****

**COVID -19 MANUAL**

Table of Contents

[Section 1: Exposure Control Plan 3](#_Toc70932493)

[Section: 2 Return to Direct Work Guidelines 4](#_Toc70932494)

[General Requirements for Providing Direct Services: 4](#_Toc70932495)

[1. Face covering 6](#_Toc70932496)

[2. The start of your workday 7](#_Toc70932497)

[3. Pre-screening people in services and their team before providing in-person services 7](#_Toc70932498)

[4. Transportation for direct supports 7](#_Toc70932499)

[5. Cleanliness 8](#_Toc70932500)

[6. Social Distancing 8](#_Toc70932501)

[7. Services in a Client’s Home and/or Community 8](#_Toc70932502)

[8. Out of State Travel 8](#_Toc70932503)

[9. Number of Clients an In-Person Service Provider May Support in One Day 8](#_Toc70932504)

[ALGORITHM CHART Re: Exposure/potential exposure 8](#_Toc70932505)

[10. Services in CCS Tents 10](#_Toc70932506)

[11. Indoor Work Stations at CCS 11](#_Toc70932507)

[Section 3: Communication Protocol 11](#_Toc70932508)

[Section 4: Infectious Disease Protocol 12](#_Toc70932509)

[Section 5: Mask Guidelines 14](#_Toc70932510)

[Section 6: Travel, Service Delivery & Quarantine Protocol 15](#_Toc70932511)

[Section 7: Vaccination Protocol 16](#_Toc70932512)

# Section 1: Exposure Control Plan

**Phase I: CCS return to Headquarters**

A reminder that as a health care provider, we lead by example, especially in these times of uncertainty. When at work (CCS building or in the field), or tending to essential personal business in the community, you are expected to follow the Vermont Department of Health's mandate: "If you need to leave your home, wear a cloth face covering." This protects not only you and your loved ones, but vulnerable members of our community too.

* **Daily self-screening & temperature taken upon arrival at work:** Staff cannot report to, to remain at, work or job site if sick or symptomatic (with fever, cough, and/or shortness of breath).
* **CCS has appointed an on-site Health Safety Officer**. This person has the authority to stop or modify activities to ensure work conforms with the mandatory health and safety requirements. Will ensure all required documentation is completed daily. \***note**\*, do not mark the actual temperature, just mark ‘no’ if no temp. ( less than 100.4) People with these symptoms or combinations of symptoms may have COVID-19: Cough, Shortness of breath or difficulty breathing or at least two of these symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell
* **Staff will wear mask per current CDC guidance over nose and mouth** when in the presence of others on the job and observe strict physical distancing of **6 feet minimum** while on the job.
* **Staff will Hand sanitize** before entering or leaving the building and exercise frequent **hand washing** throughout the day.
* **All common spaces and equipment**, including bathrooms, frequently touched surfaces and doors, tools and equipment, **must be cleaned and disinfected** with provided anti-viral wipes once per day and prior to transfer from one person to another.
* No congregation of more than five employees is allowed in common areas, and only when physical distancing.
* No more than 2 people shall occupy one vehicle when conducting work. Passenger should ride in back whenever possible with windows open.
* CCS shall continue procedures to support work from home and telecommuting for all workers to the extent possible.
* All CCS employees shall complete Covid related \*VOSHA training.
* Limit staff travel between multiple sites on any given day.
* Face-to-face staff meetings should be limited, and physical distancing must be observed.
* When working inside, open doors and windows to promote air flow to the greatest extent possible.
* Where there are shared offices office-mates will schedule alternating days in the office.
* Larger meetings will still be via online platforms
* Increase air circulation in areas where there will be high density and prolonged durations. Alternate lunch schedules to limit capacities. Change work schedules to allow for less staff to be in the same place at the same time. Encourage 10 minute (fresh air / outdoor) breaks every 90 minutes work time.
* Vendors will continue to leave deliveries outside.
* CCS will consider accommodations for employees at higher risk for COVID-19 infection (as currently defined by the CDC) to work remotely or have a job tasks that minimize public interaction. Supervisor should let Director of Operations or ED know of any staff members that will require accommodations or anyone who is requesting special work arrangements.

