



Cross Generational Home Health Care LLC dba Home Helpers Home Care

# Communicable Disease Policy

**For**

**Category of Service: Personal Assistant Services (PAS)**

**Version 1: 7/5/2020**



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## Communicable Disease Policy

### 1.0 Communicable Disease Policy - Objective

As part of our commitment to providing a safe, healthy and productive workplace for employees and clients, Cross Generational Home Health Care LLC, dba Home Helpers Home Care (“Agency”) has adopted this Policy to help protect employees (and clients, where applicable) from the spread of and exposure to communicable diseases. A communicable disease is an illness due to an infectious agent that is transmitted directly or indirectly from one person to another. All managers and supervisors are responsible for understanding and enforcing this Policy. This policy addresses policies and procedures for the agency in dealing with issues arising from the contagious diseases (listed below but not limited to the diseases in Table 1).

Table 1: Communicable Diseases

How Some Contagious Diseases Can Be Spread in the Workplace	
Method of Transmission	
<b>Contact</b> (touching infected person’s skin, bodily fluid or a contaminated surface)	<b>Respiratory Transmission</b> (passing from the lungs, throat, or nose of one person to another through the air)
Chickenpox * Cold Sores Conjunctivitis Head Lice Impetigo Ringworm Scabies Influenza* Hepatitis B* Pertussis* Pneumonia* Ebola Virus Disease	Chickenpox * Common Cold COVID-19 Diphtheria Fifth Disease Bacterial Meningitis* Hand-Foot-Mouth Disease Impetigo Measles* Mumps* Rubella* Influenza*
* Vaccines are available for preventing these diseases	

### 2.0 Scope and Purpose

This policy covers the Agency’s response to those diseases that may be communicable in a work environment, including, but not limited to, the diseases listed in Table 1 (referred to collectively as “communicable illnesses”).<sup>1</sup> However, these are just examples and this Policy covers any communicable illness that poses a credible threat of transmission in our workplace.

Several Texas laws ([Health & Safety Code, Chapters 81, 84, and 87](#)) require specific information regarding notifiable conditions be provided to the Texas Department of State Health Services (DSHS). Health care providers, hospitals, laboratories, schools, and others are required to report patients who are suspected of having a notifiable [condition \(Chapter 97, Title 25, Texas Administrative Code \)](#).

### 3.0 Applicability

This policy is applicable to all employees, contractors, and volunteers regardless of tenure.

### 4.0 References & Related Policies

- §558.285 - Infection Control Precautions (located in the Company Policies and Procedures Manual)
- Cross Generational Home Health Care LLC dba Home Helpers “Exposure Control Plan”

<sup>1</sup> A communicable disease is defined as an illness due to an infectious agent that is transmitted directly or indirectly from one person to another. Additional examples of communicable diseases include, for example, Hepatitis B, Meningitis, Mumps, Rubella, SARS and the common cold. HOME HELPERS® and the Home Helpers logo are registered trademarks of H.H. Franchising Systems, Inc. Each office is an independent licensed user of those trademarks. Proprietary and confidential property of H.H. Franchising Systems, Inc. are used under license.

- Chapter 558. Licensing Standards For Home And Community Support Services Agencies Subchapter D. Additional Standards Specific To License Category And Specific To Special Services, 26 TAC §558.408 [more](#).

## 5.0 Training – Mandatory For All Employees

Our Caregivers Keep Our Clients Safe During The COVID-19 Outbreak and are thoroughly trained in symptoms, prevention and procedures of COVID-19. Caregivers exercise frequent handwashing with soap and warm water as directed by the CDC, avoid crowds and maintaining strict social distancing even when off duty, wipe down all frequently touched surfaces such as doorknobs and remotes upon entry and Caregivers report any COVID-19 symptoms exhibited by themselves or their clients immediately to their office..

### 5.1 CDC Coronavirus Disease 2019 (COVID-19) Training Modules

- (a). All Agency employees must MUST complete the CDC Coronavirus Disease 2019 (COVID-19) training modules listed below: Refer to <https://www.cdc.gov/coronavirus/2019-ncov/hcp/training.html>
- **“Donning and Doffing PPE”**: Learn how to safely put on (don) and take off (doff) PPE recommended for healthcare personnel caring for patients with COVID-19.
  - **The Science of Social Distancing, Part 1**: Learn about the science on social distancing, strategies to support it, and how findings from past pandemics, as well as the current one can shape responses today.
  - **The Science of Social Distancing: Part 2**: Learn more about social distancing. Topics include benefit-risk analysis of social/physical distancing strategies, including for vulnerable populations.
- (b). All Agency employees must complete the a “Certification of Completion” upon completion of the training.

### 5.2 Texas Department of Health and Human Services COVID-19 Guidance/Training

- (a). All Agency employees MUST read and review the [“Texas Department of State Health Services \(DSHS\) Response to COVID-19 website”](#) to learn more about the COVID-19 Pandemic.
- (b). All Agency employees must complete the a **“Certification of Completion”** upon completion of the training.

## 6.0 Policy Statements

### 6.1 Compliance With Texas Statutes and Laws

- Cross Generational Home Health Care LLC dba Home Helpers Home Care will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases.
- Cross Generational Home Health Care LLC dba Home Helpers Home Care’s decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to an employee with a communicable disease.
- Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS), including the SARS-CoV-2 (coronavirus) and tuberculosis. [Company Name] may choose to broaden this definition within its best interest and in accordance with information received through the Centers for Disease Control and Prevention (CDC).

