch surfaces at least hourly during a service encounter.

- Computer/keyboard – clean/sanitize after each use
- Phone receivers – clean/sanitize after each use
- Shared materials (stapler/hole puncher/writing utensils) – clean/sanitize after each use
- Printer/Copier – clean/sanitize before and after each use – use sanitizing wipes or Virex II 256.

PHYSICAL MANAGEMENT:

Precautions for Individual in a Hold

Adherence to proactive and least restrictive approaches to behavior management is vital during this pandemic. Staff should employ Safety-Care prevention and de-escalation tools to avoid any need for physical management. If physical management does become necessary, Quality Behavioral Solutions (QBS) makes the following recommendations:

- Staff should update their certifications as soon as it is safe to do so, as close to the one year mark as possible.
- Safety-Care standards state that nothing should be placed over the face of a person in a hold. Do not place a mask on a person in a hold. If the person is already wearing a mask, remove it as soon as it is practical to do so. Moisture within the mask can reduce airflow, and it is much harder to monitor a masked individual's breathing and medical status.
- If available, you may put a face shield on the consumer. If he/she is highly resistant, wait until agitation has diminished.
- Keep holds as brief as possible.
- Staff and consumers should wash their hands or use hand sanitizer after the incident.

Precautions for Staff

QBS recommends the following to minimize the risk of infection passing between the person in the hold and the staff involved in the hold:

- Store personal protective equipment (PPE) in convenient locations, within easy reach of staff. Equipment should include masks, disposable gloves, disposable fluid-resistant gowns, and face shields.
- Consider having staff wear PPE around consumers during non-escalation situations to familiarize them with it and keep it from becoming a potential escalation trigger if donned only during a crisis.
- If staff have to implement a hold without donning PPE, they should call for assistance so that other staff can don PPE and switch with them as quickly as possible.
- Implementing a hold while wearing a mask or face shield can be more tiring than without. Be prepared to switch out every few minutes (or release if necessary).
- After a hold, clean and sanitize all affected surfaces, remove and dispose of PPE, and wash or sanitize hands.
- Staff should change clothing if their clothes become wet or soiled during a hold.

RESPONSE TO EXPOSURE OR POTENTIAL EXPOSURE:

If a Consumer is or Becomes Sick

- Consumers who present with new symptoms that are not related to a known medical condition during a service encounter will be isolated immediately, provided a face mask/cloth facial covering and sent home with a household member.
- If the service encounter was in the consumer's home, staff will leave immediately and report the illness to their supervisor.
- If staff must stay with a consumer until a household member arrives, he/she will utilize Personal Protective Equipment (PPE) including an N95 mask (if cleared and fit tested for use) face shield, and gloves.
- Household members are expected to pick up their family member immediately if he/she presents with symptoms. Immediately is defined as the time it takes to drive from wherever they are to the location of the service encounter.

If a Staff Member Becomes Sick

- Staff who present with symptoms should leave a service encounter immediately and notify their supervisor.
- Staff who become ill should follow the return to work criteria listed below. If COVID testing is recommended and is positive, staff and consumers with close contact exposure will be notified and required to follow the close contact exposure protocol listed below.

If COVID-19 is Confirmed in a Consumer or Staff Member:

- Close off and disinfect all areas used by the person who is sick (if within a WFS facility).
- All appropriate household members and staff will be notified of a positive test while protecting the confidentiality of the individual(s) involved.
- In cases where a new COVID case is reported and symptoms began outside of normal work hours, Facilities personnel will coordinate efforts to clean and disinfect affected areas - this may include:
 - Opening outside doors and windows to increase air circulation in the areas.

- Waiting up to 24 hours or as long as possible before cleaning or disinfecting to allow respiratory droplets to settle.
- Cleaning and disinfecting all areas used by the person who is sick, such as offices, bathrooms, and common areas.
- If more than 7 days have passed since the sick person visited or used the facility, disinfection is not necessary. Instead, routine cleaning and sanitization will continue.

Criteria to Return to Work/School

Current CDC COVID-19 Symptom List:

- Fever (body temperature above 100.0 degrees Fahrenheit)
- Chills
- Cough (that cannot be explained by another health condition, i.e., allergies)
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache (that cannot be explained by another health condition, i.e., chronic migraines)
- New loss of taste or smell
- Sore throat (that cannot be explained by another health condition, i.e., allergies)
- *Congestion or runny nose (that cannot be explained by another health condition, i.e., allergies)
- Nausea or vomiting
- Diarrhea (that cannot be explained by another health condition, i.e., medication side effect, irritable bowel syndrome, etc.)

* Staff and consumers who present with no other symptoms beyond congestion/runny nose may work/receive services.

