



## Imagine Coronavirus and Airborne Pathogen Prevention Policy.

### Updates:

- Reorganized order
- Updates for vaccination status to:
  - Public Gathering policy,
  - Protocol for client with symptoms
  - Protocol for staff following an exposure
  - Travel Policy
  - Definitions
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**Summary of March 2021 revision:** Since our last update in January, through our vaccination program, the number of people with immunity has risen from two clients and 17 staff to all but two clients and about half of our employees. This revision seeks to carefully implement public health guidelines for people with immunity COVID-19. The new policies set out in this document will vary depending on the vaccination status of the client, employee and their co-workers.

## **Standard Protocol:**

At all times during the COVID-19 epidemic, the following procedures should be in place:

**Handwashing:** Wash your hands immediately upon entering a client's home from outside. Also wash your hands after using the bathroom and before preparing meals or before eating. Wash your hands with soap under running water for at least 20 seconds.

**Hand Sanitizer:** Hand sanitizer is thought to be less effective than hand washing, but is useful when out in public. Imagine provides hand sanitizer upon request.

**Masking:** Masks must be worn in the client's home. As of this writing, we ask staff to wear N95, KN95 or surgical masks in the client's home however we may soon allow cloth masks again, also available upon request through Imagine. Disposable masks including N95, KN95 and Surgical masks should be used a single time.

**Gloves:** It is not currently recommended to wear gloves for the prevention of Novel Coronavirus, except when working directly with someone known or suspected to be infected with SARS-CoV-19. If you do so, wash and sanitize the gloves as you would your hands.

**Social Distance:** Wherever possible, remain six feet away from clients, coworkers and others outside your family. This may not always be possible in service to the clients and the services remain critical. Use your best judgement when social distancing in the client home that the individuals we serve receive proper support.

**Avoid public gatherings:** Avoid public places where social distance is impossible. If you can't avoid such environments, use hand sanitizer while out and wash your hands and face when you get home or back to the client's home. Clients and staff who have been vaccinated may visit others for small gatherings of three or fewer households, as long as no more than one household is unvaccinated. During visits, all preventive protocols should continue.

**Screen visitors, guests and staff:** During this epidemic, anyone who wishes to enter the client's home should be screened for likelihood of carrying the Novel Coronavirus. We do not have the right to deny entry to a visitor or guest of a client regardless of their answer without the client's consent. However, anyone coughing or admitting to any of the conditions screened for should be encouraged to reschedule their visit until they have been without a fever for 72 hours and other symptoms have improved. Likewise, staff should not come to work sick. If you have symptoms of

Coronavirus (fever, coughing and/or difficulty breathing) please call out and inform the Facilitator of your condition and call your doctor or Santa Cruz County Health Services Administration. Our Sick Leave policy is currently expanded to provide an additional two weeks regular hours of paid sick leave for people who do or may have COVID-19. Forms are provided for screening at shift change and of guest. Please continue to screen visitors, guests and staff regardless of vaccine status.

We request that vaccinated people who visit vaccinated clients discuss with the team if masks won't be worn or social distance not observed.

**Other resources:** Facilitators will use the attached CDC recommendation "Checklist to Get Ready"

## **If A Client Has Symptoms of COVID-19 (Protocol:)**

- 1) Contact medical care providers to describe the symptoms and follow all instructions.
- 2) Make sure the facilitator, family members, staff working with the individual are aware of the symptoms and risks.
- 3) Follow. The Standard Protocol above.
- 4) If the client will wear a mask, support them to do so. Masks are available through the **Facilitator**, while supplies last. If the client will not wear a mask, staff should do so.
- 5) Check the client's temperature at least twice per day. Thermometers are available from the office if needed. Watch for signs of respiratory struggle and low oxygen including new confusion or a blue tinge to lips or skin. Imagine has pulse oximeters and thermometers available as needed.
- 6) Imagine has full-body PPE available. When a client is known or suspected to be infected with SARS-CoV-19, full-body PPE is required for unvaccinated employees and recommended for all employees and guests in the home.
- 7) Maintain social distance when possible.
- 8) Follow the instructions on the attached CDC guide "COVID19-Caring for someone in the home."
- 9) **Director of Services and Human Resources Manager** (*Infection Prevention Co-coordinators*) to conduct internal contact-tracing for coworkers, clients and partners who may have been infected directly or indirectly by a contagious client. Employees who work in more than one home may be separated from the team with the infection or the other(s) once the infection is known.
- 10) All traceable contacts to receive communication under direction of Infection Prevention Coordinators.
- 11) These steps should be taken with any symptoms of COVID-19, whether or not there has been a test and regardless of the outcome of the test.