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- Cross Generational Home Health Care LLC dba Home Helpers Home Care will not discriminate against any job applicant or employee based on the individual having a communicable disease. Applicants and employees shall not be denied access to the workplace solely on the grounds that they have a communicable disease reserves the right to exclude a person with a communicable disease from the workplace facilities, programs and functions if the organization finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace.
- Cross Generational Home Health Care LLC dba Home Helpers Home Care will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases.

## 6.2 Personal Protective Equipment (PPE), Cleaning and Disinfecting

- All employees Must practice social distancing.
- All employees MUST wear at least a loose-fitting face mask when within six feet of a client or another employee.
- In response Due to the COVID-19 outbreak, all employees must wear masks during the duration of his/her scheduled shift, whether in the office or client's home.
- All employees MUST wear gloves and practice good hygiene, specifically when caring for a client or assisting the client with cleaning, bathing, dressing, toileting etc.
- All Caregivers shall assist the clients with cleaning and disinfecting applicable surfaces in accordance with CDC guidelines. Refer to <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- All Caregivers Must ensure that he/she brings a personal PPE Kit upon visit to the Client's home.
- The PPE Kit must contain gloves, hand sanitizer, face mask, and may include (Lysol wipes, spray etc.)
- All Caregivers MUST obtain permission from the client before using (Lysol wipes, spray etc.)

## 6.3 **Responsibilities**

### 6.3.1 Responsibilities of ALL Employees, Contractors and Volunteers

This Policy will be distributed or posted for all employees to see. This Policy informs employees of their responsibility to report to Human Resources in the event the employee:

1. Has had symptoms in the last 24 hours related to a communicable illness that increase the risk that the illness may be transmitted to another;
2. Been diagnosed with a communicable disease that is not sufficiently controlled so that contact with the employee poses a risk of transmission;
3. Has been in close contact with a person diagnosed with or being screened for a communicable illness without appropriate protection so that the employee now presents a heightened risk of transmission of the communicable illness;
4. Been in an area with widespread, sustained transmission of a communicable illness such as areas CDC designates Level 3 [<https://wwwnc.cdc.gov/travel/notices>], or other High Risk areas the Agency identifies;
  - Is or should be quarantined related to a communicable illness; or
  - Cannot effectively cover contagious skin condition or an hsv-1 breakout or lesion to ensure that any to completely prevent any skin-to-skin contact.
  - Information relating to an employee's health status will be maintained in a confidential manner as set forth in this Policy.

### 6.3.2 Management Responsibility

In all cases of an absence due to the contraction (or potential contraction) of a communicable disease, the affected employee must inform his/her supervisor and/or Human Resources immediately that the employee has contracted or has potentially contracted a communicable disease. The Supervisor and the HR are required to notify the Agency Administer via email and face-to-face.

Anyone who discovers evidence of a communicable disease that could endanger the health of others in the workplace must report it immediately to management and/or Human Resources. The Agency will notify the appropriate health department officials as deemed necessary or if such reporting is required by law.

- (a). The Agency Administrator(s), and supervisors MUST be familiar with this Policy and be ready to answer questions from employees about the Policy. If anyone has a specific question about the Policy or a possible communicable illness, and the manager or supervisor cannot answer the question, the person should be referred to your manager, or Human Resources.
- (b). The Agency Administrator(s), and supervisors MUST set a good example by washing their hands before eating and after using the restroom, regularly using hand sanitizer, seeking medical attention for scrapes and cuts, making sure any open wound is kept clean and covered, and encouraging this same behavior from all employees.
- (c). The Agency Administrator strongly encourages all employees to protect themselves from getting the seasonal flu by getting the seasonal flu vaccine each year. For more information on the current seasonal flu vaccine, refer to <http://www.cdc.gov/vaccines/>. Even if a person has just a cold or seasonal flu, they should be strongly encouraged to stay at home until they are well enough to return to work and their condition is no longer contagious.
- (d). The Agency Administrator or Designated Representative shall provide notice to the clients regarding the COVID-19 Plan and or Policy.
  - The Agency Administrator or Designated Representative must inform clients of what to expect regarding the COVID-19 Plan (such as that the Agency may not have caregivers available that are willing to care for someone who tests positive for COVID-19 and that you will require caregivers to certify each time they go into a home that he/she is symptomatic, asymptomatic, has tested positive for COVID-19, is asymptomatic but quarantined or a person under investigation for having contracted COVID-19
  - The Agency Administrator or Designated Representative must inform the client that the Agency will require that for each shift, the caregiver will request that he/she complete the “**COVID-19 Client Questionnaire with Signature**” form in ClearCare to create a record showing that the applicable client doesn’t have COVID-19 symptoms and have not been to “hot spots. **Will Recommend but NOT Mandatory for Client(s).**
  - The Agency Administrator or Designated Representative must inform the client that the Agency will require that during each shift, caregivers will assist him/her with completing the “**Visitor Declaration Form**” to identify all visitors in case the applicable visitor is ever exposed to COVID-19 or has been to a hot spot. **Will Recommend but NOT Mandatory for Client(s).**
  - The Agency Administrator or Designated Representative must inform the client that the Agency will require that for each shift, caregivers will self-certify for COVID-19 using the “the “**COVID-19 Client Questionnaire with Signature**” form in ClearCare to create a record showing that he/she doesn’t have COVID-19 symptoms and have not been to “hot spots.

