

1. PHASE 1 HOME: PREVENTION-everyone in the home is healthy

Separation:

- No visitors unless granted by the Program Manager or CADES Administrator.
- Individuals are not permitted to leave the home or yard
- Individuals must sit at least 6 feet apart at all times
- Staff must maintain 6-foot distance except for personal care, safety & mobility support

Precautions:

- All staff wear masks at all times
- Individuals wear mask during personal care & transfers as tolerated
- Everyone is practicing preventative measures
 - Frequent hand washing
 - Cover coughs & sneezes
 - Avoid touching your face
 - Keep at least 6 feet distance whenever possible
- Monitor signs and symptoms (residents & staff)
 - Temperature over **100.0**
 - New cough
 - Shortness of breath
 - Mild cold, body aches, upset stomach
- Maintain vigilant cleaning and disinfecting practices.
- Utilize gloves for all personal care, feeding, oral care, changing.
- All diapers with feces must be bagged and thrown out immediately after each change.
- All laundry must be handled with gloves and moved from individual hampers to washer directly. Use disinfectant wipes or spray to clean the hamper after removing soiled items.

Act:

- Temperature Checks for all employees at the start & end of each shift.
 - Anyone with a temperature of 100 or above MUST LEAVE THE HOME IMMEDIATELY.
 - Disinfect the thermometer, door handle inside and outside.
 - Report fever to the Manager on-call immediately.
- Temperature Checks for all individuals twice daily.
 - Record all temperatures in Epesi.
 - Report any symptoms or temperatures IMMEDIATELY to nurse on call.

2. PHASE 2 HOME: LOW-RISK MONITORING

Move to Phase 2 in response to an employee in the CLA having limited exposure to someone who is symptomatic in self-quarantine and/or has a known case of COVID-19

Employee is exposed to someone that is symptomatic and in self-quarantine and/or tested positive for COVID-19 without direct contact with the individual. Example, living in the same building with someone affected with COVID-19, or family member of the employee has had contact with someone suspected of COVID-19

Separation:

- No visitors unless granted by the Program Manager or CADES Administrator.
- Individuals are not permitted to leave the home or yard
- Individuals must sit at least 6 feet apart at all times
- Staff must maintain 6-foot distance except for personal care, safety & mobility support

Staffing:

- Impacted staff: Unless symptomatic, the staff will continue to work following Phase I precautions.
- Co-workers in CLA: Unless symptomatic, the other staff in the CLA will continue to work following Phase I precautions.

Precaution:

- The impacted employee must monitor signs and symptoms every 4 hours while at work. Recommend continuation of checks at home as frequently.
- Follow Phase I Home protocols.

Act:

- Report new signs or symptoms immediately to on-call
- Follow Phase I Home protocols

3. PHASE 3 HOME: HIGH RISK MONITORING

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Move to Phase 3 in response to an employee:

Option A: With symptoms that includes fever, cough, shortness of breath, gastrointestinal

Separation:

- Impacted staff: The employee with symptoms is responsible to immediately self-quarantine and is NOT PERMITTED TO REPORT TO WORK.

Act:

- Call on-call to report symptoms
 - ✓ If currently working: put on a mask and gloves, remove yourself from where the individuals are and call on-call. You will be replaced immediately so you can leave work.
 - ✓ From home: call on-call and report symptoms. Do not report to work.
- Employees with symptoms must call PCP or Urgent care immediately and report:
 - ✓ They are a health care provider in a community home setting
 - ✓ Describe symptoms
 - ✓ Request a test (the provider will determine if you receive a test)

Staffing:

- Co-workers in CLA: Unless symptomatic, the other staff in the CLA will continue to work following Phase I precautions.