## **If Staff has symptoms of COVID-19 or, if unvaccinated, known/suspected exposure\* to COVID-19:**

- 1) Contact medical care providers to describe the symptoms and follow all instructions.
- 2) Stay home until cleared to return to work. Current clearance requirements are ten days after the onset of symptoms AND 24 hours after fever is last evident (without the use of fever reducers) AND after other symptoms have improved.
- 3) Inform the Facilitator
- 4) Follow recommendation in the attached CDC guide “Caring for Yourself at Home | CDC”
- 5) **Facilitator** to inform coworkers, client, family members or conservators that an employee has had symptoms of COVID-19.
- 6) **Facilitator** to inform **Director of Services** (*Co-Designated Infection Prevention Coordinator*), who will inform the Regional Center.
- 7) **Facilitator** to inform **Human Resources Manager** (*Co-designated Infection Prevention Coordinator*) who will work with the employee to protect pay, leave and lead the transmission prevention protocol.
- 8) **Director of Services and Human Resources Manager** to conduct internal contact-tracing for coworkers, clients and partners who may have been infected if the employee tests positive.
- 9) **Staff still working** to follow Standard Protocol above as described in “*If A Client Has Symptoms*” above.
- 10) These steps should be taken with any symptoms of COVID-19, whether or not there has been a test and regardless of the outcome of the test.
- 11) If the staff person tests positive for Novel Coronavirus or does not take a test, continue this protocol for 14 days after the last day the affected person worked.
- 12) \*”Known exposure” includes exposure to someone, other than the Imagine client served, known or likely to have been contagious with COVID-19 at the time of contact. A person is likely infectious 48 hours before the onset of symptoms and 48 hours after infection. From the time a person is infected it can take 14 days before they become contagious and test positive.
- 13) A vaccinated employee working with a vaccinated client may continue to work after an exposure as long as they have no symptoms and wear an N95, KN95, or surgical mask plus cloth mask when on duty with the consent of the *client, Facilitator and any conservator*.

## **Travel Protocol**

The CDC and other public health agencies have identified travel as an important risk factor in the spread of the Novel Coronavirus. To maintain the safety of our clients and staff, employees who travel outside of Santa Cruz and the adjoining Counties should expect to quarantine for 14 days after they have returned. Employees who have guests in their home who have traveled from outside the area should also be expected to quarantine. If the purpose of the travel is essential, the quarantine will be eligible for Emergency Sick Pay. If the travel is non-essential, the quarantine will be without pay, although available vacation hours may be used. Please discuss your travel plans with your supervisor before you travel.

Some travel may be as safe as staying home and in those cases, we are open to allowing staff to resume work immediately after a trip provided:

1. An agreement that the travel is safe has been reached before the trip is taken.
2. No public transportation, such as airplanes, trains or buses will be used.
3. There will be no interactions with strangers and whoever the employee will visit has taken sufficient precautions.

Exceptions are made as follows:

Client, Employee, and team are all vaccinated: The employee should inform the facilitator of their travel plans in advance but, in general, a vaccinated employee whose clients and team-mates are vaccinated can travel without a follow-up quarantine provided that they agree to wear an N95, KN95 or surgical mask whenever on duty, regardless of other masking protocols for two weeks after their return. During the 14 days after the trip, some duties with a higher risk of infection may be redistributed which may lead to the changes from a normal schedule until the end of the usual quarantine period. Client and Conservators must agree to skip the quarantine.

Client is vaccinated, Employee is vaccinated, team-mates are not vaccinated. The employee should inform the facilitator of their travel plans. If other team members are not known to be vaccinated, the employee may have to work different shifts during the usual quarantine period.

Client is unvaccinated: Current policy will continue to stand, regardless of the vaccination status of the employee.

## Personal Protective Equipment (PPE)

**Gloves:** The gloves Imagine regularly supplies are effective in preventing transmission between the skin and the environment. However, environmental germs settle on the gloves the same way they do on skin and people in gloves can spread airborne germs like the virus that causes COVID-19. If you use gloves, wash them as you would your hands.