### 6.3.3 Human Resources Department and/or Management Responsibilities

When there is a reported or suspected case of a potential communicable illness diagnosis or exposure in the workplace, the HR Department or the Agency Administrator will:

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1. Coordinate with whoever is responsible for Environmental Health and Safety, benefit employee/caregivers, and the legal department or outside counsel, as needed.
2. Work with the diagnosed or potentially exposed employee ("potential employee/caregiver") to learn more about the employee's symptoms or possible exposure; assist with accommodations, leave requests, and benefits coordination for the diagnosed/potential employee/caregiver; and follow up with medical providers to obtain certifications and return to work documentation.
3. Create a list of other employees potentially exposed to the potential employee/caregiver while that person may have been contagious, and assist those persons with information, accommodations, leave requests, benefits coordination and medical documentation, as needed.
4. Maintain all medical information confidentially to the extent possible and consistent with applicable law.
5. When there is a report or suspected case of a potential communicable illness diagnosis or exposure in the workplace, the Agency Administrator, (person responsible for Environmental Health and Safety will) follow the steps below for Notifiable Conditions in Texas.

#### **6.4 General Instructions For Notifiable Conditions in Texas**

In addition to the [Notifiable Conditions In Texas](#), any **outbreaks, exotic diseases, and unusual group expressions of disease** must be reported. All diseases shall be reported by name, age, sex, race/ethnicity, DOB, address, telephone number, disease, date of onset, method of diagnosis, and name, address, and telephone number of physician.

The Notifiable Conditions in Texas" List above indicates when to report each condition. Cases or suspected cases of illness considered to be **public health emergencies, outbreaks, exotic diseases**, and unusual group expressions of disease must be reported to the local health department or DSHS **immediately**. Other diseases for which there must be a quick public health response must be reported **within one working day**. All other conditions must be reported to the local health department or DSHS **within one week**.

**HOW:** Most notifiable conditions, or other illnesses that may be of public health significance, should be reported directly to the [local or health service regions](#). See exceptions marked by \* on the Texas Notifiable Conditions List above. Paper reporting forms can be obtained by calling your local or health service region or by download in PDF format ([Epi-2](#) for more detailed single case medical care provider reports or [Epi-1](#) for less detailed multiple reports). As a last resort or in case of emergency, reports can be made by telephone to the state office at 888-963-7111. After hours this number will reach the physician/epidemiologist-on-call.

Cross Generational Home Health Care LLC dba Home Helpers will also:

1. Create, update, and maintain documentation describing the report and possible exposure, and the Agency's internal response plan.
2. Research the communicable illness to: (a) develop the Agency's coordinated internal response plan; (b) be able to provide answers to potentially exposed employees, as well as their managers, supervisors, HR and Legal; and (c) make efforts to prevent the spread of the communicable illness and eradicate it from the premises.
3. Take all necessary efforts to prevent the spread of the communicable illness and eradicate it from the premises by, among other things, providing necessary PPE as needed, properly and thoroughly cleaning any potentially exposed surfaces that could lead to the spread of the illness, and informing those potentially exposed what they should do about it.
4. Determine if the issue should be reported to any state or federal occupational safety and health agency or to any public health officials and follow through with any reporting requirements.
5. Maintain all medical information confidentially to the extent possible and consistent with applicable law.
6. Determine if the Agency should take any proactive steps to help prevent the spread of potentially communicable illnesses in the future and implement those steps.

## 6.5 COVID-19 Pandemic Overview

Communicable diseases can often be prevented through a number of measures including vaccines and proper hand washing; however, on January 31, 2020, the Secretary of Health and Human Services (HHS) declared the COVID-19 outbreak a public health emergency. This crisis also has been declared a national emergency by the President of the United States and a global pandemic by the World Health Organization (WHO). Currently, according to the Centers for Disease Control and Prevention (CDC), person-to-person transmission occurs during close (within 6 feet) contact with a person with COVID-19, primarily from respiratory droplets produced when an infected person coughs or sneezes. These droplets, particularly when aerosolized, can be deposited in the mouth, nose, or eyes of nearby people or be inhaled into the lungs. Airborne transmission from person-to-person over long distances is believed to be unlikely. Prudent infection control practices must be exercised to contain / mitigate the spread of COVID-19.

Information applicable to communicable diseases can be an evolving situation and is updated frequently. For the latest information, please refer to the sources listed below.

### 6.5.1 How Our Caregivers Are Keeping Clients Safe During the COVID-19 Pandemic

Our Caregivers Keep Our Clients Safe During The COVID-19 Outbreak and are thoroughly trained in symptoms, prevention, and procedures of COVID-19. Caregivers exercise frequent handwashing with soap and warm water as directed by the CDC, avoid crowds and maintaining strict social distancing even when off duty, wipe down all frequently touched surfaces such as doorknobs and remotes upon entry and Caregivers report any COVID-19 symptoms exhibited by themselves or their clients immediately to the office.

### 6.5.2 Agency Procedure for Potential Exposures in the Workplace

Communicable illnesses can vary greatly in their degree of seriousness, ease of transmission, and risk to others. As a result, the Agency may change its response to potentially communicable illnesses as the situation warrants.