Precautions for Impacted Staff:

- Human Resources will remain in close contact with the employee presenting with symptoms.
- An employee presenting with symptoms who was either not approved for a test or received a negative test result may return to work when the following health conditions are met, and the following precautionary measures are taken:
 - ✓ Report of a negative test result (if tested)
 - ✓ All symptoms have completely resolved for at least 3 days (72 hours) defined as resolution of fever without use of fever-reducing medications;
 - ✓ AND improvement of respiratory symptoms (e.g., cough, shortness of breath)
- An employee presenting with symptoms who receives a positive test result triggers move to Phase 5 HOME

Move to Phase 3 in response to an employee:

**OPTION B: Who has had direct exposure to someone who tested positive for COVID-19
(other than a co-worker or individual being served)**

- Direct exposure includes anyone who has been in close proximity to someone other than a co-worker or individual in the CLA who tested positive for COVID-19.
- This includes family members, anyone living in the same home, or being within 6 feet of someone who tests positive within the timeline of five days before they were tested to the date they received their positive test result.

Separation:

- Impacted staff: The employee with direct exposure is responsible to immediately self-quarantine and is NOT PERMITTED TO REPORT TO WORK.

Act:

- Call on-call to report contact
- Employees directly exposed to a Positive COVID-19 case without symptoms must call PCP or Urgent care immediately and report:
 - ✓ They are a health care provider in a community home setting
 - ✓ Describe direct contact and / or symptoms
 - ✓ Request a test

Staffing:

- Co-workers in CLA: Unless symptomatic, the other staff in the CLA will continue to work following Phase I precautions.

Precaution:

- Human Resources will remain in close contact with the employee directly exposed.
- Employee directly exposed without symptoms that does not receive a test may return to work after 14-day quarantine provided they do not become symptomatic and do not have a fever.
- Employee presenting without symptoms who tests negative:
 - ✓ Can return to work with the report of a negative test result
 - ✓ As long as the employee has remained symptom free

Move to Phase 3 for the CLA in response to a resident who has been discharged from the Emergency Room or Hospital; or due to an employee or individual exposure risk (Option A & B).

Separation:

- No visitors unless granted by the Program Manager or CADES Administrator.
- Individuals are not permitted to leave the home or yard
- Individuals must sit at least 6 feet apart at all times
- Staff must maintain 6-foot distance except for personal care, safety & mobility support

Precaution:

- All staff wear masks at all times
- Individuals wear mask during personal care & transfers as tolerated
- Everyone is practicing preventative measures
 - Frequent hand washing
 - Cover coughs & sneezes
 - Avoid touching you face
 - Keep at least 6 feet distance whenever possible
- Increased monitoring (residents & staff) – 3 times per day: 8am, 12pm, 8pm
 - Temperature over 100.0
 - New cough
 - Shortness of breath
 - Mild cold, body aches, stomach upset
- Increase vigilant cleaning and disinfecting practices to every 1 hour
- Utilize gloves for all personal care, feeding, oral care, changing.
- All diapers with feces must be bagged and thrown out immediately after each change.
- All laundry must be handled with gloves and moved from individual hampers to washer directly. Use disinfectant wipes or spray to clean the hamper after removing soiled items.
- Staffing team will review schedule and alert the homes where the staff person has worked over the last 5-14 days depending on exposure risk.

Act:

- Immediately clean the entire home following the departure of a staff with symptoms
- Temperature Checks for all employees at the start of each shift, mid shift, end of shift
- Recommend continuation of staff checks at home as frequently.
- Temperature Checks for all individuals increased to three times/day
 - Report any symptoms or temperatures IMMEDIATELY to nurse on call.

4. PHASE 4 HOME: HIGH RISK PROTECTION

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Move to Phase 4 in response to a resident demonstrating symptoms associated with COVID-19 exposure

Separation Part I:

- No visitors unless granted by CADES Administrator
- Individuals are not permitted to leave the home or yard
- Individuals must sit at least 6 feet apart at all times
- Staff must maintain 6-foot distance except for personal care, safety & mobility support

Separation Part II:

- Symptomatic individual remains in their bedroom at all times. When possible, using their own bathroom.
- No individuals are permitted to go into the individual's room unless they are a DSP working in the home, the nurse, or manager approved by Administration.
- All meals and snacks will be served to the individual in his/her room.
- No other individuals are permitted to visit with an individual in isolation until they are cleared to do so by nursing.
- If individual is having difficulty remaining in room, staff must sit inside room with them, with mask, gloves and gown.

