

## **SCARC, Inc. COVID-19 Response - Residential Operations Protocol**

### **COVID-19 Documentation**

- The following COVID-19 related documentation must be maintained in each program's COVID-19 Protocol Binder:
  - SCARC, Inc. Mandatory Visitor COVID-19 Screening Tools (blanks)
  - SCARC, Inc. Monthly Personal Protective Equipment Tracking and Replenishment Record (current month)
  - SCARC, Inc. Daily Personal Protective Equipment Use Records (current month)
  - SCARC, Inc. COVID-19 Response – Residential Operations Protocol and Training signoff (most updated)
  - SCARC, Inc. COVID-19 Response – Residential Operations Protocol - Appendix A and Training signoff (most updated)
  - SCARC, Inc. Surge Plan (most updated)
  - SCARC, Inc. COVID-19 Response – Phase I Visitations and Training signoff (most updated)
  - SCARC, Inc. COVID-19 Response – Phase II Visitations and Training signoff (most updated)
  - SCARC, Inc. COVID-19 Response – Phase III Visitations and Training sign off (most updated)
  - SCARC, Inc. COVID-19 Response – Office Protocol and Training signoff (most updated)
  - SCARC, Inc. Cloth Mask Protocol and Training signoff (most updated)
  - SCARC, Inc. COVID-19 Personal Protective Equipment Guidelines and Training signoff (most updated)
  - Completed Visitation Screening Tools (current month)
  - Individual Daily Temperature Screenings (current month)
  - SCARC, Inc. Mandatory Direct Support Professional COVID-19 Screening Tools (current month)
  - SCARC, Inc. COVID-19 Program Emergency Plan and Training Signoff (most updated)
  - SCARC, Inc. Individualized COVID-19 Emergency Plan and Training Signoff (most updated)
  - Any additional State of New Jersey COVID-19 Protocols received from SCARC, Inc. Administration
- In regards to PPE Tracking forms - Health and Nursing Care Administrator and Chief Operating Officer to be notified by program management no later than when program reaches half the PPE count for each item. Facilities Department to be notified regarding glove and Vital Oxide replenishment as needed. Record to be submitted electronically to Director of Community Services, Health and Nursing Care Administrator or designee for monthly review by the 5th of the month.
- Previous months screening and tracking documents can be scanned and saved to management side of the computer after submission. Once this is done, hardcopies may be disposed of.

### **Preventative Procedure**

#### Social Distancing

- SCARC, Inc. staff and individuals served by the Organization are to adhere to all New Jersey Department of Health Guidelines as they apply to them regarding social distancing and mask wearing in public settings.
- SCARC, Inc. Residential Visitation Protocols (1/05/2021) must be followed for all approved residential visits.

- All guardians must be met at the door if they choose to take their individuals home. They must remain home until the shelter in place is lifted.
- Guardians are permitted to leave items for the individual outside of the individual's home. SCARC, Inc. staff must ensure items are cleaned thoroughly before being handled by the individual.
- Staff are required to use a mask; either the staff's personal cloth mask, the cloth mask provided by SCARC, Inc. or a surgical mask at all times. Staff are to wear a KN95 mask when attending doctor's appointments, laboratory appointments or accompanying an individual seeking emergency medical treatment.
- Interdisciplinary Team Meetings are to be held for each individual residing residentially to determine if the individual is capable of safely and effectively wearing a mask and gloves when out in the community or when needed in their home. Agreed upon Interdisciplinary Team procedure should be followed going forward. If an individual requires emergency medical treatment in a hospital setting, IDT approved individuals and staff assisting are to wear KN95 masks when in route to and while in the medical facility.

Please review the additional Department of Health Hospital Visitor's Policy outlined in the memo from Judith M. Persichilli on 5/12/2020 titled, "Support Person(s) Permitted for a Patient with a Disability". It is important to note that SCARC, Inc. staff are required to be with an individual in the Emergency Room but upon admittance, SCARC, Inc. policy does not require the attending staff to remain with the individual for the duration of their hospitalization.