# Section: 2 Return to Direct Work Guidelines

In an effort to keep the CCS community safe, we will be returning to partial in-person employment and community services as deemed necessary. We will continue to provide virtual and remote supports to meet individual needs.

CCS will use the following State-defined essential supports as criteria to determine this phase of in-person supports.

* + Isolation is impacting wellbeing
	+ Suicide or risk of dangerous behavior
	+ Acute experiences are impacting wellbeing
	+ Having difficulty securing basic needs
	+ Requires social emotional support
	+ Requires medication support
	+ Recent hospitalization
	+ Remote services are not adequately meeting needs
	+ At risk of losing home placement
	+ At risk of losing employment

## General Requirements for Providing Direct Services:

* + Using good hand hygiene is top priority. Proper hand hygiene will be done every 30 minutes and before, after and during each activity
	+ Masks will be worn per current CDC guidelines at all times unless eating at a minimum of 6-8 foot distance
	+ Taking a short car ride (**30** minutes max) to a destination, with at least one window cracked, unless otherwise scheduled or for employment
	+ If you go into any community space and people are not wearing masks or you are unable to consistently physically distancing, leave.
	+ **Limited enclosed spaces** (other than the car) unless location is in accordance with state mandated occupancy loads and **is approved by individual/guardian/team**, as listed below:.
		1. CCS is approving the following enclosed spaces and only if approved by team – including guardian, if applicable. This increased flexibility will be reversed if there is an uptick in Covid-19 cases in our service counties or if this protocol is not followed carefully:
			1. **CCS meeting areas at headquarters.** Sign-up required. Meetings times may not exceed one and a half hours and will be scheduled with 30-minute breaks between usage. Any windows nearby should be “cracked” and ceiling fans will remain on (it’s ok to turn up the heat, if necessary). Sign up is required. Spaces can accommodate two people at a time and must be cleaned after usage. SEE INDOOR WORK STATIONS section for details
			2. **Libraries:** Local libraries can be visited to check out books, with visits not to exceed 30 minutes. Must have team/guardian permission.
			3. **The University Mall:** people served by CCS may receive services at the U-Mall if they wear a mask per current CDC guidelines while they are there, if they are supported to maintain strict 6-10 foot distances. People may sit at the food court while eating only and only if there are no people nearby, and everyone is encouraged to spend less than 20 minutes in the food court. If people come within the 6-foot perimeter staff must help people to move. Anyone going to the mall must wear masks per current CDC guidelines and keep distant from others.
			4. **Art Galleries:** This will depend on the size of the museum/gallery and how crowded it is and only if everyone is wearing masks per current CDC guidelines. Must have guardian/team approval of specific gallery.
			5. **Winooski Mill:** followingsafety guidance with guardian/team permission.
			6. **Fleming Museum**: following safety guidance with guardian/team permission.
			7. **ECHO**: following safety guidance with guardian/team permission.
			8. **The Edge Gym:** following safety guidance with guardian/team permission.
	+ **In some cases it may be possible to support people in their home.** If this is the case there should be plenty of airflow, places to keep distance from each other and the team/guardian/staff must agree.
	+ **CCS is updating a list of current public bathrooms –** will send out link, soon.