**Masks:** There are two quality of masks Imagine can supply, each with different functions and availabilities.

- *Washable, reusable masks.* Imagine is issuing washable reusable masks to all employees. We ask all direct service staff to wear these masks while on duty. Reusable cloth masks should be washed or sanitized between uses. These are recommended when caseloads in the County and other known risk factors are low.
- *N95/KN95 masks:* Imagine has a limited stock of other, more protective masks which may be worn when “Head-to-toe PPE (*See below*)” is used. Facilitators will provide those masks as available and necessary. These are required of staff during and immediately following surges in local cases or when there is a known or suspected exposure.

**Thermometers:** Imagine has thermometers. These can be helpful in early detection of illness including COVID-19 and can save critical time in getting care for people who have infections and underlying medical conditions that place them at high risk. The Novel Coronavirus is thought to

begin spreading before symptoms so we have to rely on hand-washing, masks and as much social distancing as positive to prevent the spread.

**COVID-19 Home Tests:** Imagine has arranged for home testing kits which can be mailed to an employee's home, mailed from there to a lab with results available within about 4 days at no cost to the employee. These will be available in the following circumstances:

- To test someone served by Imagine when a client has symptoms of COVID-19,
- To test an employee, where a staff-person has symptoms and has worked more recently than three days before symptoms were present or to test an employee's partner or child where an employee lives or has unavoidable contact with someone who has symptoms of COVID-19 but has not been tested.
- When testing employees, we will provide tests to those who have been in contact with the employee.

**Other COVID-19 tests:** Imagine typically requires PCR tests rather than rapid tests. Staff who need testing can arrange with Human Resources for a test at Imagine's expense or use free testing services available in the County.

**Oxygen Monitors:** Imagine has Pulse Oximeters that can help determine if a client with COVID needs emergency medical support. These will be made available when someone we serve has or is thought to have COVID-19.

**Air Purifiers:** Imagine has anti-microbial HEPA air purifiers. These may help reduce the risk of transmission where someone is thought to be contagious. These will be placed in homes in the area of likeliest contact when a client is known or thought to be contagious with COVID-19.

**Head-to-toe PPE:** Imagine has also purchased single-use plastic jumpsuits, head-coverings, shoe coverings, face shields and N-95 masks for use when supporting a client who is or is thought to be contagious with COVID-19. Because these items are still in short supply and the supply is exhaustible, we will only make these supplies available when the need is clear.

**Household detergents:** An important part of preventing transmission of the Novel Coronavirus is the frequent disinfecting of commonly touched surfaces. Supplies that facilitate that can be in short supply, especially disinfecting wipes and to a lesser extent bleach. Bleach should be diluted to 1/3 cup of bleach per gallon of solution. Ideally, we would recommend using these supplies liberally but take care because they may be hard to replace in the short term.

## **Important Definitions:**

**Quarantine:** Public Health uses the term "quarantine" to refer to a person being kept from others because there is reason to suspect that they may be carrying a contagious disease. With regard to possible infection with Novel Coronavirus at Imagine, this means that a person has been in close contact of 15 minutes or more with someone known to have COVID-19 or if they are known to have participated in something with elevated risk, such as travel. People in quarantine should avoid unnecessary contact with others and should not come to work at Imagine until quarantine ends.

With COVID-19, quarantine lasts 14 days. People who are presumed immune and serve clients who are presumed immune do not need to quarantine unless they show symptoms, but may be asked to if they present a known risk and the client or conservator requests quarantine regardless of vaccine status.

**Isolation:** Public Health uses the term “Isolation” to mean a protocol to prevent someone known or believed to have a contagious disease from spreading it. With COVID 19 at Imagine, isolation means the individual should remain in a separate room from others to the extent possible, that when others must be in the same room, they are to wear full PPE and minimize the length of time necessary. Where possible, people in isolation should not share a bathroom with others. To the extent possible, an air purifier should be used near the isolated person, maximum ventilation provided without impacting the individual’s body temperature and anything the person touches should be bagged and sanitized. Isolation should last until at least 10 days after the first positive test or the onset of symptoms AND the individual has recovered from their symptoms for 24 hours.

**Presumed Immunity:** People are presumed immune if the science supports that they are unlikely to develop a serious infection after exposure to a pathogen. At present, for SARS-CoV-19, a person is presumed immune if they:

- Have recovered from COVID-19, and/or
- Have completed their vaccine series. For Pfizer and Moderna vaccines, this means two shots followed by two weeks. For the Johnson & Johnson, this means one shot followed by one week.
- Presumed Immunity currently ends three months after the illness or the completion of the vaccine series. Science may extend the duration of the presumed immunity as more data is reviewed.

Presumed immunity currently lasts for three months, pending further research.