1. The Agency will follow all applicable regulations or instructions issued by federal, state or local public health authorities, the CDC or other governmental agencies. The Agency will generally follow guidelines or recommendations issued by the sources (listed in the [Related Sites and Resources Section](#)), taking into account his/her own particular workplace circumstances.
2. To limit germs and resulting illnesses, ALL Employees, volunteers and contractors MUST adhere to these best practices:
  - Attend/Take Training on appropriate cleaning and disinfection, hand hygiene, PPE and respiratory etiquette. Conduct his/her temperature check at the beginning of his/he shift.
  - ALWAYS wear PPE and ensure the PPE Kit is available and in his/her possession during each shift.
  - Self-certify (using the [COVID-19 Caregiver Questionnaire with Signature in ClearCare](#)). prior to entering the Client's home.
  - Conduct his/her temperature check at the beginning of his/her shift and when entering the Client's home.
  - Wash (for at least 20 seconds) or sanitize (with alcohol-based sanitizer) their hands upon entering the business. Use sanitizer if water isn't available. If water is available, wash hands and use sanitizer.
  - Avoid touching your eyes, nose, and mouth with unwashed hands.
  - Avoid close contact with people who are sick unless you are wearing appropriate protection.
  - Cover cough or sneeze with a tissue (or an elbow or shoulder if no tissue is available), then throw the tissue in the trash and wash or sanitize hands.
  - Clean and disinfect frequently touched objects and surfaces.
  - Never mask a fever with Tylenol or Advil in order to come to work.

- Practice social distancing (6 feet apart). If such distancing is not feasible, other measures such as hand hygiene, cough etiquette, cleanliness, and sanitation MUST be rigorously practiced.
  - Individuals may not be in a group larger than 10 individuals (including those within the individual's household). Within these groups, individuals should, to the extent possible, minimize in-person contact with others not in the individual's household. Minimizing in-person contact includes maintaining 6 feet of separation from individuals.
  - When maintaining 6 feet of separation is not feasible, other methods should be utilized to slow the spread of COVID-19, such as washing or sanitizing hand frequently, and avoiding sharing utensils or other common objects.
  - In certain settings, such as restaurants and bars, minimizing in-person contact is more difficult, and wearing face coverings or masks is not feasible. For this reason, tables at restaurants and bars should not exceed 10 individuals.
  - In other settings, the group size may be larger than 10 individuals, based on the particular recommended minimum health protocols.
  - In those settings, individuals should, to the extent possible, minimize in-person contact and use other methods to slow the spread of COVID-19.
- Stay home and contact his/her supervisor and/or the Agency Administrator immediately if he/she experiences of the NEW or Worsening symptoms or symptoms of possible COVID-19:
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - Loss of taste or smell
  - Diarrhea
  - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
  - Known close contact with a person who is lab confirmed to have COVID-19
- In the case of an employee or contractor who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met:
  - At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); and the individual has improvement in symptoms (e.g., cough, shortness of breath); and at least 10 days have passed since symptoms first appeared; or –
  - In the case of an employee or contractor who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above; or
  - If the employee or contractor has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.
- Use the [COVID-19 Symptom Screening & Self Checker](#) to certify if ClearCare is down for maintenance etc.

## 6.6 Agency's Policy on Potential Exposure (Travel or Otherwise)

The Agency generally follows and recommends that employees follow travel advisories issued by the CDC, the State Department, Federal/State/Local health officials, and other government agencies. This means that travel may, or should, be curtailed in whole or in part in the event of an outbreak of a communicable illness in a specific geographic area (a "Risk Area").

1. Travel to Level 3 Risk Areas

The Agency does not permit work-related travel to Risk Areas identified as a level 3 by the CDC. Refer to CDC Travel Health Notices, <https://wwwnc.cdc.gov/travel/notices>

2. Potential Exposure Due to Work-Related Travel

- (a). If an employee is required to travel to a Risk Area for work, and the person becomes or believes he/she may be ill, the employee must inform his/her Supervisor, Agency Administrator and the HR Department immediately.
- (b). If, as a result of work-related travel, the employee is neither ill nor symptomatic upon returning, but quarantine is required or recommended by a public health official or medical provider, the person may be provided with assignments to perform at home if such assignments are available and within the scope of the employee's job duties. If such assignments are not provided, the employee will be placed on the appropriate type of leave (such as workers' compensation) during the period of quarantine based on the relevant circumstances. All Agency policies, including but not limited to the Agency's policy requiring accurate timekeeping and the Agency's prohibition of off-the-clock work by non-exempt employees, remain in effect for employees working from home during quarantine. When working from home during quarantine, employees must take any meal and rest breaks as required by Agency policy and applicable law.
- (c). If, as a result of work-related travel, the employee's exposure is confirmed, compensation will be handled as a Confirmed Work-Related Exposure (outlined below).

3. Confirmed Work-Related Exposure

- (a). If an employee becomes or believes he/she may be ill as a result of a work-related exposure, the person must inform his/her Supervisor, HR Department and the Agency Administrator immediately.
- (b). A report of injury will be completed and submitted to the Agency's workers' compensation employee/caregiver for a determination on work-relatedness and compensability. The employee will need to remain out of the workplace and either work from home, if able, or if the employee is unable to perform his/her job from home, the Agency will compensate the employee as required by law or Agency policy until a determination of compensability is made.
- (c). If there is a confirmed work-related exposure and liability under workers' compensation is accepted, wage loss benefits will be paid in accordance with workers' compensation laws.
- (d). If there is no confirmed work-related exposure and/or the claim is denied, compensation will be handled as a Personal Exposure (outlined below).