Restrictions/Not Supported:

* + **Indoor dining**
	+ **Bowling Alley**
	+ **Movie Theatres**
	+ CCS is still discouraging **in-person group gatherings**. Maximum of 8 people (staff and self-advocates) congregating outside with a minimum of 6 feet apart.  I.E. playing games, walks outside, picnic, parks, beach, etc)

**Whenever CCS folks are Eating Together**

* + Sit six to eight feet apart (Far ends of 6-foot table, for instance)
	+ Avoid directly facing each other when eating, when possible.
	+ People who need assistance with eating, staff wears face shield/mask per current CDC guidelines while they assist, then eat at a separate time.
	+ CCS kitchen is available for eating, but for very limited time; two-person-max and recommend that people sit far apart, (If possible) eat one at a time, and lunchroom must be reserved.
	+ CCS recommends food to-go and requires social distancing while eating. CCS does not support eating inside restaurants.

Other Information:

* + Taking a walk/roll outside, not strenuous, with minimal exertion is supported
	+ Can use public restrooms with mask per current CDC guidelines and hand hygiene, using universal precautions.
	+ See guidance for use of CCS Tents for small gatherings. *Tents will be taken down at the end of October*
	+ CCS building is primarily available for administrative use and reserved support time, in the winter
	+ The designated bathrooms at CCS headquarters is available if necessary. Respectfully, no hanging out. All protocols set in place by the agency for building must be followed.
	+ The front door will be unlocked from 8-3:30, M-F.
	+ CCS is supporting walks outside with proper weather gear and if there is not a thunder/lightning/wind/snowstorm. Be prepared with a weather plan i.e. home supports on covered porch, going home early, individual stays home with SLP/family, etc
	+ Continue to use good common sense.

The following criteria will be followed for in-person supports:

## Face covering

**For Staff**

* + Staff are required to wear masks per current CDC guidelines when around anyone, indoors.
		- Masks are not required if you are alone. For example, in your office, driving, etc.
		- Masks are required when staff are meeting together indoors, even in large spaces and even when windows open.
	+ Masks are required for staff in a car when transporting clients.
	+ Masks are optional for staff outdoors if maintaining 6 feet of separation.
	+ If staff is working with an individual and the situation requires that you are less than 6 feet apart, staff must wear both a mask and face shield or a professionally fitted N-95 mask

**For People in services**

* Mask are required to be worn per current CDC guidelines unless an individual need prevents them from wearing one.
* People in services should bring a mask to their visit or provided with one by a staff member.
* People in services should wear a mask when entering a facility, in a shared waiting area, and travelling through the halls.
* Face Shields are available if someone is unable to wear a mask, work with individual team to find alternatives.

**Who should NOT wear a mask?**

* Children under the age of 2
* Anyone who has trouble breathing, or unconscious
* Anyone who is unable to remove the mask without assistance
* Such as inability to remove it themselves
* Inability to wear one due to sensory needs after all other facial covering options have been considered

## The start of your workday

* Take Online Health Screening:
	+ Take your temperature before leaving home each day.
	+ Ask yourself if you have been exposed to anyone with Covid-19 or if you have any new symptoms of illness, including: fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, sore throat, new loss of taste or smell.
	+ If you answer ‘yes’ to any of these, inform your supervisor and do not do any in-person work today.
* Wash your hands upon entry, every time you enter the building. A health screening will be done at the building
* Staff who are sick cannot remain at work. If you start to feel ill during the day while you are doing in-person work, go home and then notify your supervisor.

## Pre-screening people in services and their team before providing in-person services

* + Individual will have temperature taken by whomever they live with, if they live alone staff will assist in reminding them to take their temperature before they go out.
	+ When you arrive at individual’s home, and before individual gets in your car, ask whether anyone in the home:
		- Has been diagnosed with Covid-19?
		- Had close contact with someone who has Covid-19?
		- Has a fever or other symptoms as outlined in #2 above?
	+ Log information on pre-screen tool
	+ If the answer is yes to any of these, including fever, inform your supervisor and do not provide in-person services to the client that day.