- Individuals may attend critical medical appointments (i.e preventative screening, podiatrist, dentist, annual physicals, etc.). When scheduling in person appointments, it is the responsibility of the Residential Management to discuss at length the doctor's COVID-19 office protocols along with arrangements that need to be made to keep the individual and SCARC, Inc. staff safe (i.e waiting in the hallway instead of the waiting room if it is crowded). Appointments should still be completed via telehealth if possible. Please reach out to the Director of Community Services and Health and Nursing Care Administrator or designee to discuss these appointments.
- Individuals to not attend recreational events or outings in the community that involve potential community contact or have the potential to compromise our ability to adhere to social distancing guidelines.
- Individuals are encouraged to take walks throughout the community.
- All individual meetings to be held by phone or teleconference.
- Programs are to utilize home delivery grocery services if available. One designated staff may do grocery shopping and medication pickup as needed. If available, administrative staff may assist in the delivery of items as well. SCARC, Inc. staff may purchase take out for delivery or complete drive-thru purchases without individuals served present. When purchasing take out or purchasing through a drive-thru, staff must switch out the food or item from the original container and place the purchase in a container already at the program (i.e coffee).
- SCARC, Inc. facilities staff to deliver essential supplies that programs are unable to secure. Facilities staff will also complete emergency repairs. All regular contractors and non-critical repairs will be placed on hold at this time.

- During Quarantine Status in a program, 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.
- SCARC, Inc. transportation staff to personally complete all routine vehicle maintenance, inspections, cleanings, registrations and placard updates on all SCARC, Inc. vehicles during this time.

#### Monitoring and Maintaining Cleanliness and Health

- Staff shall not come into work with the following symptoms:
  - Fever/temperature above 99.9 degrees
  - Chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore Throat
  - Congestion or runny nose
  - Nausea/Vomiting/Diarrhea

#### Employee Screening Precautions

- At all group homes, employees shall follow Mandatory Direct Support Professional COVID-19 Screening Tool.

##### Mandatory Quarantine Screening:

- Any SCARC, Inc. staff who have traveled outside the New York, New Jersey or Pennsylvania tristate area must indicate this when completing the Screening Tool.
- If the person completing the Screening Tool indicates they have visited a state outside of the tri-state area (New Jersey, New York, Pennsylvania) in past 14 days from the date of completing the Screening Tool, they are not permitted to enter a SCARC, Inc. Program or interact with an individual served by SCARC, Inc.
- If staff have traveled outside of the tri-state area in the past 14 days from the day of completing the Screening Tool, they are not able to work in a SCARC, Inc. program until the 14-day quarantine period has passed and they are free of illness.
- The program's Director of Community Services or AOC after hours should be notified immediately regarding any staff unable to pass the Screening Tool for this reason. The program's Director of Community Services or AOC after hours will then notify the Health and Nursing Care Administrator or designee in addition to the CHRO, who will follow up with the staff in question.

- Return to work date for staff will be determined by the CHRO, Health and Nursing Care Administrator or designee.

#### Symptom Screening:

- If an employee doesn't pass screening due to symptoms of COVID-19, a note should be obtained from the doctor prior to their return.
- Staff may use Telehealth services in lieu of in person appointments.
- If a note is unobtainable staff are not allowed to return until they are symptom free.
- Health and Nursing Care Administrator or designee may need to receive verbal clearance from their doctor, Atlantic Healthcare or community Healthcare provider.
- If someone in the employee's house is ill, preventative measures should suffice. In this case, the employee themselves must be symptoms free as described in screening tool and their housemate must not be diagnosed with COVID-19.

#### Contractor Screening Precautions

- At all group homes, outside contractors and vendors shall follow Mandatory Direct Support Professional COVID-19 Screening Tool.

#### Mandatory Quarantine Screening:

- Any outside contractor or vendor who has traveled outside the New York, New Jersey or Pennsylvania tristate area must indicate this when completing the Screening Tool.
- If the person completing the Screening Tool indicates they have visited a state outside of the tri-state area the past 14 days from the date of completing the Screening Tool, they are not permitted to enter a SCARC, Inc. Program or interact with an individual served by SCARC, Inc.
- If the outside contractor or vendor has traveled outside of the tri-state area in the past 14 days from the day of completing the Screening Tool, they are not able to work in a SCARC, Inc. program until the 14-day quarantine period has passed and they are free of illness.
- The program's Director of Community Services or AOC after hours should be notified immediately regarding any contractor unable to pass the Screening Tool for this reason. The program's Director of Community Services or AOC after hours will then notify the Health and Nursing Care Administrator or designee.

