



## COMPASS COVID-19 PROTOCOL

Updated 10-28-20

### PURPOSE:

The purpose of Compass' COVID-19 protocol is to provide best-practice instructions for the seamless provision of services during the pandemic, to keep employees and persons served safe to the greatest extent possible, and to do our part to slow community transmission of COVID-19.

### SCOPE:

The Compass COVID-19 Protocol applies to all Compass employees, representatives, and persons served.

### POLICY:

Compass is committed to sharing information relating to COVID-19 protocols and person-specific issues as they arise. Compass will communicate with employees, persons served, and Support Teams promptly and regularly regarding all COVID-19 related issues.

Compass employees and representatives will follow this protocol to the greatest extent possible during the COVID-19 pandemic. If the protocol cannot be followed as written due to staff shortages or other issues, decisions will be made with input from the Compass executive team, including the CEO, COO, Director of Client Relations, and Directors of Human Resources.

Compass employees are required to report any test results or symptoms of COVID-19 to Human Resources immediately.

All COVID-19 information for employees and persons served will be kept confidential to the extent possible.

### PROTOCOL:

Compass' COVID-19 protocol is defined by six different plans, providing instructions for each based on current federal, state, and local best practices and guidance.

#### PLAN #1

IMPLEMENT MEASURES TO PREVENT THE SPREAD OF COVID-19 TO EMPLOYEES, REPRESENTATIVES, AND PERSONS SERVED

#### PLAN #2

AN EMPLOYEE TESTS POSITIVE FOR COVID-19 OR SHOWS SYMPTOMS OF COVID-19: SUPPORTED LIVING & FAMILY SUPPORTS

#### PLAN #3

A PERSON COMPASS SUPPORTS HAS BEEN EXPOSED TO COVID-19 AND MEETS CRITERIA TO QUARANTINE

#### PLAN #4

A PERSON COMPASS SUPPORTS IS DIAGNOSED WITH, IS SUSPECTED OF HAVING, OR IS SHOWING SYMPTOMS OF COVID-19: SUPPORTED LIVING

#### PLAN #5

AN EMPLOYEE OR PERSON COMPASS SUPPORTS IS DIAGNOSED WITH, IS SUSPECTED OF HAVING, OR IS SHOWING SYMPTOMS OF COVID-19: COMPASS ACADEMY

#### PLAN #6

VISITOR GUIDELINES FOR SUPPORTED LIVING SITES AND THE COMPASS ACADEMY

## PLAN #1

### IMPLEMENT MEASURES TO PREVENT THE SPREAD OF COVID-19 TO EMPLOYEES, REPRESENTATIVES, AND PERSONS SERVED

- All employees working in a Compass office location will follow the guidelines outlined in the Compass COVID-19 Office Procedures document.
- All employees working in a service site will follow the guidelines outlined in the COVID-19 Protocol for Service Sites.
- Compass Academy employees will follow the guidelines outlined in the COVID-19 Protocol for Compass Academy.

### REFERENCES

*CDC Coronavirus Disease 2019 (COVID-19) Symptoms of Coronavirus*

*CDC Coronavirus Disease 2019 (COVID-19) Social Distancing, Quarantine, and Isolation*

*CDC Coronavirus Disease 2019 (COVID-19) When to Quarantine*

*CDC Coronavirus Disease 2019 (COVID-19) People with Certain Medical Conditions*

*CDC Coronavirus Disease 2019 (COVID-19) Share Facts About COVID-19*

*Marion County Health Department Coronavirus Disease 2019 (COVID-19) FAQ's last updated May 4, 2020*

*Guidance for BDDS Providers on Temporary Policy Changes Related to COVID-19 and Appendix K, As of September 1, 2020*



## COMPASS COVID-19 OFFICE PROCEDURES



Please be mindful of using social distancing and disinfecting procedures to keep our office environment safe for everyone during the COVID-19 outbreak. If you have questions, concerns, or supply needs, please ask your Office Coordinator or contact Katelyn Freed at (317) 423-9350.

