

## SCARC, Inc. COVID-19 Response – Residential Operations Protocol - Appendix A

### SCARC, Inc. Protocol for Confirmed COVID-19 Diagnosis in Individual

#### **Notification Process:**

1. Director of Community Services or AOC to be notified immediately. Director of Community Services or AOC to notify CHRO/COO/ Health and Nursing Care Administrator or designee immediately.
2. New UIR completed confirming illness. Follow up completed by Senior Coordinator of Community Services (SCCS). All notifications made as required.
3. Guardians, Support Coordinators of other Residents and all employees assigned to the residential program to be notified by the SCCS.
4. SCARC, Inc. administrative staff who require notification will be informed by SCCS via email listserv group.
5. Health and Nursing Care Administrator or designee to contact primary physicians of all residents to receive recommendations. The Health and Nursing Care Administrator or designee will communicate with the physician and inquire/request COVID-19 diagnosis test.
  - a. An additional individual with confirmed positive COVID-19 diagnosis test requires program management to follow step 1-3 to be completed again.
6. SCARC, Inc. Human Resources to contact each staff with instructions for completing optional free telehealth appointment and testing if desired.
  - a. A staff with confirmed positive COVID-19 diagnosis test requires program management to follow step 1-3 to be completed again.
  - b. Administrative protocol regarding suspected and confirmed COVID-19 in staff to be followed and overseen by CHRO and Health and Nursing Care Administrator or designee.
7. The Health and Nursing Care Administrator or designee in line with the individual's primary physician will make the determination as to when the individual is considered fully recovered.
8. All individuals who tested positive for COVID-19 must be fully recovered before this protocol no longer needs to be followed. This confirmation will be made by SCARC, Inc. COO/CHRO in line with the Health and Nursing Care Administrator or designee and individual's primary physician.

#### **Training To Do:**

Upon diagnosis within the program, all staff need to be retrained on the following trainings:

- a. PPE Guidelines by the Health and Nursing Care Administrator or designee with demonstration specific to residential program provided by assigned SCARC, Inc. Nurse.
- b. Cleaning Guidelines by the Health and Nursing Care Administrator or designee with demonstration specific to residential program provided by assigned SCARC, Inc. Nurse.
- c. Training on the use of Sprayers and Foggers at Day Programs and Group Homes by the Facilities Department with demonstration specific to residential program by Residential Management.
- d. Individualized COVID-19 Emergency Plan provided by Residential Management.
- e. Program COVID-19 Emergency Plan provided by Residential Management.
- f. SCARC, Inc. Confidentiality Policy with emphasis on HIPAA by DCS or Residential Management.
- g. OPTIONAL: Blood Borne Pathogens Training by Residential Management.

#### **Residential Program To Do:**

1. Program is to begin following their specific Program COVID-19 Emergency Plan.
2. Program is to begin following Individualized COVID-19 Emergency Plan for individuals effected.

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3. Disinfect and sanitize as per Individualized COVID-19 Emergency Plan for infected individual.
  - a. Visit the following link for CDC specific guidelines:  
[https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fcleaning-disinfection.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fcleaning-disinfection.html)
  - b. Staff are to utilize the XPower Rechargeable Foggers and Vital Oxide, approved EPA cleaner.
4. SCARC, Inc. Nursing Staff to be deployed to residential program to assist in caring for and monitoring the health of the infected individual. Schedule to be developed between CHRO, DCS and program management to meet their specific needs.
5. Unless otherwise specified in their Individualized COVID-19 Emergency Plan, the individual is to be quarantined to their bedroom or designated area for the remainder of illness unless further medical care is needed.
6. Individual infected is not to leave the residential program for any reason other than to receive more intensive medical care other than physician, lab testing or care in a hospital setting if needed.
7. Individuals residing in the program should not go out into the community for recreational purposes until there are no longer any confirmed cases of COVID-19 in individuals residing in the program.
8. Before any individual residing in the home is to attend a scheduled critical medical appointment outside the home, management is to discuss with the Health and Nursing Care Administrator or designee. Management staff is to notify the physician's office of exposure within the home to confirm it is acceptable for the individual to attend, change the appointment to telehealth appointment or to reschedule in order to reduce the risk of spread.
9. Unless otherwise specified in their Individualized COVID-19 Emergency Plan or by their Interdisciplinary Team, all individuals residing in the home to begin wearing masks within home. Type of mask may vary depending upon PPE availability.
10. Staff to begin wearing additional PPE such as KN95 masks, face shields, gowns, shoe protectors, gloves as available and trained on as outlined by the Health and Nursing Care Administrator or designee training and Individualized COVID-19 Emergency Plan.
11. Staff to continue to dispose of all PPE in separate PPE specific red waste receptacles. These receptacles must be emptied and removed from the home when full or at least once a day.
12. Designated staff are to no longer go food and supply shopping or pick up individual medications until there are no longer any confirmed cases of COVID-19 in individuals residing in the program.
  - a. The program is to receive contactless deliveries and complete contactless pickups but may not enter any other SCARC, Inc. building for any reason including but not limited to pick up of mail, drop off of receipts, etc. During this quarantine period all documentation that usually requires hardcopy submission must be scanned and sent to the appropriate party. Once the quarantine is lifted, hard copies can then be delivered. Staff are also not to attend in person trainings during this time.
  - b. SCARC, Inc. COO to coordinate deliveries and administrative staff to assist as needed.
13. Residential Program is to begin using paper plates, paper bowls and plastic cutlery and dispose of these items after each use. Regular program plates, bowls and utensils not to be used until there are no longer any confirmed cases of COVID-19 in individuals residing in the program.

### **Facilities To Do:**

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1. SCARC, Inc. COO to inform SCARC, Inc. Facilities Department to deliver 1 months' worth of PPE to the residential program with an identified COVID-19 diagnosis in individual and as needed thereafter.
1. SCARC, Inc. Facilities Department is to postpone all contract work or vendor visits within the home, unless the postponement of this work would result in an operational breakdown. No one from either this department or an outside contractor or vendor shall enter the residential program until there are no longer any confirmed cases of COVID-19 in individuals residing in the program.
2. SCARC, Inc. Facilities Department to coordinate initial and ongoing commercial cleaning of the residential program upon confirmed COVID-19 diagnosis in individual residing in the program.
  - a. SCARC, Inc. Facilities Department to communicate coordinated commercial cleaning to Residential Program Management Team and Director of Community Services or AOC.
  - b. Residential Program Management Team to inform guardians of coordinated cleaning and date/time that this will occur.
  - c. Temporarily displaced residential staff and individuals are to relocate to an assigned SCARC, Inc. Day Habilitation program as needed during commercial cleaning. UIR should be completed for this.