## Transportation for direct supports

* + Every DSP will have a car kit containing essential cleaning supplies, PPE and facial coverings for staff and people in services provided by CCS, but staff will maintain personal supply. Car care kits will include: hand sanitizer, gloves, masks (including extra masks or face shields for people in services), wipes.
	+ Only 2 people in the car at a time, unless two individuals in services reside in the same home
	+ People in services will ride in the back seat, passenger side (based on individual need)
	+ Both people should wear masks.
	+ Windows should be open, with at least one window cracked open. Best practice is to have two windows open that are diagonal, i.e. front passenger side and back drivers side.
	+ Transportation will be provided in 30 minute increments, unless it’s for work. Windows always need to be open/cracked, even if it is cold out.
	+ Passenger area wiped down after each passenger.
	+ If individual is unable to wear a mask per current CDC guidelines, work with individual team to come up with alternative plan i.e. SLP/Family member will provide transportation.
	+ Staff will have at least 30 minutes in between clients in their cars

## Cleanliness

* + Staff will use hand sanitizer upon arrival to the appointment and upon departure from the appointment.
	+ Wash your hands frequently. Use hand sanitizer if soap and water are not available.
	+ Disinfect surfaces before / after you touch them.
	+ Staff will make every effort to refrain from touching highly touched surfaces.
	+ Don’t touch your face.
	+ Cover your mouth when you cough or sneeze with a tissue or your elbow, not your hands.
	+ Don’t share pens, etc.
	+ Hand hygiene is the best method for protection, wearing gloves does not protect you or others from Covid19

## Social Distancing

* Maintain 6 feet of distance between you and other people. There are some situations (like personal care) where this is challenging. Do your best and wear proper PPE.
* Staff meetings should be either Zoom or maintain 6 feet separation in person and wear masks per current CDC guidelines.
* At this point CCS is still supporting remote work when possible

## Services in a Client’s Home and/or Community

* Home and community service locations include clients’ homes, community businesses and locations, and medical providers’ offices. Providing services in these locations requires team prior approval. Home and community services may only be provided one-on-one.

## Out of State Travel

* + If you travel out of state for more than a day, or you have visitors come to you from out of state, notify your supervisor.
	+ You will need to follow the state of Vermont’s rules about quarantining
	+ See CCS Travel Protocol for more details

## Number of Clients an In-Person Service Provider May Support in One Day

* + There is currently no limit. Staff shall adhere to safety precautions outlined per the location the service is provided.

###  ALGORITHM CHART Re: Exposure/potential exposure

| **Exposure Type / Symptoms Reported** | **Recommendations** | **Additional Steps** |
| --- | --- | --- |
| If a client or family member is scheduled for a face-to-face appointment and reports any of the signs/symptoms above, the appointment needs to be rescheduled or conducted via telehealth.  | The client or family member must be symptom free for at least 72 hours and at least 10 days from the start of symptoms, before returning to face-to-face services or until the individual’s medical professional verifies they are symptom free and safe to be around others.If a pending test result comes back as negative, in-person services can resume. Provided they are symptom-free.If a test is positive, in-person services cannot be resumed until the individual’s medical professional or 10 days symptom free after a positive test and safe to be around others.Have symptoms: no work until fever and symptoms are gone and 10 days symptom-free  | The client or family member should be encouraged to contact their PCP for a medical evaluation or recommendations for possible testing. Self-isolation is recommended until a PCP or other medical provider can evaluate.If staff is has worked with individual who shows symptoms: encourage to get test and isolate until test result comes back, if decline to get tested, isolate according to current CDC recommendation. Come back to work: if individual test negative or CDC recommended quarantine or return to work order from PCP. Virtual supports will be scheduled for staff and CCS will pay staff total master schedule hours.  |
| If the client or family member reports travel, please reference the Vermont travel website (<https://accd.vermont.gov/covid-19/restart/cross-state-travel>)to determine if the client/family should follow the recommended self-quarantine per the state of Vermont’s “stay home, stay safe” order.  |  | See CCS Travel Policy for more details.  |
| If a staff member is unable to determine whether a client or family member can attend a face-to-face appointment or have a concern related to infection control and safety precautions, this may indicate further consultation with the supervisor.  | Contact your supervisor to evaluate the next steps.  |  |
| Gathering with other households? <https://www.healthvermont.gov/covid-19/travel-quarantine> | If did not follow current guidelines: Cannot receive services until quarantine per CDC guidelines OR get tested after seven days and receive negative test |  |
| Staff has suspected exposure during non-work time and is unable to work= must use CTO or go unpaid (pending approval from E.D.) | Return to work is based on medical release from PCP (within 48 hours) or negative test per cdc guidelines or quarantine per CDC guidelines. | Staff need to notify supervisor they are not able to work. Use CVPSLA if applicable  |
| Staff has suspected exposure during work time and is unable to work first-person? | Return to work is based on medical release from PCP (within 48 hours) or negative test per cdc guidelines, or quarantine per CDC guidelines.  | CCS will pay staff for shifts missed, staff will use Paid Administrative time for these hours.Utilize CVPSLA if applicable |