4. Personal Exposure

- (a). If an employee becomes or believes he/she may be ill due to exposure for a non-work-related reason (i.e., not for reasons outlined above), the employee must inform his/her Supervisor or a member of the HR Department immediately.
- (b). If the employee becomes ill or symptomatic due to a non-work-related reason, the employee should review the Agency's benefits and leaves of absence policies to determine if they are eligible for such benefits or leaves of absence (e.g., Family and Medical Leave Act Policy, Sick Leave Policy, etc.). Employees should contact HR for more information.
- (c). If an employee is neither ill nor symptomatic, but quarantine is required or recommended by a public health official or medical provider for a non-work-related reason, and the employee cannot perform work while under quarantine, the employee will be provided with the option of:
  - using accrued sick leave, if available;
  - using accrued PTO/vacation time, if available; or
  - being placed on unpaid administrative leave for the period of quarantine.

5. Employee Illness and Returning to Work

- (a). Employees with symptoms of the flu, cold, or another communicable disease or illness must not come to work if that involves interaction with other employees or clients until employee has been free of fever, signs of a fever, and any other symptoms of the flu, cold or other communicable disease or illness for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).

#### For COVID-19

If the communicable illness is applicable to COVID-19, the employee will adhere to the CDC guidance for returning to work. Get the Facts About Coronavirus (COVI-19) and take steps to care for the client, yourself and help protect others in your home and community. Refer to the CDC website, "[When You Can be Around Others After You Had or Likely Had COVID-19](#)".

- (b). Employees must limit any exposure of other employees or clients contacting a communicable disease or illness. If employee is not able to do so effectively and perform his or her work, employee must immediately notify the HR Department or management and discuss potential accommodations, if appropriate, and leave options. Employees must not present themselves at work where they might expose other employees or clients to contracting a communicable disease or illness.
- (c). Employees must follow all CDC and public health organizations guidance regarding how to limit exposure to risk of contracting a communicable disease or illness. Guidance often excludes healthcare workers.
- (d). A doctor's note certifying fitness for duty (i.e. return to work authorization) may be required. Employees must follow all CDC and public health organizations COV-19 guidance for returning back to work.

#### 6. Reasonable Accommodation

If the Agency receives notice that an employee is requesting a reasonable accommodation for a communicable disease, the Agency will request that the accommodation request be made in writing. The Agency will engage the employee in the interactive process, which may include requesting information from the employee and the employee's medical provider to determine whether reasonable accommodation can be made. In reviewing accommodation requests, the Agency will consider, among other relevant factors, the health and safety of other persons with whom the employee regularly interacts in the workplace.

An employee may physically return to work when there is no longer risk of transmitting the communicable disease to others, and provided the employee is able to perform the essential functions of the job with or without a reasonable accommodation.

#### 7. Quarantine

In the instance of quarantine, it is the employee's responsibility to provide the Agency with written confirmation from a public health official of any quarantine period, as soon as practicable. While under quarantine, the employee may be advised not to report to work for a specified period of time. In such cases, the Agency will require the employee to remain away from work until the specified quarantine period ends or the employee becomes free of the communicable disease as determined by the medical provider, whichever occurs first. Additionally, to the extent the employee cannot perform work while under quarantine, the employee's eligibility for pay during the leave is outlined in the "Agency's Policy on Potential Exposure ([Travel or Otherwise](#))" section above.

### 7.0 **Confidentiality/Privacy**

Except for circumstances in which the Agency is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed of the employee's condition will be kept at the minimum needed not only to comply with legally-required reporting, but also to assure proper care of the employee and to detect situations where the potential for transmission may increase. The Agency reserves the right to inform other employees that a co-

worker (without disclosing the person's name) has been diagnosed with a communicable disease if the other employees might have been exposed to the disease so the employees may take measures to protect their own health.

## **8.0 No Discrimination**

The Agency prohibits discrimination, harassment, and retaliation because of an employee's disability or medical condition, including a communicable disease.

## **9.0 General Questions**

Given the variety and nature of the communicable illnesses covered by this Policy, the Agency may modify this Policy on a case-by-case basis. The Agency's response to possible exposures to communicable illnesses not discussed or specifically covered by this Policy will be determined on a case-by-case basis.

If you have any questions concerning this Policy, please contact the Human Resources Department or the Agency Administrator immediately.

## Appendices

## Certification of Completion – COVID-19 Online or Classroom Training

Thank you for completing the New Employee and or Agency Training modules. Your commitment and compliance to the efforts of the Agency are vital in maintaining a healthy and safe working environment.

Date of Training:

Last Name:

First Name:

Middle Initial:

How was Training Obtained (Online or Classroom?)

Address of Website (if Applicable):

Name of Instructor (if applicable)

Name of Company conducting the Training (if applicable):

**Attestation: I attest that I have viewed and completed the applicable training and or training modules listed below, and I understand my rights and responsibilities.**

(1). The Texas Department of State Health Services (DSHS): Reference: <https://www.dshs.texas.gov/coronavirus/> to review information applicable to the COVID-19 Pandemic to include:

- Coronavirus Disease 2019
- What To Do if You Are Sick
  - Symptoms of COVID-19
  - People Who Are At Increased Risk of COVID-19
  - CDC recommendations for how to take care of yourself at home
- COVID-19 Testing
  - **COVID-19 Self-Checker** on the DSHS Texas Health Trace
- COVID-19 Symptoms
- COVID-19 Prevention
  - Cleaning and Disinfecting Your Home
  - Disinfecting Non-Emergency Transport Vehicles (can be applied to your personal vehicle)
  - Disposing of COVID-19 Contaminated PPE/Waste
  - Get Your Home Ready (CDC)
  - Hand Sanitizer (Youtube Video available)
  - Hand Washing (Youtube Video available)
  - Prevent Getting Sick (CDC)
  - Quarantine & Isolation (CDC)
  - Running Essential Errands (CDC)
  - Social Distancing (CDC)
  - Use Of Cloth Face Coverings
  - See also the CDC Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes.
- How COVID-19 Spreads
- Local Assistance, [Coronavirus Disease 2019 \(COVID-19\) Local Health Entities](#).