- Stay in your office as much as possible
- Wear a mask when entering the building and any time you leave your office area
- Do not congregate in office lobbies or shared spaces
- Try to maintain at least 6 feet of distance between yourself and others
- Avoid physical contact with others; do not shake hands or share writing utensils
- Wash your hands frequently throughout the day with soap and water for at least 20 seconds
- Disinfect copier keyboards before and after each use
- Disinfect all touched kitchen surfaces before and after use (refrigerator, microwave, faucets, water dispenser, door handle)
- Keep restroom use to 1 person at a time and disinfect all touched surfaces before and after use (toilet including seat and handle, faucet, door handle)
- Disinfect high traffic areas once per hour (phones, computer keyboards, computer mouse, desk surfaces, door handles, writing utensils)
- Wear gloves if you need to handle shared documents and mail
- Cover coughs and sneezes with a tissue, dispose in the trash, and wash hands immediately; if you don't have a tissue, cough or sneeze into your elbow or shoulder and then wash hands
- Avoid touching your face with unwashed hands

In light of the recent events involving the COVID-19 virus, Compass is providing this Protocol for Service Sites to ensure the wellbeing of Compass staff and the people we support. Some important things we can do for each other and the people we support include staying informed, practicing simple things daily to keep us all healthy, and remaining calm. The people we support are counting on us during this uncertain time.

## **DAILY PROTOCOL FOR STAFF AND THE PEOPLE WE SUPPORT**

1. Wash hands at least every 2 hours with soap and water for at least 20 seconds, especially:
  - ✓ As soon as you arrive to your shift
  - ✓ After blowing your nose, coughing, or sneezing
  - ✓ After using the bathroom
  - ✓ Before and after preparing food or eating
  - ✓ Before and after personal care and after removing gloves
2. Disinfect frequently touched surfaces every 2 hours:
  - ✓ Door handles
  - ✓ Light switches
  - ✓ Phones
  - ✓ Remote controls
  - ✓ Counter tops and tabletops
  - ✓ Toilets
  - ✓ Faucets
  - ✓ Program Books and pens
  - ✓ Any other frequently touched surfaces in the home
3. Cover a cough or sneeze with a tissue, then throw the tissue in the trash. If you don't have a tissue, cough or sneeze into your elbow or shoulder and then wash your hands.
4. Avoid touching your eyes, nose, and mouth with unwashed hands.
5. Maintain social distance (more than 6 feet) with others as much as possible. During shift change when completing buddy checks and controlled med counts, stand a minimum of 6 feet apart while the first person counts, and then trade places for the second count.
6. Encourage persons served to wear a mask, if tolerated.
7. Employees, please wear a mask when you are around other people.
8. During a Stay-At-Home Order, limit community involvement to essential errands only, such as food and supply runs and medical appointments.
9. Employees, please stay home if you feel sick. Report any test results or symptoms of COVID-19 to Human Resources.

## **PROTOCOL FOR SYMPTOM MONITORING**

1. Monitor each person for signs and symptoms of illness. The CDC reports that people with COVID-19 have had a wide range of symptoms reported, ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- ✓ Fever or 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 or vomiting
- ✓ Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

2. Take temperatures twice daily, in the morning and in the evening. Document temperatures on the MAR. Report any temperature above or below normal range on an Incident Report and call the on-call supervisor. Normal range = 97.7 to 99.5 degrees Fahrenheit.
3. If a person has a fever or is exhibiting symptoms:
  - ✓ Keep the person in their room, away from others in the household
  - ✓ Notify the on-call supervisor and complete an Incident Report
  - ✓ The supervisor will coordinate additional actions following the Compass COVID-19 Protocol
4. Call 911 if a person has emergency warning signs for COVID-19. Notify the operator that the person might have COVID-19. If possible, have the person put on a mask before medical help arrives. Emergency warning signs include:
  - ✓ Trouble breathing
  - ✓ Persistent pain or pressure in the chest
  - ✓ New confusion
  - ✓ Inability to wake or stay awake
  - ✓ Bluish lips or face

In light of the recent events involving the COVID-19 virus, Compass is providing this Protocol for Compass Academy to ensure the wellbeing of Compass staff and the people we support. Some important things we can do for each other and the people we support include staying informed, practicing simple things daily to keep us all healthy, and remaining calm. The people we support are counting on us during this uncertain time.