If staff/consumer calls in or becomes symptomatic with any of the COVID-19 symptoms listed above, and those symptoms cannot be explained by another health condition, then the following [criteria](#) must be met before he/she can return to work/in-person services:

- Consumers and staff with symptoms should be evaluated by their medical provider. Staff must consult with their medical provider or get tested within 24 hours of calling in or leaving work sick.
 - If testing for COVID-19 is not recommended for the consumer or staff based on medical judgement, they may return to the work/programming after they are symptom free for 24 hours with no fever reducing medication. A doctor's note excusing the absence (for staff) and clearing the individual to return to work or in-person services is required.
 - If COVID-19 testing is recommended (or elected) and results are negative, staff may return after they are symptom free for 24 hours with no fever reducing medication. A copy of the negative COVID test is required for both staff and consumers.
 - If COVID-19 testing is recommended (or elected) and positive, staff and consumers should follow CDC guidelines for isolation, and not return until isolation is complete and the following criteria has been met:
 1. Twenty-four hours with no fever (without the use of fever-reducing medicine)
AND
 2. All other symptoms have improved (e.g., cough or shortness of breath)

AND

3. 10 days have passed since symptoms first appeared.
 4. A doctor's note clearing the individual to return to work or in-person services, or a copy of a negative COVID-19 test is required.
- If staff refuse to be tested, they cannot return to work for a minimum of ten (10) days and must use their own vacation time. Staff may return after 10 days if they are asymptomatic.

NOTE: Those who have a positive COVID test but are asymptomatic may return to work/programming 10 days following the positive test result.

Guidelines may change based on CDC guidance and the level of community transmission.

Non-COVID Sick Days:

Staff – Staff who call in sick with an injury or illness that does not include COVID-19 symptoms do not need to consult with their health care provider or secure a doctor's note unless they are out for three or more days, or at the discretion of their supervisor when absences are excessive.

Consumers – Consumers who cancel a service encounter due to an injury or illness that does not include COVID-19 symptoms do not need to consult their health care provider or secure a doctor's note to return to programming.

Close Contact Exposure

The CDC defines close contact exposure as:

- Living in the same household as someone with COVID-19
 - Providing care to someone with COVID-19 without proper PPE
- OR
- Being within 6 feet of someone with COVID-19 for 15 minutes or more within a 24-hour period, cumulatively.

Consumers – Close Contact Exposure

Consumers who have experienced a close contact exposure may return to programming after 10 days following the date of their last exposure providing they have received a negative COVID test administered no earlier than five (5) days from the date of last exposure. Upon return, they must be monitored for symptoms.

Consumers who will not be tested may return to programming after quarantining for 14 days following the date of last exposure if they remain asymptomatic. A negative test is not required to return to programming.

Household Members – Close Contact Exposure

If a member of a consumer's household has experienced a close contact exposure, services for the child may resume if **all** of the following conditions are met:

- 10 days have passed since the last close contact exposure
- The exposed household member provides documentation of a negative COVID test (rapid or PCR) that was administered no earlier than 5 days following the date of last exposure

- Exposed household members should wear a mask and maintain a distance of six feet from staff and the consumer for the duration of all service encounters for 14 days following the last date of exposure
- As much as possible, exposed household members who cannot tolerate a mask should not be present for service encounters.

Staff – Close Contact Exposure

Essential staff who experience a close contact exposure may continue to work as long as they remain asymptomatic, unless the close contact is a household member (see “If a Member of an Employee’s Household Becomes Ill”). Unvaccinated staff experiencing a close contact exposure must undergo COVID-19 testing as soon as possible between days 5-7 following exposure. Staff may be asked to work remotely if possible until test results are in. The CDC recommends that exposed, unvaccinated staff continue to quarantine while at home for 7 days after exposure with a negative test, (do not leave your home, except to go to work). Vaccinated staff are exempt from testing and quarantine as long as they remain asymptomatic. All essential staff should adhere to the following practices prior to and during their work shift for 14 days following the date of exposure:

- **Pre-Screen:** Health screeners should measure the employee’s temperature and assess symptoms prior to staff starting work. Ideally, temperature checks should happen before the individual enters the facility.
- **Regular Monitoring:** Staff should continuously self-monitor using the screening questionnaire as a guide, and report the development of any symptoms immediately.
- **Wear an N95:** The employee should wear an N95 respirator at all times while in the workplace for 14 days after date of last exposure. According to the CDC, employees who cannot pass the medical screening or fit test required for N95 use can use a medical grade face mask. Documentation of inability to use an N95 is required. Woodfords will issue N95s and face masks as needed.
- **Social Distance:** The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.
- **Clean and sanitize workspaces:** Clean and sanitize all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

If a previously asymptomatic staff become sick during the day, they will be sent home immediately, and the protocol for “if a staff member becomes sick” will be followed. Surfaces in their workspace should be cleaned and disinfected.