(2). CDC Coronavirus Disease 2019 (COVID-19) training modules listed below: Refer to <https://www.cdc.gov/coronavirus/2019-ncov/hcp/training.html>

- **“Donning and Doffing PPE”**: Learn how to safely put on (don) and take off (doff) PPE recommended for healthcare personnel caring for patients with COVID-19.
- **The Science of Social Distancing, Part 1**: Learn about the science on social distancing, strategies to support it, and how findings from past pandemics, as well as the current one can shape responses today.
- **The Science of Social Distancing: Part 2**: Learn more about social distancing. Topics include benefit-risk analysis of social/physical distancing strategies, including for vulnerable populations.

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Printed Name

---

Signature

---

Date

## Certification of Completion - Online or Classroom Training

Thank you for completing the New Employee and or Agency Online Training modules. Your commitment and compliance to the efforts of the Agency are vital in maintaining a healthy and safe working environment.

Date of Training:

Last Name:

First Name:

Middle Initial:

How was Training Obtained (Online or Classroom?)

Address of Website (if Applicable):

Name of Instructor (if applicable)

Name of Company conducting the Training (if applicable):

Attestation: I attest that I have viewed and completed the applicable training modules listed below, and I understand my rights and responsibilities. I so attest to the above statement through my signature listed below.

- 1). \_\_\_\_\_
- 2). \_\_\_\_\_
- 3). \_\_\_\_\_
- 4). \_\_\_\_\_
- 5). \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## COVID-19 Symptom Screening & Self Checker

Welcome to CDC Covid-19 Symptom Screening



The Centers for Disease Control (CDC) Coronavirus "Self-Checker" Screening Tool, (<https://www.cdc.gov/coronavirus/2019-ncov/testing/index.html>) is offered for informational purposes to help you check for COVID-19 symptoms as outlined by the CDC.

The guidance you receive depends on the accuracy of the information/answers you provide as well as current guidelines for identifying symptoms associated with COVID-19. Based on your self-reported answers, the tool will provide a response to be used by the Agency. Please take the survey and provide the response to your employer according to your employer's instructions.

This is not a substitute for professional medical advice, diagnosis, or treatment of disease or other conditions, including COVID-19. Always consult a medical professional for serious symptoms or emergencies.

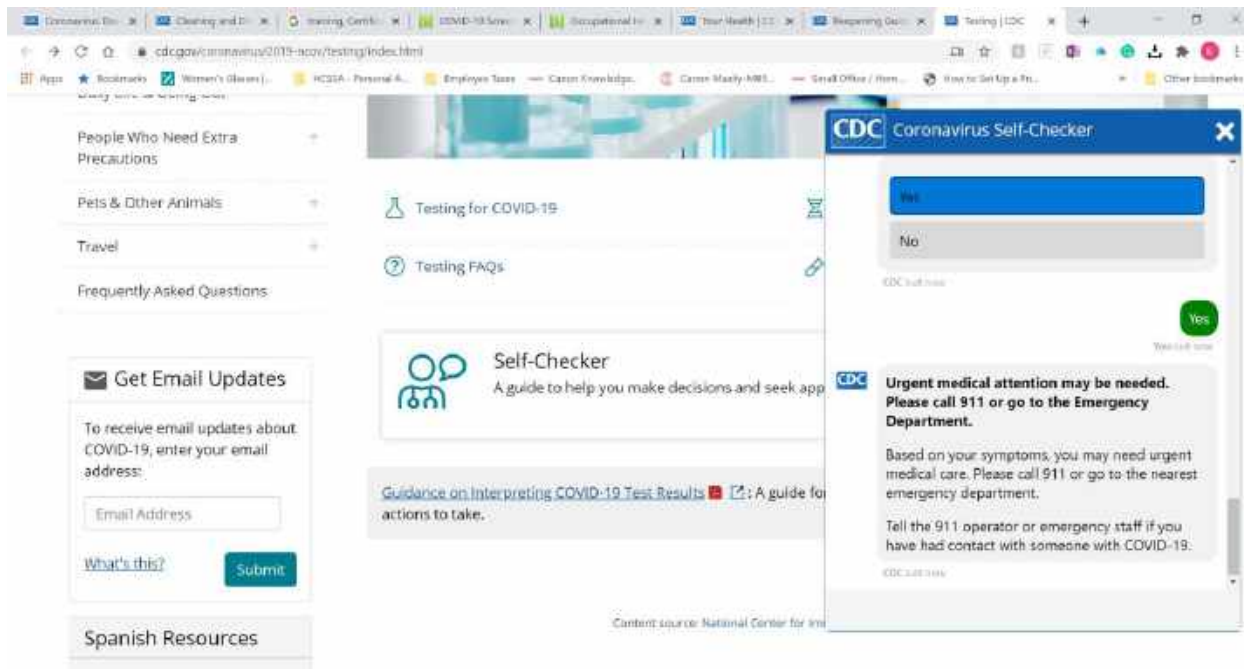
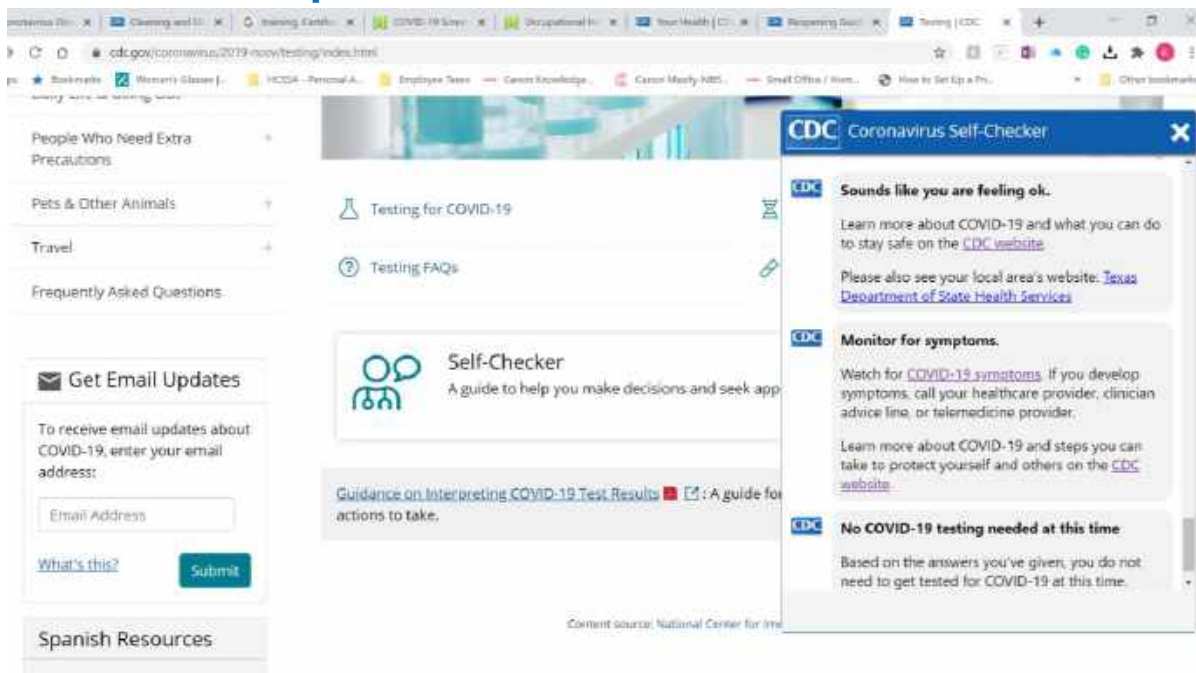
By clicking "I AGREE" below, you indicate that you have reviewed and agree to the CDC Self-Checker disclaimer and the terms of use, available on the website: (<https://www.cdc.gov/coronavirus/2019-ncov/testing/index.html>)