## Services in CCS Tents

Scheduling tent use: Reserved through the Administrative Assistant. An Outlook room calendar is used

Maximum number of people in tents: Two tents (10x20): 6 People in each tent at one time

Maximum duration for a group service in a tent: 1 hour

Required time between groups in tent: 30 minutes

Every effort should be made to keep air circulating through the tent – one end may need to be open.

Each tent is to have a disinfectant station consisting of:

* Hand sanitizer
* Wipes/disinfectant spray
* Paper towels

Furniture that can be in tent:

* Plastic/metal folding chairs (nothing with cloth) only six chairs in each tent
* 3 Folding tables
* Furniture is to be spaced out at least six to eight feet apart

Furniture disinfectant protocol: All furniture is to be thoroughly sanitized before and after use by the staff who are using the furniture

Health screening: will be done everyday prior to services. If the tent usage is the first apt. of the day, staff will complete the health screening before entering tent.

Bathroom use:

* Clients and staff meeting in the tent may use the CCS restroom. Only one person is allowed to use the restroom at a time unless assistance is medically necessary.
* Clients and staff may only use the restroom by entering CCS through the main/front door.

If a tent is not being used, employees working in the office may check with the Administrative Assistant to confirm tent availability and then use the tent as their workspace. Maximum capacity rules and cleaning protocols still apply. *Direct service support use takes precedence. Employees may not reserve tent time for their personal work use. Staff may use the tents on an ad hoc basis when the tent is available/not being used for direct service support.*

Set up and clean up:

* Building Safety Officer will check the tents each day.
* Staff with the first scheduled use of the tent for the day will bring the chairs out to tent and sanitize chairs and table they are using
* Staff with the last scheduled use of the tent for the day will bring the chairs into the building after sanitizing chairs and table they have used

*Reminder: all furniture is to be thoroughly sanitized before and after use.*

Prior to use: Staffwill check the tent structure prior to each use and if anything unusual is noticed, will call the office at 802-655-0511 during business hours. If it is after business hours, staff leave a message on the general voicemail and WILL NOT USE THE TENT.

The tents will be taken down on 10/30/2020

## Indoor Work Stations at CCS

* We have identified seven indoor stations at CCS that can be reserved for two people (staff and individual) Great Hall East, Great Hall West, Great Hall Middle, Kitchen, Activity Room, Conference Room 2nd Floor, and the Don Kent Classroom**. *Please note that the Don Kent Classroom is only available on Tues, Wed and Thurs of each week*.**
* Can be scheduled for up to 1.5 hours at a time
* 30 minutes need to be allotted in between scheduled times
* Each station must be cleaned after use
* Can be scheduled up to 8 days in advance
* If it is clinically necessary, there is potential for one of the stations to hold up to four people but it will need to be a special reservation that is discussed with your supervisor and reserved through the Director of Operations, Safety Officer or Administrative Assistant.
* All covid guidelines for being in the CCS building need to be adhered to
* You can reserve the room through your outlook calendar in Sharepoint. It’s easy! Just watch this short video [How to Reserve a Station at CCS](https://web.microsoftstream.com/video/c7305eb8-d942-4d77-aa30-23b11eed7191)