Close Contact Exposure Notification

As soon as possible, Woodfords will inform any individual that we know to have had a close contact exposure (as defined by the CDC and detailed above) to a person who has tested positive for COVID-19. Those who have experienced a close contact exposure are required to follow the close contact exposure protocol as defined above. Due to confidentiality and HIPAA regulations, Woodfords will inform only those who meet CDC guidelines for close contact exposure.

If a Member of a Consumer's Household Tests Positive for COVID-19

If a member of a consumer's household tests positive for COVID-19, services for the child may resume if **all** of the following conditions are met:

- The ill family member's quarantine period has ended (10 days from date of diagnosis)
- 10 days have passed since the last close contact exposure (20 days from the household member's date of diagnosis)
- All household members provide documentation of a negative COVID test (rapid or PCR) administered between days 5-7 following their last date of exposure (15-17 days following the ill family members date of diagnosis)
- The consumer must be able to maintain wearing a mask for 80% of the time. If the consumer cannot tolerate a mask, then services cannot resume until 14 days have passed since the last close contact exposure (24 days from the household member's date of diagnosis).
- When services are provided in the home setting, caregivers should keep other household members at least six feet away from staff and the consumer for the duration of all service encounters for 14 days following the last date of exposure (24 days following the ill family member's date of diagnosis). Any household members that must come within six feet of staff during a service encounter must wear a mask.

If a Member of an Employee's Household Tests Positive for COVID-19:

- Staff are encouraged to have the household member evaluated by their healthcare provider.
- Essential staff may still come to work providing they pass the health screening and remain asymptomatic. Staff should follow the protocol for working following a close contact exposure.
- If the healthcare provider does not recommend testing for the household member, staff should follow close contact exposure protocol for 14 days from onset of household member's symptoms.
- If the healthcare provider recommends testing and the test is negative, staff may resume following everyday protocols.

In accordance with CDC guidelines, if a member of a staff's household tests positive for COVID-19 and the staff cannot isolate from that individual, the staff will not be permitted to work until **all** of the following conditions are met:

- The ill household member's quarantine period has ended (10 days from date of diagnosis)
- 10 days have passed since the last close contact exposure (20 days from the household member's date of diagnosis)
- All household members provide documentation of a negative COVID test (rapid or PCR) administered between days 5-7 following their last date of exposure (15-17 days following the ill family members date of diagnosis)

If staff are able to isolate from the ill household member, they should quarantine for 10 days following their date of last exposure, and be tested no sooner than days 5-7 from their last date of exposure. If the test is negative, staff may return to work following day 10 of their quarantine period. If staff tests positive, they should follow the Return to Work criteria. *Isolation: According to the CDC, effective isolation requires the sick individual to stay in a specific "sick room" or area of the home at all times during their quarantine period, and use a separate bathroom, if available.

All staff returning to work following close contact with a household member who tests positive for COVID-19 should follow Close Contact Exposure protocol for 14 days following their date of last exposure, including donning an N95 if cleared to do so.

Staff living with someone who has COVID-19, who meet the following criteria, may continue to work and do NOT need to quarantine outside of work:

- Fully vaccinated (14 days past 2nd dose of vaccine) **AND**
 - remains asymptomatic **AND**
 - should still undergo COVID testing at days 5-7

OR

- Had COVID-19 illness within the previous 3 months **AND**
 - has recovered **AND**
 - Asymptomatic

STAFF TRAINING:

New and returning staff will undergo training on agency safety protocols and working with consumers. These trainings include but are not limited to hygiene, prevention and response, as well as donning, proper use, doffing, and disposal of personal protective equipment such as gloves and masks.

CONSUMER/HOUSEHOLD MEMBER INFORMATION:

Consumers and household members (when appropriate) will be advised of the risks and benefits of receiving direct, in-person services.

Consumers and household members will be educated on the signs and symptoms of COVID-19 and preventative measures they can take to prevent contraction and spread. They will be given a copy of these protocols so they are informed of safety measures being utilized during all service encounters. They will be given resources if they need assistance in accessing cleaning and sanitizing products.

COVID-19 EMERGENCIES – INCIDENT REPORTING GRID

	Service	Service	Service	Service
Type of Report (below)	SPSS, Preschools, Outpatient-adults, School-based	RCS, HCT, Outpatient-children, BHH	TFC	Residential, ACM, ACS, Shared Living, ILO
OCFS Reportable Event		Staff exposes consumer during service provision Staff exposed by consumer during service provision	All exposures & testing	
OADS Reportable Event				COVID-suspected COVID-confirmed COVID-exposure COVID-safety COVID-other
WFS Credible	Positive Test	-Staff exposes consumer during service provision -Staff exposed by consumer during service provision	All Exposures and testing	COVID-suspected COVID-confirmed COVID-exposure COVID-safety COVID-other