

Re: 2022 Covid Protocol

Date into effect: January 6, 2022

Purpose: To share relevant protocols and guidelines with other health care workers, residents and community members to stop the spread of COVID-19.

All residents are encouraged to get vaccinated/boosted against COVID-19. Residents will receive a \$100 incentive as a credit for their fees once a full vaccination is completed and verification submitted to staff.

Sanitary Measures

1. Educate residents and staff about the the [Department of Public Health](#) and [CDC's guidelines](#) and precautions about COVID-19 and its symptoms, proper handwashing, testing and vaccinations
 - a. Hand sanitizer and masks will be available to all residents, staff, visitors & volunteers
2. Encourage to limit direct contact with one another and report any suspected symptoms to staff as soon as possible
3. Increase sanitizing of public surfaces and commonly shared areas
4. Implement policies in the event that a resident shows signs of flu-like symptoms
5. Implement aside units (quarantine) to support residents until cleared by CDC guidelines
6. Require all staff, visitors and volunteers to wear masks
7. Conduct screening a minimum of 1 cycle per day for exposure to the COVID-19 based on a symptom check, body temperature reading, and self-reported history of recent travel or interactions with people known to have the virus; a body temperature reading of 100.4 will undergo testing for the COVID-19 virus

Social Distancing

1. Staff will support social distancing measures, maintaining at least 6 feet distance and minimizing contact with others
2. Staff will enforce [COVID-19 screening process](#) for residents returning from passes
3. Staff will encourage staff members to practice social distancing in their off hours
4. Staff will encourage compliance with any local ordinance requiring individuals to wear masks in all public establishments

Confirmed Positive for Symptomatic Individuals

An infected person can spread COVID-19 starting from 2 days before they have any [symptoms](#), until they meet the criteria for [ending isolation](#).

1. Isolate from other people for **at least 5 full days**
 - a. To calculate the 5-day isolation period, **day 0 is the first day of symptoms**. Day 1 is the first full day after symptoms developed.
 - b. End isolation after 5 full days if fever-free for 24 hours without the use of fever-reducing medication and other symptoms have improved.

- c. Continue to wear a [well-fitting mask](#) around others at home and in public for 5 additional days

Confirmed Positive for Asymptomatic Individuals

An infected person can spread COVID-19 starting from 2 days before the positive specimen collection date, until they meet the criteria for [ending isolation](#).

1. If [symptoms](#) never develop, **isolate for at least 5 days**. Day 0 is the day of positive viral test, and day 1 is the first full day after the specimen was collected for positive test.
2. If continuing to have no symptoms, isolation can end after at least 5 days.
3. If symptoms are developed after testing positive, the 5-day isolation period should start over. Day 0 is the first day of symptoms. Follow the recommendations above for [ending isolation for people who had COVID-19 and had symptoms](#).

Exposure to COVID-19

Wear a [well-fitting mask](#) around others for 10 days from the date of last close contact with someone with COVID-19 (the date of last close contact is considered day 0).

1. [Get tested](#) at least 5 days after the last close contact with someone with COVID-19.
2. If the test is positive or COVID-19 [symptoms](#) develop, isolate from other people and follow recommendations regarding isolation outlined above.
3. If the test is negative, continue to wear a [well-fitting mask](#) around others at home and in public for 5 additional days.

Protocol for Resident Admission

1. Residents must provide a negative COVID-19 test prior to admission
2. Residents must sign the [intake COVID-19 protocol](#) upon acceptance/admission
3. Residents admitted after August 24, 2021 must to be fully vaccinated within one month

Protocol for Residents

1. Resident will have body temperature reading conducted daily by staff
2. Resident will notify staff immediately when experiencing any [symptoms](#)
3. Resident will wear a mask before entering into any office with staff
4. Resident will wear a mask while in group/common setting
5. Resident will practice social distancing with their peers and ARC staff
6. Resident will submit [contact tracing](#) if resident comes in contact with an individual who has tested positive for COVID-19
7. Residents who test positive for COVID-19 will be placed on restricted movement/quarantine within their house or in the set aside unit for a minimum of 5 days (followed by strict mask use for an additional 5 days) and must be fever free for a minimum of 24 hours before returning to unrestricted movement.
 - a. All residents within the confirmed case's unit/household and close contacts will also be placed on restricted movement and be required to undergo testing.
 - b. If another resident in the unit/household tests positive, then the whole unit will remain in place and remain on restricted movement for a minimum of 5 days.

- c. If all other residents' tests are negative, only the confirmed case will be moved to the set aside unit. Remaining residents will continue to monitor symptoms and remain under restricted movement for a minimum of 5 days.
8. Residents that go on pass will immediately see staff and provide a [COVID-19 screening](#) upon their return and have a body temperature reading conducted.
9. Residents that choose to use a rapid, in-house test provided by ARC will be charged \$15 per test.

Definition of Restricted Movement for Residents

1. Wear masks at all times while in a group/common setting and limit contact with others.
2. Permitted to attend groups/meetings virtually and MUST follow the [Teleconferencing protocol](#)
3. Permitted to still go to work, however it is encouraged that employers are notified of positive cases/exposure. Program staff are to be made aware of any changes in employment due to COVID-19 via staff request.

Protocol for Staff

1. Staff will have body temperature reading conducted daily
2. Staff will conduct body temperature readings a minimum of once daily on the residents and document on the resident's schedule
3. Staff will wear masks at all times when within 6' of any person; regardless of vaccination status
 - a. If a staff member is not wearing a mask, they will receive a documented verbal warning.
 - b. If an incident occurs again, the staff member will be sent home without pay.
4. Staff may be requested to go on remote work status if positive/exposed to COVID-19; [must follow the remote work policy](#)
 - a. Staff will follow the same quarantine protocol as the residents
 - b. Staff that choose to use a rapid, in-house test provided by ARC are encouraged to make a donation of \$15 for each test
5. Staff will be required to provide proof of vaccination
 - a. Documentation will be maintained by Human Resources
 - b. Staff with medical conditions that can be adversely affected by the vaccination will provide a doctor's note and undergo weekly COVID-19 testing at free testing sites provided
 - c. The exception to this requirement is if it has been determined that staff is able to maintain work duties remotely and signs an updated offer letter outlining the expectations
6. Staff will provide a list of [free COVID-19 testing and vaccinations locations](#) to residents and other community members

Resident Signature: _____

Date: _____

Staff Signature: _____

Date: _____

CEO Signature: _____

Date: _____