# Section 3: Communication Protocol

*This is a plan of communication and what to do when a person supported by CCS/working for CCS tests positive for COVID 19.*

**What do I call first?**

* Gather all the information you can
* Contact Beth/Brent/Senior manager
* Send email to Beth/Brent/ Laurie with all information

**What information do I need? Collect the following information:**

* How did we find out
* How they are doing, what are the symptoms
* Where they might have contracted it
* Who might have been exposed in the last 14 days
	+ Look at their schedule, determine who has been near them in the last 14 days
	+ Talk to people in their home, work, day who might know who they have contacts
	+ Do they get/give rides? Who are the people who may have been transported/done the t transportation?
	+ Where do they work? Is there a co-worker who might be exposed?
	+ Who else is exposed in the home?
* Consider any special health issues
* Do they need to be evaluated by a doctor?

Plan to contact everyone identified as at risk for infection on the list from above. Other people to inform should include:

* Guardian of people in services, if potentially infected
* Shared living provider of people in services, if potentially infected
* Family of people in services, if potentially infected
* CCS staff or people in service who may have been exposed
* Respite providers of people in services, if potentially infected

**What do I tell people who may have or have been exposed?**

* Give them all the information they need to make good health decision for themselves
* Encourage them to self-isolate for 14 days
* Follow HIPPA guidelines – only provide information to people who meet the minimum necessity and NEED to know. If you’re unsure contact a senior manager.
* Beth will inform SC’s. SC’s will contact staff, families, community members who need to be informed
* Let them know where you think the exposure took place, and when
* If it was within 14 days ask them to isolate and monitor for symptoms
* If they have ay symptoms (fever, cough, etc) they should stay home and contact their primary care provider. They should NOT go to the hospital unless directed by their healthcare professional
* They should continue to use exceptionally good hygiene protocols and physical distancing

**What else do I need to do?**

* Keep the team informed
* Complete a CIR for client or SLP but not staff

**What if the person who is COVID-19 is a staff?**

* All the same information sharing applies, while similarly protecting confidentiality

Cleared to return to work

Negative test and clearance from doctor

# Section 4: Infectious Disease Protocol

**Purpose: If a staff member tests positive for Covid19. Our primary concern being the health and safety of staff as well as the rest of our CCS community.**

**Staff will be directed to Agency Nurse and Director of Operations**

* Ask staff to quarantine –meaning self-isolation, not coming into work or working remotely if possible per current CDC guidelines.
* Inform staff of available CTO, sick leave options, and the enhanced paid sick leave offered by the [Families First Coronavirus Response Act](https://www.paycor.com/resource-center/families-first-coronavirus-response-act-employee-leave-scenarios). (if the employee can work remotely, they may not require sick leave but still need to be informed).
* Explain ADA privacy rules: we will not reveal the fact they tested positive to their colleagues, unless instructed to. We will ask them whether their supervisor can know—if not, they will be told that the employee is on a leave of absence for non-disciplinary reasons.

**Assess Risk**

Ask the employee about their activity in the 14 days prior to testing positive. Identify the areas of the workplace the employee spent most of their time and with what colleagues, clients, vendors or third-parties they had close contact—the CDC defines this as being within 6 feet for a prolonged period.

These individuals should be contacted per current CDC guidelines.

Agency Nurse, Director of Operations and other senior leaders will call regularly to offer support.