#### Symptom Screening:

- If an outside contractor or vendor doesn't pass screening due to symptoms of COVID-19, they are not permitted to enter a SCARC, Inc. Program or interact with an individual served by SCARC, Inc.
- The program's Director of Community Services or AOC after hours should be notified immediately regarding any staff unable to pass the Screening Tool for this reason. The program's Director of Community Services or AOC after hours will then notify the Health and Nursing Care Administrator or designee.

- SCARC, Inc. maintains the right to cancel any scheduled construction projects if there is a case of a suspected illness within the home.
- SCARC, Inc. will cancel all contract projects for up to 14 days since the onsite of the suspected illness and/or potential exposure for 14 days from of the last potential exposure to said illness within the home.
- These individuals must wear masks at all times while in the program.

#### Visitors

- All guidelines set forth in the SCARC, Inc. Residential Visitation Protocols (1/05/2021) must be adhered to at all times.
- All approved visitors must be screened using the SCARC, Inc. Visitors Screening Tool prior to interaction with individuals under SCARC, Inc. care.

#### Mandatory Quarantine Screening:

- Any approved visitors who have traveled outside the New York, New Jersey or Pennsylvania tristate area must indicate this when completing the Screening Tool.
- If the person completing the Screening Tool indicates they have visited a state outside of the tri-state area in the past 14 days from the date of completing the Screening Tool, they are not permitted to enter a SCARC, Inc. Program or interact with an individual served by SCARC, Inc.
- If an approved visitor has traveled outside of the tri-state in the past 14 days from the day of completing the Screening Tool, they are not able to visit any SCARC, Inc. program until the 14-day quarantine period has passed and they are free of illness.
- The program's Director of Community Services or AOC after hours should be notified immediately regarding any visitor unable to pass the Screening Tool for this reason. The program's Director of Community Services or AOC after hours will then notify the Health and Nursing Care Administrator.

#### Symptom Screening:

- If an approved visitor doesn't pass screening due to symptoms of COVID-19, they are not permitted to enter a SCARC, Inc. Program or interact with an individual served by SCARC, Inc.
- The program's Director of Community Services or AOC after hours should be notified immediately regarding any visitor unable to pass the Screening Tool for this reason. The program's Director of Community Services or AOC after hours will then notify the Health and Nursing Care Administrator or designee.

#### Program Health for Approved Visitation:

- No individual, current staff of the home or person(s) planning to visit have tested positive or have been symptomatic for COVID-19 within the last 14 days in order for a visit to occur.
- To the best of their knowledge, no individual, current staff of the home or person(s) planning to visit have been in close contact (within approximately 6 feet of a person

with confirmed COVID-19 for more than 15 minutes total within 24 hours starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated, and/or caring for or visiting the person, having unprotected direct contact with infectious secretions or excretions of the patient) within the last 14 days with someone who recently tested positive for COVID-19 (i.e. in the past two weeks).

