

Day Services Policy for Symptomatic Staff Communitas

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Date effective: 8/3/2020
Reviews: 7/15/2020, 7/22/2020
Current revision: 7/22/2020

Applies to: Day
Services

Policy number: TEMP – C19 Day Services Policy for Symptomatic Staff
or Participants
Regulatory reference: <https://www.mass.gov/info-details/covid-19-updates-and-information>

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Prior to arriving at program families or residential staff will need to self-assess their health status and should not plan to attend program if there are any signs of sickness, including high temperatures, coughing sneezing runny nose etc.

If a participant becomes symptomatic, Communitas will follow the protocols below:

1. Staff will immediately isolate from other participants and minimize exposure to staff. Staff will bring participant into the designated room to be screened by the nurse on site. The staff in that room will clean and disinfect the individual's chair and anything they may have touched.
2. The nurse will take and record the participants temperature and replace cloth mask with medical mask if needed.
3. The nurse will contact the participant's caregivers/guardians to indicate that they must be picked up or transported to their place of residence as soon as possible. If the individual's family/Guardian/Residential staff cannot be reached, a designated staff person will either continue to call family members/guardian or residential staff until pick up can be arranged or alternatively a designated staff person should be appointed to drive individual home as a single ride. Once back at the program the staff must fully clean and disinfect the van used to transport. The symptomatic participant will leave through a separate exit designated by the program director.
4. The nurse will instruct the participant and participant's caregiver/guardian to contact their health care provider for direction on how and where they can obtain testing, and proper self-quarantining and self-isolating procedures.
5. The participant cannot return without a letter from their PCP stating they are safe to return to program

If a staff becomes symptomatic, Communitas will follow the protocols below:

1. If a staff becomes symptomatic, they must cease duties immediately and leave the building. The symptomatic staff will leave through a separate exit designated by the program director.
2. Program director will instruct the staff person to contact their health care provider to discuss how and where they can obtain testing, and proper self-quarantining and self-isolating procedures.

3. Staff must regularly self-monitor during the day to screen for new symptoms.
4. Self-monitoring shall include checking temperature (temperature of 100.0°F or above is considered a fever), and checking for symptoms including:
 - Fever (temperature of 100.0°F or above), felt feverish, or had chills
 - Cough
 - Sore throat
 - Difficulty breathing or shortness of breath
 - Abdominal pain
 - Unexplained Rash
 - Fatigue
 - Headache
 - New loss of smell/taste
 - New muscle aches
 - Nausea or vomiting
 - Diarrhea
5. Staff can return to work once Human Resources has received formal notice from the employee's Health Care Provider clearing them to return to work.