

WATCH COVID-19 Safety Procedures

Updated September 1, 2021

These procedures apply to all program participants, staff and volunteers.

If you are having COVID-like symptoms, self-isolate and contact your healthcare provider or the Adventist Health Triage Line at 209-536-5166 Mon-Fri, or 209-536-5000 after hours. If you need immediate medical attention, please call ahead and go to Rapid Care or the Emergency Department. You can also visit www.valleycovidhelp.com for more information.

TESTING: No-cost testing sites are open in Sonora. LHI is at the Fairgrounds seven days a week. Appointments can be scheduled ahead of time at www.lhicare.com/covidtesting. Testing is also available at Rite Aid in Sonora. You need to make a reservation at: <https://www.riteaid.com/pharmacy/services/covid-19-testing>. Adventist Health has rapid testing for those with symptoms

A. Screening before work (for staff & volunteers):

- a. Before your work shift you must take your temperature and complete the daily health check form
- b. Before entering the building put your face mask on and apply hand sanitizer.
- c. After entering the building, you must wash your hands for 20 seconds
- d. All staff must wear a face mask, that covers mouth and nose, during work/program time except when you are in an office or vehicle alone
- e. Face masks must be FDA Cleared Surgical Masks or N95 Respirator masks.
- f. Do not shake hands, touch or hug others
- g. Shared workspaces need to be sanitized before and after use. To include, key board, mouse, desk top and arm rests on chairs
- h. No eating or drinking is allowed at any shared computers
- i. Maintain Social Distancing

B. Screening before program (for participants):

- a. Before your program day you must take your temperature and complete the daily health check form
- b. Before entering the building put your face mask on and apply hand sanitizer.
- c. After entering the building, you must wash your hands for 20 seconds
- d. All participants must wear a face mask, that covers mouth and nose, during program time indoors and when closer than six feet apart outdoors.
- e. Face masks may be temporally removed while seated six feet apart (at happy face seats) to eat or drink.
- f. Face masks must be well fitted, have multiple layers, completely cover nose and mouth, and fit snugly against the sides of the face without gaps.
- g. Alternate face masks can be used based on; (1) a medical condition, mental health condition or disability that prevents wearing a mask. (2) The ability to see the mouth is essential for communication
- h. Do not shake hands, touch or hug others
- i. Shared workspaces need to be sanitized before and after use. To include, keyboard, mouse, desk top and arm rests on chairs
- j. No eating or drinking is allowed at any shared computers
- k. Maintain Social Distancing

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C. If a person shows symptoms at program/work.

- a. In the event that a staff or participant has symptoms or a temperature of 100 degrees or higher they will be isolated in an area separate from others and their temperature will be retaken in 5 minutes. If it remains above 100 degrees their residential support will be contacted to have them return home.
- b. They will need to be symptom free for 72 hours without fever lowering medication before returning to program.
- c. A small conference room and single use restroom, if needed, will be used to isolate the person. Staff person monitoring the person will use a N95 respirator mask, face shield, protective clothing and gloves.
- d. All areas within 6 feet of the person will be disinfected once they leave the area.

D. Procedures when an employee or participant reports symptoms:

- a. Do not work or attend program
- b. Call your program manager/supervisor to report and arrange conditions for return to work/program
- c. Be free from any fever without using fever reducing medications for three days before returning to work/program
- d. If symptoms occur during program/work a small conference room and single use restroom, if needed, will be used to isolate the person. Staff person monitoring the person will use a N95 respirator mask, face shield, gown and gloves. Their residential support system will be called so they can return home.
- e. All areas within 6 feet of the person will be disinfected once they leave the area.

E. Procedure when employees or participants are exposed to a close contact* with COVID-19 which has been verified by a lab test:

a. Those who are not vaccinated or are partially vaccinated

- You **cannot** attend work or program
- If the Health Department contacts you, follow their procedures if they are more restrictive than those listed below.
- Quarantine at home for 14 days from the date of exposure.
- Staff should document health status by completing the on-line or paper WATCH Health Check daily during quarantine
- Self-monitor for signs and symptoms* of COVID-19
- Contact your health care professional if you develop any signs or symptoms

b. Those who are fully vaccinated

- You may continue to work, remaining masked at all times.
- Test 3-5 days following the date you were exposed (CDC update 8/19/21)
- If you remain without symptoms after you receive the negative test result you can continue to work.
- If you test positive you need to follow the isolation procedure.

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F. Procedure for when lab tested positive for COVID-19

- a. You cannot attend work or program and must isolate at home
- b. Contact your health care professional and follow their instructions
- c. Follow the health care professional's recommendations regarding the length of isolation but it must be for a period of at least 10 days.
- d. Notify WATCH regarding your isolation on the first day
- e. Testing site is available as listed above.
- f. WATCH will file the required SIR's to the Regional Center and CCL.

G. Quarantine for Un-Vaccinated Persons who have had close contact

- a. Quarantine can end after Day 10 from the date of last exposure **OR**
- b. If you are tested after Day 5 from exposure and the results are negative quarantine can end after Day 7.

H. Quarantine for Fully Vaccinated or Previously Infected Persons

- a. The exposed asymptomatic person **does not** have to quarantine. (CDPH 8/17/21)

I. Procedures for Isolation

- a. These are general steps for those who need to self-isolate because of suspect or confirmed COVID-19
 - Stay home except to get medical care
 - Separate yourself from others in your home
 - Wear a mask over your nose and mouth when around others.
 - Avoid sharing rooms/spaces with others.
 - Open windows to outdoor air to improve ventilation or use air filters or exhaust fans.
 - Avoid using the same bathroom as others.
 - Cover you coughs and sneezes.
 - Wash hands or use hand sanitizer frequently
 - Clean and disinfect "high touch" surfaces.
 - Caregivers should use masks and gloves.