## **DAILY PROTOCOL FOR STAFF AND THE PEOPLE WE SUPPORT**

1. Considerations will be made on an individualized basis with input from the Support Team regarding participants that present vulnerability to severe illness as to whether they should attend Compass Academy. Potential risk factors include:
  - ✓ Older adults (the CDC reports that the risk for severe illness increases as a person gets older, and the greatest risk for severe illness is among people aged 85 and older)
  - ✓ People of any age with the following conditions are at increased risk of severe illness:
    - Cancer
    - Chronic kidney disease
    - COPD (chronic obstructive pulmonary disease)
    - Immunocompromised state (weakened immune system) from solid organ transplant
    - Obesity (body mass index [BMI] of 30 or higher)
    - Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
    - Sickle cell disease
    - Type 2 diabetes mellitus
  - ✓ People of any age with the following conditions might be at an increased risk for severe illness:
    - Asthma (moderate-to-severe)
    - Cerebrovascular disease (affects blood vessels and blood supply to the brain)
    - Cystic fibrosis
    - Hypertension or high blood pressure
    - Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
    - Neurologic conditions, such as dementia
    - Liver disease
    - Pregnancy
    - Pulmonary fibrosis (having damaged or scarred lung tissues)
    - Smoking
    - Thalassemia (a type of blood disorder)
    - Type 1 diabetes mellitus
2. The Compass Academy will check the temperature of each staff and participant upon arrival. Temperatures will be taken when participants arrive, before their caregiver leaves. If they present with a temperature of over 99.5, the participant will be asked to leave and not return until deemed safe by a medical professional.
3. Groups will remain small with no more than four people in each group.
4. Each group will be assigned their own individual materials which will be sanitized by staff after each group and again at the end of the day. Sanitized materials will be put into assigned bins.

5. Frequently touched surfaces will be disinfected by staff before and after each group daily:
  - ✓ Door handles
  - ✓ Light switches
  - ✓ Phones
  - ✓ Remote controls
  - ✓ Counter tops and tabletops
  - ✓ Toilets
  - ✓ Faucets
  - ✓ Program Books and pens
  - ✓ Any other frequently touched surfaces at Compass Academy
6. Employees and participants will sanitize or wash hands with soap and water for at least 20 seconds:
  - ✓ As soon as you arrive to the Academy
  - ✓ After blowing your nose, coughing, or sneezing
  - ✓ After using the bathroom
  - ✓ Before and after preparing food or eating
  - ✓ Before and after personal care and after removing gloves
7. Cover a cough or sneeze with a tissue, then throw the tissue in the trash. If you don't have a tissue, cough or sneeze into your elbow or shoulder and then wash your hands.
8. Avoid touching your eyes, nose, and mouth with unwashed hands.
9. Maintain social distance (more than 6 feet) with others as much as possible.
10. Personal Protective Equipment (PPE) will be distributed each morning to staff and participants while at day program. Masks should remain on throughout the duration of day service.
11. Employees and service participants, please stay home if you feel sick. Employees should report any test results or symptoms of COVID-19 to Human Resources.

## **PROTOCOL FOR SYMPTOM MONITORING**

1. Monitor each person for signs and symptoms of illness. The CDC reports that people with COVID-19 have had a wide range of symptoms reported, ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:
  - ✓ Fever or 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 or vomiting

- ✓ Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

2. If a person has a fever or is exhibiting symptoms:
  - ✓ Keep the person in an area away from others at the day program
  - ✓ Notify the person's primary provider or family contact and complete an Incident Report
3. Call 911 if a person has emergency warning signs for COVID-19. Notify the operator that the person might have COVID-19. If possible, have the person put on a mask before medical help arrives.