- All visitors agree to notify the Residential Program if someone they have been in close contact with (within approximately 6 feet of a person with confirmed COVID-19 for more than 15 minutes total within 24 hours starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated, and/or caring for or visiting the person, having unprotected direct contact with infectious secretions or excretions of the patient), tests positive for or exhibits symptoms of COVID-19 within 14 days of the visit.
- Indoor visits shall only occur if there have been no individuals or staff of the home who have tested positive for COVID-19 in the last 28 consecutive days or are currently displaying symptoms.
- SCARC, Inc. maintains the right to cancel any scheduled visits if there is a case of a suspected illness within the home. SCARC, Inc. will cancel all visits for up to 14 days since the onset of the suspected illness and/or potential exposure or 14 days from the last potential exposure to said illness within the home.
- If 14 day quarantine is not possible based on behavioral or physical limitations outlined in the Individualized COVID-19 Plan, management is to discuss this with the Health and Nursing Care Administrator or designee and follow the alternative protocol for the program in this instance.
- If an individual within the home enters and remains in a hospital setting for 12 hours or more, they will be asked to quarantine for 10 days within the home. Similarly, the residential program will then restrict visitation for up to 10 days, as determined by the Health and Nursing Care Administrator or designee.
- Check all individuals' temperatures at 7am and 7pm and as needed.
- Staff are to wear their personal cloth mask, the cloth mask provided by SCARC, Inc. or a surgical mask at all times during their time in a SCARC, Inc. residential program.
  - Masks should not be removed to eat or drink when around other staff or individuals. If you need to remove your mask to eat or drink, please ensure you are at least six feet apart from individuals and staff (this includes meal times as well). Supervised Apartment staff that are located in the Hampton Center may remove their masks to eat or drink in a closed office when no other staff or individuals are present.
  - Mask breaks in a residential setting are allowed and should occur preferably outside when another staff is supervising the individuals or when still within line of sight when outside (no individuals or other staff can be in this area at that time). If going outside is not an option, the mask break should be as brief as possible, in an area of the house NOT most commonly used, and again while ensuring at least six feet apart from individuals and staff.

- Due to the office and bathrooms being a shared space within the home, masks should still be worn regardless if social distancing is able to be maintained or you are alone. Masks should be worn regardless if no one is in the room with you.
  - Masks should be worn while in any SCARC, Inc. vehicles as well as while on any medical appointments, completing errands in the community, etc.
- Staff should wear gloves when providing direct care in close contact such as physically assisting in bathing, toileting, dressing, medication administration, etc.
  - See SCARC, Inc. Cloth Mask Protocol dated 4/27/2020 and SCARC, Inc. Personal Protective Equipment Guidelines dated 5/26/2020 for further information.
- Staff shall dispose of all PPE in a separate red waste receptacle. All PPE waste receptacles must be emptied with waste removed from the home when full or at least once daily. The PPE waste receptacle should be disinfected at least once daily.
- All shall avoid touching nose, mouth and eyes.
- All shall cover cough and sneezes.
- All shall wash hands if they cough, sneeze, or blow their nose.
- All individuals and staff to wash hands upon entrance and exit of a program and frequently throughout the day. Refer to COVID-19 Presentation and Education videos for handwashing suggestion times and handwashing video link from CDC.
- Recommended to have individuals change their clothes and/or shower upon return to their home from critical medical appointments.
- Staff are permitted to shower and launder their clothing at the residential program after running errands and prior to leaving their shift.
- Avoid sharing personal items.
- Staff to clean and disinfect all vehicles before and after transport as per product instructions.
- Staff are to work in only one program for the duration of sheltering in place. At CHRO's discretion staff will be transferred to another program if required.
- Staff to maintain 3 weeks' worth of food in the program at all times.
- Staff to maintain 3 Day Contingency Plan listed required items.
- Staff to order next month's meds on the 20<sup>th</sup> of every month.
- Staff to clean and sanitize program each shift and as needed.
- Use hands free garbage cans if available.
- On a daily basis, Staff are to complete the SCARC, Inc. Daily Personal Protective Equipment Use Record form as instructed in the document.
- On a daily basis, Management staff or designee is to complete the SCARC, Inc. Monthly Personal Protective Equipment Tracking and Replenishment Record as instructed in the document and send to their assigned Director of Community Services and Health and Nursing Care Administrator or designee by the 5th of every month.

#### Reporting

- Staff to immediately report all symptoms in individuals to their immediate supervisor as outlined below. Supervisor to notify Director of Community Services or AOC immediately.

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- If an employee calls to report illness, the Director of Community Services or AOC, Health and Nursing Care Administrator or designee and Chief Human Resource Officer shall be notified.
- If staff have a confirmed case of COVID-19, SCARC, Inc. is required by DDD to report this, including the staff's name, via Unusual Incident Report. Staff's identifying information will not be shared with staff members, individual guardians and support coordinators who require notification of a potential or confirmed exposure unless the staff specifically waives their HIPAA rights and says SCARC, Inc. may use their name.
- See the Suspected and Identified Illness Procedure below for further information.
- A note from the doctor of when to return to work is needed. Upon their return the employee must be symptom free.
  - A diagnosis of allergies would be an exception to this rule.
  - If that employee doesn't have a doctor or insurance, the Health and Nursing Care Administrator or designee may call the Atlantic Healthcare COVID-19 hotline for instruction.
- Staff to report the following:
  - all symptoms and/or diagnoses as they present
  - potential exposure
  - if their town or municipality is considered a high risk area
- Recommended staff have an emergency bag of personal items, medications and toiletries with them in their vehicles.
- Recommended staff have a personal emergency plan.
- Staff to update their Emergency Contact information form and in PrimePoint.