Precautions PART I (symptomatic individual):

- Attempt to have symptomatic resident wear mask, especially during hygiene care.
- Staff must wear gloves, mask and gown at all times when in room with individual.
- PPE station with covered trash can set up outside bedroom door
- Isolation sign mounted to outside resident's door.
- Disinfect all items touched in the bedroom during each visit into room including bedrails, DME, PPE containers, Diaper bags, trashcans, doorknobs.
- Disinfect bathroom after each use.
- Staff should wash hands and arms up to elbows after each contact with individual
- Separate DSP responsibilities. One DSP assigned to symptomatic resident, other DSP(s) assigned to other residents, all cooking and house cleaning.

Act:

- Immediately relocate individual who demonstrates symptoms to their bedroom.
- All staff should wash hands thoroughly after finding symptoms.
- Call Nurse who contacts PCP and Manager on-call for further directions.
- Immediately disinfect home.
- Immediately shower all individuals under comfortable hot water.

Staffing:

- Staff working in CLA: Unless symptomatic, the staff may continue to work their shifts in the high-risk home.
- Staff can work in the high-risk home and cannot cover shifts in another home.

Precautions PART II (household):

- Increase vigilant cleaning and disinfecting practices to every 1 hour.
 - ✓ Disinfect bathroom after every use from staff or individual.
- All staff wear masks at all times
- Individuals wear mask during personal care & transfers as tolerated
- Everyone is practicing preventative measures
 - Frequent hand washing
 - Cover coughs & sneezes
 - Avoid touching you face
- Increased monitoring (residents & staff) – 3 times per day: 8am, 12pm, 8pm
 - Temperature over 100.0
 - New cough and/or shortness of breath
 - Mild cold, body aches, stomach upset
- Heightened alert of subtle signs for all Individuals in the home, including:
 - Congestion or mild cold like symptoms
 - Body Aches, lethargy, changes in sleep patterns
 - Diarrhea, loss of appetite or upset stomach
- Utilize gloves for all personal care, feeding, oral care, changing.
- All diapers with feces must be bagged and thrown out immediately after each change.
- All laundry must be handled with gloves and moved from individual hampers to washer directly. Use disinfectant wipes or spray to clean the hamper after removing soiled items.

Act Part II (household):

- Call Nurse and Manager on-call for anything out of the ordinary.
- Monitoring team conducts daily verification of PPE and cleaning supplies.
- Staffing team will review schedule and alert staff who have worked in the home 5 days previous to the onset of symptoms.
- All staff should follow these recommended steps when they return home after a shift (completed by health care providers in hospitals):
 - ✓ Remove shoes at door. Spray disinfectant on shoes.
 - ✓ Immediately go to the bathroom and shower in hot water
 - ✓ Take all clothing and place in laundry to be washed immediately, or in a self-contained basket that will not be touched by your family
 - ✓ Wipe down surfaces in your car & home that you touch from entering the home to the time you shower.

RESPONSE TO STAFF or INDIVIDUAL TESTED FOR COVID-19 AND PENDING RESULT or POSITIVE**Separation PART I (individual):**

- Individual who is tested and admitted to the hospital will be monitored by Nurse Navigator.
- Individual tested and not admitted will be isolated in a separate residence.
 - ✓ Individual living alone will remain in their home with 24 hour awake staffing
 - ✓ Individual with housemates will be relocated to a vacant CLA set up for COVID monitoring or CADES Rutgers Campus with 24 hour staffing.
- Individual is isolated to bedroom with the door closed.
- Individual will use private bathroom.
- Individual will eat all meals and snacks in their rooms.
- The individual will be quarantined for 14 days from the last exposure or if not known, from the date of the last positive COVID-19 test result.