Emergency warning signs include:

  - ✓ Trouble breathing
  - ✓ Persistent pain or pressure in the chest
  - ✓ New confusion
  - ✓ Inability to wake or stay awake
  - ✓ Bluish lips or face



## PLAN #2

### AN EMPLOYEE TESTS POSITIVE FOR COVID-19 OR SHOWS SYMPTOMS OF COVID-19: SUPPORTED LIVING & FAMILY SUPPORTS

- Compass employees are required to report any test results or symptoms of COVID-19 to Human Resources immediately.
- Human Resources will report employee positive cases to BDDS using established guidelines.
- If an employee who works in a Supported Living site tests positive for COVID-19 or is showing symptoms of COVID-19, the following steps will be taken:
  - ✓ The Director of Human Resources will notify the Compass CEO, COO, and Director of Client Relations.
  - ✓ The Director of Client Relations will work with the programming team to identify the sites and shifts worked by the employee for the 48 hours before symptom onset (the period of exposure risk) or 2 days before a person tested positive if they never had symptoms.
  - ✓ The Director of Client Relations will work with the programming team to identify other employees (names and phone numbers) who may have been in close contact with the sick person (excluding people who have had COVID-19 within the past 3 months), defined as:
    - You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
    - You provided care at home to someone who is sick with COVID-19
    - You had direct physical contact with the person (hugged or kissed them)
    - You shared eating or drinking utensils
    - They sneezed, coughed, or somehow got respiratory droplets on you
  - ✓ The Director of Human Resources will notify the potentially exposed employees using the Script for Staff Notification. If the potentially exposed employee had close contact with the sick employee, the potentially exposed employee will be given the recommended precautions for the public from the CDC:
    - Stay home until 14 days after the last exposure and maintain social distance (at least 6 feet) from others at all times
    - Self-monitor for symptoms
      - Check temperature twice a day
      - Watch for fever, cough, or shortness of breath
    - Avoid contact with people at higher risk for severe illness
  - ✓ If the employee is not showing symptoms, they can continue to work only at the identified site until they remain symptom free for 14 days after their last exposure.
  - ✓ The Director of Client Relations will work with the programming team to determine if the people that live in the Supported Living site had been in close contact with the sick person during the 48 hours before symptom onset (the period of exposure risk) or 2 days before the person tested positive if they never had symptoms. If there was not close contact (for example with a 3<sup>rd</sup> shift staff), the Program Director will notify the person's Support Team. If the people that live in the Supported Living site did have close contact, they will be supported to quarantine for 14 days in their home. See Plan #3 for directions on how to quarantine in a Supported Living site.

## REFERENCES

- CDC Coronavirus Disease 2019 (COVID-19) Public Health Recommendations for Community-Related Exposure*
- CDC Coronavirus Disease 2019 (COVID-19) Social Distancing, Quarantine, and Isolation*
- CDC Coronavirus Disease 2019 (COVID-19) When to Quarantine*
- COVID-19 Reporting in Congregate Residential Settings Supported by BDDS*

## **SCRIPT FOR STAFF NOTIFICATION – POTENTIAL COVID-19 EXPOSURE**

Thank you for your hard work and dedication during the difficult times we are all facing together. You play an essential role in keeping the people we support safe and well.

During this time, Compass has made a commitment to keeping our employees informed of all COVID-19 information as the pandemic continues to unfold.

Compass will treat positive test results and “suspected but unconfirmed” cases of COVID-19 the same.

It is important to follow the CDC guidelines to reduce the spread of COVID-19. These include washing your hands frequently for at least 20 seconds with soap and water, using hand sanitizers, and using disinfectants to keep all frequently touched surfaces clean. Social distancing is key to reduce the chances of spreading the COVID-19 virus. Remember to remain at least 6 feet from others. It is also important to use the available PPE during your shifts. And if you are sick, please stay home.

Keeping the suggested precautions in mind, it has come to our attention that [a person you support; one of our team members] has been identified as a [confirmed; suspected but unconfirmed] case at this time. We are notifying you because you may have encountered this person during the period of exposure risk, which is 48 hours before symptom onset or 2 days before the person tested positive if they never had symptoms.