J. Procedure for returning after COVID-19 recovery

- a. If you had symptoms, you can return to in person work when:
 - 10 days have passed since the date of your COVID test that had a Positive result.
 - AND**
 - You have gone 24 hours with no fever without the use of fever-reducing medications
 - AND**

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You have no other symptoms of COVID-19

- b. If you tested positive for COVID-19 but never had any symptoms:
You can be with others 10 days after the test was taken, BUT
If you develop symptoms, you need to follow the instructions above
- c. However, follow the guidance of your medical provider and local health department if they tell you to stay home longer.
- d. Call WATCH to verify compliance and arrange a start date

K. Procedures for Screening Testing

- a. **Staff and volunteers who are *not vaccinated* or are partially vaccinated.**
 - i. Staff and volunteers must be tested weekly with a PCR or Antigen test approved by the Food and Drug Administration.
 - ii. Documentation of the test results must be submitted to Human Resources the day you receive it.
- b. **Staff and volunteers who are fully vaccinated**
 - i. Screening testing of asymptomatic individuals **is not required**.
 - ii. Fully vaccinated individuals who have underlying immunocompromising conditions are encourage to voluntary continue screening testing.

L. Procedures for Response Testing

- a. After one or more individuals, participant or staff, is identified as COVID Positive all ***participants and staff*** will be tested at least weekly with a molecular test or twice weekly with an antigen test. This testing is for everyone ***without regard*** to vaccination status. Testing will continue until no new cases of COVID are discovered in sequential rounds of testing covering a 14-day period.
- b. After having no new cases for the 14-day period WATCH will return to screening testing schedule outlined above.

M. Procedures for Food Service

- a. Everyone will be encouraged to do their own food preparation.
- b. Hands must be washed for 20 seconds prior to any food preparation.
- c. Masks and gloves will be worn for all food preparation including use of appliances.
- d. Food will be served in individual portions containers.
- e. Disposable dishes and utensils will be used.

N. Procedures for Transporting Staff or Participants

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- a. All vehicle-occupants will wear masks. Individuals who require an ADA accommodation will wear a face shield with an attached apron.
- b. Those who cannot or will not use one of these two options will not be transported.
- c. All riders will use hand sanitizer before entering the vehicles.
- d. When feasible, window should be open to increase air circulation.
- e. Seat participants who are not from the same household at least 6 feet apart while in transport vehicles.
- f. Riders who are being picked up at home will be screened using a temperature check and completing the health check screening form.
- g. After each route, group of riders, a full Envirox 5-minute sanitizing procedure will be conducted throughout the vehicle by the driver

O. Procedures for Cleaning and Sanitizing Facilities

- a. WATCH uses Envirox Concentrate 117 – Sanitizer/Viricide Cleaner & Spartin HDG Neutral Saniwipe towelettes
- b. Shared workspaces will be sanitized before and after use. To include, key board, mouse, desk top and arm rests on chairs.
- c. Tables, chairs, sink areas, break room and restrooms, will be cleaned and sanitized hourly or more often if needed.
- d. Each night a full Envirox 5-minute sanitizing procedure will be conducted in all areas of the facility.
- e. Instructional Staff will ensure that the janitorial crew conducts all cleaning in a correct and thorough manner.

P. Procedures for Visitors

- a. DEFINITION: Visitors includes delivery persons, Regional Center and Licensing staff, local government officials, friends and family of staff and participants and all others who are not daily users of the facility. (Delivery persons such as USPS, FedEx and UPS may drop off letters and packages without going through this procedure. Use of the guest restroom requires prescreening.)
- b. All visitors must enter through the one door designated for visitors.
- c. They will have their temperature taken, answer the health screening questions, wear a mask and use hand sanitizer. Staff will use the Visitor Health Check, Google form, to record the results.
- d. Visitors should stay in the reception area and/or the Peppery Conference Room.
- e. Staff will call a manager to escort any visitor who needs to enter the area of the building beyond the front lobby.

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- f. Visitors who are unable or unwilling to follow these procedures will be asked to step outside where their business can be addressed or they can conduct business with WATCH by telephone or Zoom.

Reference Material

Definitions

- a. **Close Contact** – being within 6 feet for 15 minutes or more with a person placed in isolation or recently diagnosed with COVID-19
- b. **Isolation** – separation of sick people with a contagious disease from people who are not sick
- c. **Social Distancing** – maintaining a 6-foot separation from all persons except household members
- d. **Quarantine** – separation that restricts the movement of people who were exposed to a contagious disease to see if they become sick

Symptoms of COVID-19

- a. Fever or chills
- b. Cough
- c. Shortness of breath or difficulty breathing
- d. Fatigue
- e. Muscle or body aches
- f. Headache
- g. New loss of taste or smell
- h. Sore throat
- i. Congestion or runny nose
- j. Nausea or vomiting
- k. Diarrhea

WATCH Health Screening Questions

- a. Name
- b. Department
- c. Current Temperature
- d. Have you had a COVID-19 test since your last report?
- e. Have you been diagnosed, by a laboratory test, with COVID-19 in the last 14 days?

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- f. Have you been in close contact, within 6 feet for more than 15 minutes, with someone who has been diagnosed, by a laboratory test, with COVID-19?
- g. In the past 24-hours have you had any one of these new symptoms:
 - 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
 - I have not experienced any of the above symptoms.

Please contact the training and technology Coordinator to install the Google reporting form on your phone. Complete it each day before work/program.