After completion of the self-assessment, you will receive your results (refer to samples below).

### PLEASE REVIEW THE FOLLOWING

- (1). **Note:** CDC, Symptoms of COVID-19, <https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>
- (2). **Note:** [Guidance on Interpreting COVID-19 Test Results](#). A guide for understanding test results and determining what actions to take.
- (3). **Note:** [Emergency Warning Signs](#)

## Sample COVID-19 Self-Checker Results



## COVID-19 Employee Self Certification & Lack of Exposure Form

Employee name: \_\_\_\_\_

Job title: \_\_\_\_\_

- (1). Did you perform the MANDATORY COVID-19 pre-screen prior to the visiting the client's home? Refer to the CDC COVID-19 ["Self-Checker"](#)
- (2). If the outcome of the Prescreen/Self-Check WAS OK, then complete the applicable row and column.
- (3). If the outcome of the Prescreen/Self-Check WASN'T OK, then notify the Agency Administrator or Designated Agency Representative immediately, via phone (no texts) at (817) 600-5393 or (210) 313-8567 and adhere to the recommendations from your Self-Check.

Date (i.e. 1 Aug 2020)	Shift specify time (i.e. 8am -4pm CST)	Self-Checker Completed and the Results were OK? (Yes/No)	Signature

**NOTE:** If an employee's body temperature is at or above 100.4 degrees Fahrenheit, the employee must be sent home immediately and the following completed:

\_\_\_\_\_

**Temperature**

\_\_\_\_\_

**Date Sent Home**

The employee may return to work earlier if a doctor confirms the cause of the employee's fever or other symptoms is not COVID-19 and provides a written release for the employee to return to work.

An employee sent home with a fever can return to work when:

- He or she has had no fever for at least three days without taking medication to reduce fever during that time; AND
- Any respiratory symptoms (cough and shortness of breath) have improved; AND
- At least ten days have passed since symptoms began.

Date the employee returned to work: \_\_\_\_\_

# COVID-19 Client Self Certification & Lack of Exposure Form

Client Name: \_\_\_\_\_

1. **Complete the COVID-19 pre-screen prior to the caregiver visiting your home.** Refer to the CDC COVI-19 [“Self-Checker”](#)

2. **Complete the chart below.**

Notify the Agency Administrator or Designated Representative immediately, via phone call (817) 600-5393 or (210) 313-8567, if the outcome of the Prescreen/Self-Checker Tool recommend that you seek medical assistance.

<b>Date</b> (i.e. 1 Aug 2020)	<b>Shift</b> specify time (i.e. 8am -4pm CST)	<b>Self-Checker Completed</b> (Yes/No)?	<b>Screening Preformed By</b>

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## Visitor Declaration Form

# Employees and Visitors

# STOP

Because of the current concern about COVID-19 spread, the homeowner is requesting that all visitors answer the following questions:

1. Did you complete the COVID-19 Self Checker prior to your visit? If No, then go to step 3.
2. Did the outcome of the Prescreen/Self-Checker Tool recommend that you seek medical assistance? Refer to the CDC COVID-19 ["Self-Checker"](#)
3. Do you have COVID-19?
4. Have you had a fever over 100 degrees in the past 24 hours?
5. Have you developed a new cough or shortness of breath in the past 14 days?