**Take Action**

* 1. Deep clean any area of the workplace in which the employee spent time
	2. Instruct those who were in close contact with the employee to self-isolate for 14 days
	3. Inform the rest of your organization (or at least those based in the same workplace)
	4. If you believe the employee contracted the virus at work, you may need to notify the [OSHA](https://www.osha.gov/SLTC/covid-19/standards.html)
	5. Since the facts about Covid19 are rapidly changing, CCS will find the latest updates using the [Top 10 Coronavirus sources you can trust](https://www.paycor.com/resource-center/top-10-coronavirus-sources-you-can-trust) and consult with Vermont Department of Health to inform them and ask for any best practices in your region.

**Inform At-Risk Employees**

Inform employees who were in close contact with the employee that you have reason to believe that they were in contact with someone who has since tested positive for COVID-19, without mentioning the affected employee’s name or any easily-identifiable information (such as their job title).

Instruct the at-risk employee to self-isolate for 14 days, tell them to watch out for symptoms and suggest they contact their healthcare provider. If the period self-isolation means they will not be able to work, they should be placed on paid sick-leave, either under company policy or using the new emergency sick leave package offered by the Families First Coronavirus Response Act.

Most of all, you should offer your full support and sympathy. If they are currently at work, instruct them to go home as soon as possible.

**Inform All Employees**

The rest of the agency will be informed by management without disclosing name of staff or easily identifiable information to protect employee’s privacy.

Management will let employees know what action will be taken and reassure them CCS is doing everything possible to ensure their safety. Encouraging them to contact the Agency Nurse or Director of Operations if they have any questions or concerns.

While a (virtual) all-hands meeting is optimal for this conversation, CCS will also send an email clearly stating the steps taken to keep staff safe.

**Inform Director of Operations**

CCS will be tracking all employees who are tested and who are quarantining.

# Section 5: Mask Guidelines

*Facial Masks-Personal Protective Equipment*

Below is the best practices for using and caring for masks. Wearing a mask per current CDC guidelines is **mandatory** if you are working face to face client care or within 12 feet of each other staff, or indoors.

**Use of Facial Masks for Client Care**

When a staff member wears a facial mask, whether it is a surgical mask, N95, or homemade mask, the following recommendations should be implemented for safety of use.

**Homemade Masks:**

* The fabric should be 100% cotton and should have elastic bands or ties to help ensure proper placement around the nose, cheeks, and mandible (jaw line).
* The masks should be labeled with the staff person’s name visible, to help prevent sharing or touching another individual’s mask. The name can be written on the side of the mask with a Sharpie or other permanent ink.
* The homemade mask must be washed after every shift or daily after every use. The clean mask should be kept in a Ziploc sealable bag for transport to work. It will be necessary to mark a Ziploc sealable bag as **DIRTY**, and another bag as **CLEAN**. This will prevent cross-contamination.

**Surgical Masks:**

* These masks are designed to be worn for only one shift per day and disposed of properly in the regular trash.
* This mask is not designed to prevent particulates from entering during inhalation, but rather to prevent particulates from spreading during exhalation and during speech.

**N95 Masks:**

* This mask has a small respirator functionality that prevents 95% of particulates from entering or exiting during inhalation and exhalation.
* This mask should only be used during direct care when the client has tested positive or presumptive positive for COVID-19.
* The number of these masks are limited and should only be worn when instructed by the Residential Nurse, Nurse Manager, or Residential Manager.
* These masks need to professionally fit-tested

**Important Reminders for Staff Using Masks:**

* The implementation of masks can create a false sense of security for staff and client in terms of exposure to airborne droplets or particulates related to a virus or bacteria - to include Influenza A/B and COVID-19.
* Always use universal precautions for direct client care and when providing services to clients with social distancing of 6-8 feet.
* The mask is considered “dirty” once it is applied to your face, so it is important not to touch the mask with your hands unless necessary for adjustment. Once you have touched the mask, the staff member must wash their hands to prevent cross-contamination. This is in response to universal precautions and treating each substance as a potential contaminated object.

**Cleaning Homemade Masks:**

The homemade mask must be washed after every shift or daily use with a detergent and/or bleach product, and properly dried prior to re-use. If the mask is to be washed in a washing machine, it can be placed in a delicate bag to help prevent breakdown of the mask.