### **Suspected and Identified Illness Procedure**

#### **Suspected COVID-19 Diagnosis in Individual**

1. Staff are to take the individuals temperature and observe for other symptoms.
2. Staff are to continue using universal precautions.
3. Staff are to move individual into a private area away from housemates.
4. If potential life threatening emergency, staff are to call 911. For non-life threatening emergencies, staff are to contact the Director of Community Services or AOC first.
5. Staff are to contact individual's physicians for guidance. If staff cannot reach their physician, they are to call the 24 Hour Covid-19 Hotline 1-800-222-1222 for guidance or Atlantic Health Nurse Screening Hotline from 7am to 7pm at 1-862-260-3199.
6. Staff are to report physician instructions to the Director of Community Services or AOC.
  - Director of Community Services or AOC to report to COO, CHRO and Health and Nursing Care Administrator or designee.
7. Staff are to follow physician instructions.
8. UIR to be completed.
9. Individual guardians, support coordinators and all employees assigned to the residential program to be notified.
10. Staff are to open outside doors and windows. Close off the area used by the suspected ill person up to 24 hours to minimize droplet exposure. Then use EPA approved cleaners such as Clorox and Lysol to clean and disinfect all surfaces in the area focusing on the areas most frequently touched. Go to link from CDC on cleaning and disinfecting on the SCARC, Inc. website (Employee link then Employee Communications then COVID-19 Presentation then CDC Cleaning and Disinfecting)

11. Staff are to begin utilizing the XPower Rechargeable Foggers and Vital Oxide, approved EPA cleaner.
12. Individuals are to not return to work until doctor's note can be obtained.

#### **Identified COVID-19 Diagnosis in Individual**

1. See attached Appendix A – SCARC, Inc. Protocol for Confirmed Illness in Individual for further information.

#### **Suspected COVID-19 diagnosis in Staff**

1. Staff to notify the Director of Community Services or AOC immediately who will then contact the Health and Nursing Care Administrator or designee and CHRO immediately.
2. Staff to provide all written documentation regarding quarantine status to CHRO directly.
3. Staff to continue using universal precautions and masks and begin using full body PPE if advised.
4. Staff are to begin utilizing the XPower Rechargeable Foggers and Vital Oxide, approved EPA cleaner.
5. Staff with suspected illness to follow medical professional orders.
6. Staff will submit a return to work note to the CHRO and Health and Nursing Care Administrator or designee who will determine a return date based on CDC and DDD guidelines and what is in the best interest of the staff and individuals in the home.

#### **Identified COVID-19 diagnosis in Staff**

1. Staff to notify supervisor, CHRO, HNCA or designee immediately.
2. Notified party to immediately inform all administrative parties who participate in the coordination of exposure response of suspected exposure discretely and in line with HIPAA standards.
3. Staff to provide all written documentation regarding quarantine status to CHRO directly.
1. A UIR must be generated for all identified diagnoses of COVID-19 in staff.
2. Guardians, Support Coordinators of Residents and all employees assigned to the residential program to be notified of confirmed illness in the program.
3. Staff to continue using universal precautions and begin using masks and full body PPE if advised.
4. Staff are to begin utilizing the XPower Rechargeable Foggers and Vital Oxide, approved EPA cleaner.
5. Staff need to be trained on PPE by Health and Nursing Care Administrator or designee if advised.
6. Staff with identified illness to follow medical professional orders.
7. Staff will submit a return to work note to the CHRO and Health and Nursing Care Administrator or designee who will determine a return date based on CDC and DDD guidelines and what is in the best interest of the staff and individuals in the home.