*Ask the employee the following questions to determine exposure:*

- Were you within 6 feet of someone who has COVID-19 for a total of 15 minutes or more?
- Did you provide care at home to someone who is sick with COVID-19?
- Did you have direct physical contact with the person (hugged or kissed them)?
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

### **EMPLOYEE ANSWERS YES**

The CDC recommends that you stay home until 14 days after the last exposure and maintain social distance (at least 6 feet) from others at all times. You should self-monitor for symptoms, including checking your temperature twice a day and watch for fever, cough, or shortness of breath. You should also avoid contact with people at higher risk for severe illness.

**SUPPORTED LIVING:** If you are not showing symptoms, you can continue to work only at [site name] for the next [number of days since last exposure].

If you become symptomatic, please inform your supervisor right away and seek advice from your doctor or another medical professional. We are sharing this information to give you the opportunity to make informed decisions for yourself.

Again, thank you so much for all you do! We appreciate you.

**COMPASS ACADEMY:** You will not be able to return to the Compass Academy until 14 days after your last exposure.

The CDC recommends that you stay home until 14 days after the last exposure and maintain social distance (at least 6 feet) from others at all times. You should self-monitor for symptoms, including checking your

temperature twice a day and watch for fever, cough, or shortness of breath. You should also avoid contact with people at higher risk for severe illness.

**EMPLOYEE ANSWERS *NO***

Please continue to follow all established guidelines for keeping the home safe and monitoring the person we support for symptoms of COVID-19.

If you become symptomatic, please inform your supervisor, and seek advice from your doctor or another medical professional. We are sharing this information to give you the opportunity to make informed decisions for yourself.

Again, thank you so much for all you do! We appreciate you.

## PLAN #3

### A PERSON COMPASS SUPPORTS HAS BEEN EXPOSED TO COVID-19 AND MEETS CRITERIA TO QUARANTINE

- The Director of Client Relations will work with the programming team to:
  - ✓ Immediately notify the Support Team(s) for the consumer(s) living in the Supported Living site, including the plan for quarantine and modified staffing patterns
  - ✓ To reduce employee exposure risk, identify the minimum number of employees who can work with the individuals or can shelter in place at the Supported Living site for the 14-day quarantine period
- The employee(s) working at the Supported Living site will monitor the consumer(s) for signs and symptoms of illness and will follow the guidelines outlined in the COVID-19 Protocol for Service Sites.
- If the consumer(s) remain symptom-free for the 14 days, services can resume using a typical staffing schedule.
- If the consumer(s) begin to show symptoms within the 14 days, see Plan #4 for directions on how to proceed.

### REFERENCES

*CDC Coronavirus Disease 2019 (COVID-19) Public Health Recommendations for Community-Related Exposure*  
*CDC Coronavirus Disease 2019 (COVID-19) Social Distancing, Quarantine, and Isolation*  
*CDC Coronavirus Disease 2019 (COVID-19) When to Quarantine*

## PLAN #4

### A PERSON COMPASS SUPPORTS IS DIAGNOSED WITH, IS SUSPECTED OF HAVING, OR IS SHOWING SYMPTOMS OF COVID-19: SUPPORTED LIVING

- The Director of Client Relations will work with the programming team to:
  - ✓ Immediately separate the sick person from the other people in the home
  - ✓ Immediately notify the Support Teams for the consumers living in the Supported Living site, including the plan for isolation of the sick person, quarantine for the exposed people, and modified staffing patterns
  - ✓ To reduce employee exposure risk, identify the minimum number of employees who can work with the individuals or can shelter in place at the Supported Living site for the duration of the illness and/or 14-day quarantine period
  - ✓ Ensure employees in the home receive training on and follow Compass' protocol for Caring for a Person with Known or Suspected COVID-19
- The Director of Client Relations will work with the programming team to identify other employees (names and phone numbers) who may have been in close contact with the sick person (excluding people who have had COVID-19 within the past 3 months), defined as:
  - ✓ You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
  - ✓ You provided care at home to someone who is sick with COVID-19
  - ✓ You had direct physical contact with the person (hugged or kissed them)
  - ✓ You shared eating or drinking utensils
  - ✓ They sneezed, coughed, or somehow got respiratory droplets on you
- The Director of Human Resources will notify the potentially exposed employees using the Script for Staff Notification. If the potentially exposed employee had close contact with the sick person, the potentially exposed employee will be given the recommended precautions for the public from the CDC:
  - ✓ Stay home until 14 days after the last exposure and maintain social distance (at least 6 feet) from others at all times
  - ✓ Self-monitor for symptoms
    - Check temperature twice a day
    - Watch for fever, cough, or shortness of breath
  - ✓ Avoid contact with people at higher risk for severe illness
- If the employee is not showing symptoms, they can continue to work only at the identified site until they remain symptom free for 14 days after their last exposure.
- Programming will notify the sick person's PCP to inform them of the situation. PCP recommendations will be shared immediately with the Director of Client Relations, COO, and CEO. Contact will also be made with the ISDH Epidemiology Resource Center at 877-826-0011 (available 24/7), and the local health department.
- An DDRS Incident Report will be filed for all confirmed positive cases.
- Employees will follow all PCP/ISDH/local health department recommendations for discontinuing isolation. The CDC recommends ending home isolation when:

#### A PERSON THINKS OR KNOWS THEY HAD COVID-19 AND HAD SYMPTOMS

- ✓ 10 days since symptoms first appeared **and**
- ✓ 24 hours with no fever without the use of fever-reducing medications **and**
- ✓ Other symptoms of COVID-19 are improving

## **A PERSON TESTED POSITIVE FOR COVID-19 BUT HAD NO SYMPTOMS**

- ✓ If you continue to have no symptoms, you can be with others after 10 days have passed since you had a positive viral test for COVID-19. Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.
- ✓ If you develop symptoms after testing positive, follow the guidance above for “I think or know I had COVID-19, and I had symptoms.”

## **REFERENCES**

*CDC Coronavirus Disease 2019 (COVID-19) Recommended Precautions for Household Members, Intimate Partners, and Caregivers in a Non-Healthcare Setting*  
*CDC Coronavirus Disease 2019 (COVID-19) Caring for Someone Sick at Home or Other Non-Healthcare Settings*  
*CDC Coronavirus Disease 2019 (COVID-19) Caring for Yourself at Home*  
*CDC Coronavirus Disease 2019 (COVID-19) When You Can be Around Others After You Had or Likely Had COVID-19*  
*CDC Coronavirus Disease 2019 (COVID-19) Social Distancing, Quarantine, and Isolation*  
*BDDS Waiver Residential Setting Infection Control Guidance*  
*COVID-19 Reporting in Congregate Residential Settings Supported by BDDS*

## **MONITOR**

- Monitor the person's symptoms. If the person is getting sicker, call the PCP for guidance.
- Take and document temperatures twice daily, in the morning and in the evening.
- If the person has a medical emergency and 911 is called, notify dispatch personnel that the person has or is showing symptoms of COVID-19.

## **WHEN TO SEEK MEDICAL ATTENTION**

If the person develops **emergency warning signs** for COVID-19 get **medical attention immediately**. Emergency warning signs include\*:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

\*This list is not all inclusive. Please consult a medical provider for any other symptoms that are severe or concerning.

## **DISTANCE**

- Maintain at least a 6-foot distance from the person and others in the home whenever possible.
- Encourage the person to remain in their room to the extent possible.
- If possible, designate a specific bathroom for the symptomatic person to use and encourage others to use another bathroom.
- Consider designating specific equipment and household objects to the person to the extent possible. Do not share dishes, drinking glasses, cups, eating utensils, towels, bedding, or other items.

## **PROTECT**

- Create a staging area in the home to leave your personal items and put on or remove PPE.
- If you will be entering and leaving the home, bring extra clothing to change into before leaving at the end of the shift.
- The person you are supporting should wear a face mask when around other people, if tolerated.
- Wear a mask when you are in the same room as the person.
- Wear a mask and gloves when providing direct care, including touching, or having contact with stool or body fluids.
- If a disposable mask is not available, a cloth mask should be worn, and machine washed daily.
- When removing PPE: remove and dispose of gloves and wash hands, then remove mask and wash hands again.
- Make sure shared spaces in the home have good airflow, such as by an air conditioner or an opened window, weather permitting.
- Cover a cough or sneeze with a tissue, then throw the tissue in the trash. Wash hands.
- Avoid touching your eyes, nose, and mouth with unwashed hands.