# Section 6: Travel, Service Delivery & Quarantine Protocol

*Still planning to travel? Want to host travelers? Someone in the household planning a trip/travelling for work?*

If you support or live with someone in CCS services (family in same home, CCS staff, home provider, person in services) this quarantine and service delivery information is relevant to YOU! It is our responsibility to remain cautious as the risks of contracting Covid-19 are still present and we want to ensure that the CCS community remains safe.

**\*\*\*In order to keep everyone as safe as possible, CCS staff and contractors (SLPs) are required to inform Supervisors or their Service Coordinator asap if you are planning to travel or have visitors where quarantining rules apply. Families are requested to comply in order to receive in-person supports\*\*\***

If you travel or have someone visit your home who is required to quarantine based on current guidelines the following will apply:

* If a person in CCS services is or will be in close proximity to a person in quarantine, the person in CCS services must quarantine as well. In-person supports will not be provided to or by anyone who should be quarantining. Remote supports can be coordinated by the service coordinator as an alternative.
* If a staff/SLP is in close proximity to a person who is quarantining (in their home, visiting them, etc.) then the CCS staff/SLP must be quarantining, too.
* To keep it simple – if someone in your immediate household is in quarantine, consider yourself and everyone in the household in quarantine, too
* Questions? Be in touch!

**CCS Staff:** If you’re expected to provide or scheduled for in-person supports, you’ll need to plan and get approval for a timespan that includes the necessary quarantine timeframe (be aware these change frequently – you are required to know the current status of where you, or people visiting you, have traveled). You will be expected to use CTO for any direct services you were scheduled to deliver. We understand that quarantine responsibilities may change abruptly, we recommend that you plan a “cushion” in the event that you need to quarantine longer. See guidelines here: [**https://accd.vermont.gov/covid-19/restart/cross-state-travel**](https://accd.vermont.gov/covid-19/restart/cross-state-travel)

**SLPs, Families and People supported by CCS:** If anyone in your household plans to travel or if you have visitors, you are expected to familiarize yourself with the quarantine status of the places you travel or your visitors are travelling from. Keep in mind that your travel or visitors in your home may impact the delivery of CCS direct services if people have travelled to or from high risk areas. Also be aware that these change frequently and you’re expected to be aware of these changing quarantine areas and changing quarantine timelines. Travel to and from your home may also impact services being delivered to people supported by CCS. See guidelines here: [**https://accd.vermont.gov/covid-19/restart/cross-state-travel**](https://accd.vermont.gov/covid-19/restart/cross-state-travel)

# Section 7: Vaccination Protocol

**Purpose**

In accordance with CCS’ responsibility to provide and maintain a workplace that is free of known hazards, we are adopting this protocol to safeguard the health of our employees and their families; the people in services and visitors; and the community at large from infectious diseases, such as COVID-19 or influenza, that may be reduced by vaccinations. This protocol will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention and local health authorities, as applicable.

**Scope**

All employees are encouraged to receive vaccinations as determined by the Vermont

Department of Health.

**Procedures**

Employees will be contacted about available vaccines, have their contact information provided to the local hospital (University of Vermont Medical Center), and personally contacted by the local hospital to schedule vaccines. *Staff are not required to be vaccinated.*

Employees may work with their supervisors to schedule appropriate time to be vaccinated. Employees will be compensated for the time spent to be vaccinated.

If necessary, vaccinations may be run through employees’ health insurance or may otherwise be submitted for reimbursement.

Employees are required to continue to follow all requirements set forth by this agency, the Vermont Department of Health, and the Federal Centers for Disease Control (CDC), such as wearing approved face covering at all times while in the workplace, keeping physical distances when possible, and when engaging with individual’s services and the community.

Please direct any questions regarding this procedure to the Covid-19 Task Force.