Precautions PART I (symptomatic individual):

- Attempt to have symptomatic resident wear mask, especially during hygiene care.
- Staff must wear gloves, mask and gown at all times when in room with individual.
- PPE station with covered trash can set up outside bedroom door
- Isolation sign mounted outside resident's door.
- Disinfect all items touched in the bedroom during each visit into room including bedrails, DME, PPE containers, Diaper bags, trashcans, doorknobs.
- Disinfect bathroom after each use.
- Staff should wash hands and arms up to elbows after each contact with individual
- Separate DSP responsibilities. One DSP assigned to symptomatic resident, other DSP(s) assigned to other residents, all cooking and house cleaning.

Act (symptomatic individual):

- Contacts will be made to family (SDAP), ODP/SC (QA),
- Department of Health contact (CCO) for positive result
- Thorough cleaning will be coordinated by Emergency Response Team of bedroom, bathroom and home
- Individual will be monitored within line of sight for worsening symptoms 24 hours/ day
- Vitals, including temperature, pulse ox and heart rate, as well as other symptoms will be monitored every 2 hours.
- Intake/output logs required.
- In case of a medical emergency, call 911 and notify dispatch that the individual may have, or is being evaluated for COVID-19. If appropriate and possible, put on a facemask before emergency medical services arrive.

Separation PART II (staff):

- Impacted staff: The employee who has tested positive is responsible to immediately self-quarantine and is NOT PERMITTED TO REPORT TO WORK.

Act:

- Call on-call to report contact
- Employees directly exposed to a Positive COVID-19 case without symptoms must call PCP or Urgent care immediately and report:
 - ✓ They are a health care provider in a community home setting
 - ✓ Describe direct contact and / or symptoms
 - ✓ Request a test

Staffing:

- Staff working in CLA: Unless symptomatic, the staff may continue to work their shifts in the quarantined home, or on CADES campus.
- Staff can work in the quarantined home/CADES campus and cannot cover shifts in another home.

Precautions for Impacted Staff:

- Human Resources will remain in close contact with the employee presenting with symptoms.
- Employee who receives a positive test result may return to work when the following health conditions are met, and the following precautionary measures are taken:
 - ✓ All symptoms have completely resolved for at least 3 days (72 hours) which is defined as resolution of fever without use of fever-reducing medications;
 - ✓ AND improvement of respiratory symptoms (e.g., cough, shortness of breath)
 - ✓ AND at least 7 days have past since symptoms first appeared

Separation PART III (household):

- The house will be quarantined for 14 days from the last exposure or if not known, from the date of the last positive COVID-19 test result.
- No visitors unless granted by CADES Administrator
- Individuals are not permitted to leave the home.
- Individuals must be quarantined to their rooms if possible.
 - ✓ If not possible, quarantine 1 individual to their room and the other to the common area/room.
 - ✓ Switch out common area time, disinfecting the area in between.
- Staff must maintain 6-foot distance except for personal care, safety & mobility support

Preventative Part III (household):

- Follow all PHASE 4 preventative measure in the home.
- All staff wear masks at all times
- Individuals wear mask during personal care & transfers as tolerated
- Staff in homes must use gloves and practice universal precautions at all times.

Act III (household):

- The CLA will be professionally disinfected.
- Staffing team will review schedule and alert staff who have worked in the home 5 days previous to the onset of symptoms.
- Temperature and symptom checks increased to monitoring every 4 hours.
- Call Nurse and Manager on-call for anything out of the ordinary.
- Monitoring team conducts daily verification of PPE and cleaning supplies.
- All staff should follow these recommended steps when they return home after a shift (completed by health care providers in hospitals):
 - ✓ Remove shoes at door. Spray disinfectant on shoes.
 - ✓ Immediately go to the bathroom and shower in hot water
 - ✓ Take all clothing and place in laundry to be washed immediately, or in a self-contained basket that will not be touched by your family
 - ✓ Wipe down surfaces in your home that you touch from entering the home to the time you shower.
- Staff are highly encouraged to self-isolate from family members at home.