## DISINFECT

- Wash hands often and thoroughly (every 30-60 minutes) with soap and water for at least 20 seconds.
- Wash hands upon entering the home and before leaving the home after changing into street clothes.
- Immediately clean items and surfaces that may have blood, stool, or body fluids on them.
- Clean frequently touched surfaces and objects often using household disinfectants that contain bleach products or alcohol greater than 70%.
- Immediately remove and wash clothes or bedding that have blood, stool, or body fluids on them.
- Wear gloves when handling soiled items and keep the soiled items away from your body.
- Wash laundry with detergent using the warmest temperatures recommended on the clothing label.
- Place all used gloves, masks, and other contaminated items in a lined container before disposing of them with other household waste.

## CORONAVIRUS DISEASE 2019 (COVID-19)

Have **QUESTIONS** about  
**coronavirus disease 2019?**



Visit [www.cdc.gov/COVID19](https://www.cdc.gov/COVID19)

## REFERENCES

CDC Recommended Precautions for Household Members, Intimate Partners, and Caregivers in a Non-Healthcare Setting

CDC Caring for Yourself at Home

BDDS Waiver Residential Setting Infection Control Guidance

## PLAN #5

### AN EMPLOYEE OR PERSON COMPASS SUPPORTS IS DIAGNOSED WITH, IS SUSPECTED OF HAVING, OR IS SHOWING SYMPTOMS OF COVID-19: COMPASS ACADEMY

- If an employee or service participant at the Compass Academy is diagnosed with COVID-19 a report will be made immediately to the Director of Program Development. The Director of Program Development will work with the Compass Human Resources and Executive team to determine next steps following the Compass Academy Protocol for Facility Cleaning and Disinfection.
- A decision will be made as to whether the facility needs to temporarily close to ensure the environment is cleaned and disinfected and is safe for continued service provision. Any Compass Academy closure must be reported to BDDS using the process described in Appendix K.
- The Director of Human Resources will notify the potentially exposed employees using the Script for Staff Notification. If the potentially exposed employee had close contact with the sick person, the potentially exposed employee will be given the recommended precautions for the public from the CDC:
  - ✓ Stay home until 14 days after the last exposure and maintain social distance (at least 6 feet) from others at all times
  - ✓ Self-monitor for symptoms
    - Check temperature twice a day
    - Watch for fever, cough, or shortness of breath
  - ✓ Avoid contact with people at higher risk for severe illness
- The Compass Academy program is designed to limit close contact between consumers and staff. If a consumer or employee had close contact with the person who is sick, he/she will be asked not to return until after a 14-day quarantine period.
- The Director of Program Development will notify the Support Teams for the consumers attending Compass Academy, including a recommendation for quarantine and/or a plan for temporary closure and reopening of Compass Academy if needed.

#### REFERENCES

*CDC Coronavirus Disease 2019 (COVID-19) Cleaning and Disinfecting Your Facility  
Guidance for BDDS Providers on Temporary Policy Changes Related to COVID-19 and Appendix K, As of  
September 1, 2020*



Coronavirus Disease 2019 (COVID-19)  
**COMPASS ACADEMY PROTOCOL FOR  
FACILITY CLEANING AND DISINFECTION**

If a positive case of COVID-19 has occurred for a service participant or staff the facility may temporarily close to facilitate cleaning using CDC guidance for cleaning/disinfecting a facility as needed to ensure a safe environment.

**DAILY CLEANING PROTOCOL**

1. Each group will be assigned their own individual materials which will be sanitized by staff after each group and again at the end of the day. Sanitized materials will be put into assigned bins.
2. Frequently touched surfaces will be disinfected by staff before and after each group daily:
  - ✓ Door handles
  - ✓ Light switches
  - ✓ Phones
  - ✓ Remote controls
  - ✓ Counter tops and tabletops
  - ✓ Toilets
  - ✓ Faucets
  - ✓ Program Books and pens
  - ✓ Any other frequently touched surfaces at Compass Academy
3. The Compass Academy building is cleaned professionally on Monday, Wednesday, and Friday evenings.

