

PERSONNEL POLICY AND PROCEDURES 2020

POLICY TITLE	PERSONNEL POLICY #39
HEADER INFO - Adopted - Revised	COVID 19 – Safety protocols, Employee practices
RULE REFERENCE	
GLOBAL POLICY STATEMENT (what and why)	Choices In Community Living is committed to providing services to individuals we serve and for employees with the utmost attention to safety practices that will reduce the likelihood of COVID 19 infections with clients or employees. CICL will provide adequate personal protection equipment and training that will put best practices in place for the delivery of services.
GUIDELINES/PROCESS STATEMENTS (how)	<p>SAFETY PROTOCOLS</p> <p>General expectations</p> <ul style="list-style-type: none"> • All employees will complete the following steps upon arriving to all work sites; Complete the agency COVID 19 questionnaire indicating temperature, possible exposure (including travel out of state), possible symptoms, and are required to wash hands • All employees will wear face mask while within the home and/or office setting. The state guideline allows going without a mask in a private office with the door closed • When possible, employees will practice safe social distancing when working around clients, other staff and/or out in the community. • Employees are encouraged to wear face masks when in public community settings at all time. • If an employee feels ill or is presenting any of the COVID 19 symptoms, they should notify their supervisor, not come to work, and should seek medical assistance. • Extreme cleaning is the new standard at all locations. Employees are expected to frequently use a sanitizing agent (soap, water, bleach wipes, sanitizer solution, etc) to wipe down all commonly touched surfaces at the homes and in the offices. <p>If an employee presents possible/probable exposure to COVID 19</p> <ul style="list-style-type: none"> • If an employee has reason to suspect they have been exposed to COVID 19 virus they must notify their supervisor immediately. The supervisor will notify the CICL nursing team who will contact the employee to make the determination if the employee possibly/probably has COVID. • If the nursing team determines the employee does not possibly/probably have COVID 19, then the work locations for that employee will not be placed on quarantine. • If the nursing team determines the employee possibly/probably does have COVID 19 then <ul style="list-style-type: none"> ➤ The home/locations where the employee worked in the past 7 days will be placed on quarantine ➤ If a licensed home, the nursing team will notify the Ohio Department of Health

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	<ul style="list-style-type: none"> ➤ The PPE for all staff will be increased to include gowns and face shields. Staff will be trained on how to provide additional levels of protection at the work site by the CICL Quick Response team. ➤ All staff who have worked at these locations will only be permitted to work at the same locations until the quarantine is lifted ➤ The Home Manager/Program Director will ensure a UI is written ➤ Home Manager/Program Director will ensure all directly related employees and family are contacted and informed of the situation. <ul style="list-style-type: none"> • If test results are negative or the incubation period is over, the quarantine will be lifted. Staff will now be able to work at other locations. Nurses will contact ODH and the Manager will contact families and all related staff. <p>If a Client or Employee is confirmed with COVID</p> <ul style="list-style-type: none"> • Quick Response Team with Nurses direction will assess the home location and with the Program Director and Chief Program Officer make recommendations on how to best serve the individual(s) at the home. Options may include moving to other locations to prevent further spreading of the virus. <ul style="list-style-type: none"> ➤ The home/location where this client lives and the locations where the employee worked will be placed on isolation ➤ If a licensed home, the nursing team will notify the Ohio Department of Health ➤ The PPE for all staff will be increased to include gowns and face shields. Staff will be trained on how to provide additional levels of protection at the work site by the CICL Quick Response team. ➤ All staff who have worked at these locations will only be permitted to work at the same locations until the isolation is lifted ➤ The Home Manager/Program Director will ensure a MUI is written ➤ Home Manager/Program Director will ensure all directly related employees and family are contacted and informed of the situation. • Once the client has been cleared by a physician and no symptoms or fever for 72 hours without medication or two negative COVID test 24 hours apart the isolation will be lifted. Staff will now be able to work at other locations. Nurses will contact ODH and Manager will contact families and all related staff. <p>EMPLOYEE PRACTICES RELATED TO COVID 19</p> <p>General Guidelines</p> <p>Due to the closure of some of CICL operations due to the state stay at home order, some employee’s regular assignments have been affected. Some staff have personal reasons why they are no longer able to maintain their regular assignments. CICL wants to continue to keep staff employed and active by permitting changes to the job functions, work from home, or re-assigning work whenever possible.</p>

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	<p>Use of Vacation leave during the COVID 19 period:</p> <ul style="list-style-type: none"> • Vacation request for time off will generally not be permitted during the COVID 19 period. The only exceptions will be if the Home Manager can maintain full staffing schedule meeting all hours in the approved pattern without using overtime. CICL will not be responsible for financial loss encumbered by an employee if vacation time is approved and the employee is then required to work due to staffing shortages. Vacation time for employees whose job roles have been temporarily stopped or for employees who need time off for illness or COVID related time off as permitted by the CARES ACT will be allowed. <p>Use of Sick leave during the COVID 19 period</p> <ul style="list-style-type: none"> • Sick Leave request for time off will generally be permitted as defined by CICL policy on use of sick time. <p>Use of CARES ACT – Qualifications and support</p> <ul style="list-style-type: none"> • Due to COVID 19 impact on employees’ personal lives, they may qualify for time off and coverage through the CARES ACT program. CICL HR department will work with each employee to confirm documentation and determine if this program is appropriate for them and for the agency. • Financial support for the employee with the use of the CARES ACT funding can be determined for employees by working with the HR department. <p>Use of Unemployment</p> <ul style="list-style-type: none"> • CICL will typically contest staff request for unemployment whose job roles have stopped due to COVID 19 unless the following options have been explored with the management team involvement: <ul style="list-style-type: none"> - alternative work in the CICL residential programs or other CICL work options have been offered and actively considered by the employee - If these alternative work arrangements are not possible due to COVID 19 related issues as defined by the CARES ACT, then other work arrangements/continued employment will be explored with CICL management team. <p>Use of Small Business Loan Funds</p> <ul style="list-style-type: none"> • Considering the impact of COVID 19 on changing job roles, employee’s personal lives, and agency resources, SBA loan support will be used to continue employee pay for their regularly scheduled time when other options are not reasonable or workable. This will only be done on a case-by-case basis with management approval.
TRAINING Titles of training	