**CLEANING AND DISINFECTING THE BUILDING IF SOMEONE IS SICK**

The CDC recommends the following guidelines for cleaning and disinfecting a building if someone is sick:

**Close off areas** used by the person who is sick. Companies do not necessarily need to close operations, if they can close off affected areas.

**Open outside doors and windows** to increase air circulation in the area.

**Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.

Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.

**Vacuum the space if needed.** Use a vacuum equipped with high-efficiency particulate air (HEPA) filter, if available. Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.

Wear disposable gloves to clean and disinfect. For soft (porous) surfaces such as carpeted floors or rugs, clean the surface with detergents or cleaners appropriate for use on these surfaces, according to the textile's label. After cleaning, disinfect with an appropriate EPA-registered disinfectant on List N: Disinfectants for use against SARS-CoV-2 external icon. Soft and porous materials, like carpet, are generally not as easy to disinfect as hard and non-porous surfaces. EPA has listed a limited number of products approved for disinfection for use on soft and porous materials on List N. Follow the disinfectant manufacturer's safety instructions (such as wearing

gloves and ensuring adequate ventilation), concentration level, application method and contact time. Allow sufficient drying time if vacuum is not intended for wet surfaces.

Temporarily turn off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units.

Do NOT deactivate central HVAC systems. These systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve.

Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.

Once area has been **appropriately disinfected**, it **can be opened for use**. **Workers without close contact** with the person who is sick can return to work immediately after disinfection.

If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

## PLAN #6

### VISITOR GUIDELINES FOR SUPPORTED LIVING SITES AND THE COMPASS ACADEMY

- Stay-at-Home Orders will be followed if in place for specific areas of the State.
- Visitors in Supported Living sites and the Compass Academy will be asked to:
  - ✓ If possible, have their temperature taken prior to entering the home/facility- if a person's temp is over 99.5, the person will be asked to postpone the visit
  - ✓ Verify that they have not exhibited symptoms of COVID-19 for 3 days prior to the visit
  - ✓ Sanitize hands before entering
  - ✓ Wear a mask for the duration of the visit
  - ✓ Maintain a distance of at least 6 feet from others when possible
- If visitors cannot meet the guidelines above, they will be asked to postpone the visit until they can. If the visitor insists on continuing the visit, the staff on-site will notify their supervisor and an Incident Report will be completed and posted to Teams. The incident will also be filed with DDRS.
- All visitors will be asked to complete the Visitor Log, including the following information:
  - ✓ Printed Name
  - ✓ Date of Visit
  - ✓ Purpose of Visit
  - ✓ Temperature
  - ✓ Signature verifying that the visitor is symptom-free
- Visitor logs will be maintained for each individual person in a Supported Living site and at the Compass Academy.
- Any visitor restrictions must be reported to BDDS using the process described in Appendix K.

### REFERENCES

*Guidance for BDDS Providers on Temporary Policy Changes Related to COVID-19 and Appendix K, As of September 1, 2020*



**VISITOR LOG**

**NAME:** \_\_\_\_\_

Visitors in Supported Living sites and the Compass Academy will be asked to:

- ✓ If possible, have their temperature taken prior to entering the home/facility- if a person’s temp is over 99.5, the person will be asked to postpone the visit
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If visitors cannot meet the guidelines above, they will be asked to postpone the visit until they can. If the visitor insists on continuing the visit, the staff on-site will notify their supervisor and an Incident Report will be completed and posted to Teams. The incident will also be filed with DDRS.

The visitor’s signature below verifies that no symptoms of COVID-19 have been exhibited for 3 days prior to the visit.

The CDC reports that people with COVID-19 have had a wide range of symptoms reported, ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or 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 or vomiting
- Diarrhea

VISITOR PRINTED NAME	DATE OF VISIT	PURPOSE OF VISIT	VISITOR TEMP	VISITOR SIGNATURE