**3. Complete the chart below.**

Notify the Agency Administrator or Designated Representative immediately, via phone call (817) 600-5393 or (210) 313-8567, if the outcome of the Prescreen/Self-Checker Tool recommend that you seek medical assistance.

Date (i.e. 1 Aug 2020)	Shift specify time (i.e. 8am -4pm CST)	Self-Checker Completed (Yes/No)?	Screening Performed By

If you answer "Yes" to any of these questions, please let the homeowner or caregiver know so that the homeowner may determine if you can enter his/her home.

## Plan - Preparing For Exposure

### (1). Basic Preventative Measures

In an effort to combat a communicable disease event, the Agency will institute the following basic infection prevention measures:

- Employees should frequently and thoroughly wash their hands with soap.
- Employees that are sick, regardless of symptoms, must stay home.
- Employees should follow appropriate respiratory etiquette which includes properly covering coughs and sneezes.
- Employees should limit use of coworkers' workstations, computers, phones, desks, offices, tools, or equipment as much as possible.
- The Agency will provide office employees with alcohol-based hand rubs containing 60% alcohol, tissues, and trash receptacles.
- Where practicable, in an effort to increase physical/social distancing, the Agency will institute measures to permit for flexible worksites (e.g., telecommuting) and hours (e.g., staggered shifts).
- The Agency will institute regular housekeeping practices in its offices and asks employees to do so wherever they are working, which includes cleaning and disinfecting frequently used surfaces, equipment, and other elements of the work environment.

### (2). Identification and Isolation of Sick Employees

- The Agency is committed to the prompt identification and isolation of potentially infectious employees. In order to identify and isolate potentially infectious employees, the Agency will undertake the following procedures.
- Employees should self-monitor for signs and symptoms of possible exposure to a communicable illness. In the event an employee believes he/she has potentially been exposed (either at work or home), the employee must immediately inform his/her Supervisor or a member of the HR Department immediately.
- If it is determined that an employee has potentially been exposed to a communicable illness while at work, the Agency will immediately send the potentially infectious employee home and encourage him/her to seek medical care. If the employee cannot leave the premises under his/her own power, or feels uncomfortable doing so, the Agency will alert first-responders.
- If the potentially infectious employee cannot immediately leave the Agency's premises, the Agency will undertake the following measures:
- The Agency will make arrangements to separate potentially infectious employee from coworkers, visitors, or clients.
  - The Agency will provide the potentially infectious employee with a facemask, and ask the employee to wear the facemask, if tolerable.
  - The Agency will limit contact between the potentially infectious employee and other employees. If available, employees who need to interact with the potentially infectious employee will be provided all appropriate PPE.

### (3). Post-Exposure Response

- (a). If an employee tests positive for a communicable disease, and the employee has reported to work during the disease's incubation/infectious period, the Agency will immediately institute the following measures.
- (b). The Agency will direct the confirmed employee/caregiver, and all employees with whom there was contact posing a risk of transmission, to remain home during the disease's incubation period or as recommended by the CDC, whichever is longer.
- (c). The Agency will will
- (d). The Agency will send another caregiver to the client's home.



- (e). The Agency will direct the employee/caregiver to remain home until he/she is well and able to return to work and, to the extent feasible, require the employee/caregiver to obtain a Fitness for Duty form from his/her medical provider. HR will also work with the employee/caregiver to identify leave options.
- (f). The Agency will have affected areas disinfected before permitting any employees to return to affected areas.
- (g). Determine Potential Client and Caregiver Exposure
- Check all schedules for the past 14 days.
  - The Agency will work with the employee/caregiver to identify employees with whom the employee/caregiver had contact while at work.
  - The Agency will alert those employees and discuss any potential medical care.
- (h). **Contact OSHA and the OSHA**
- If a workplace exposure results in an employee being hospitalized for over 24-hours, the Agency will immediately report the injury to OSHA and the local health facility.
  - Similarly, the Agency will record all workplace exposures in its [OSHA-300 log](#).
- (i). **Contact the Local Health Department/Entity**
- For local assistance, see the listing of [Coronavirus Disease 2019 \(COVID-19\) Local Health Entities](#).
- (j). **Contact DHHS**
- Phone: Dial 2-1-1, then choose Option 6, available (24/7)
  - If you experience difficulty when dialing 2-1-1, Email: [coronavirus@dshs.texas.gov](mailto:coronavirus@dshs.texas.gov)
- (k). Record all information in a written document and email [COVID@homehelpershomecare.com](mailto:COVID@homehelpershomecare.com)

## Caregivers and Exposure To COVID-19

The news of COVID-19, sometimes simply referred to as the coronavirus, has been anything but simple to understand. For those Caregivers caring for or having been exposed to a client or someone with confirmed coronavirus or returning from travel from high-risk areas, please follow the recommendation of the CDC outlined below. Reference CDC website:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

- **Call your doctor:** If you think you have been exposed to COVID-19 and develop a fever and symptoms of respiratory illness, such as cough or difficulty breathing, call your healthcare provider immediately.
- **Immediately report any concerns regarding exposure to COVID-19 to a supervisor and the Agency Administrator:** Whether the potential exposure has occurred through providing client care, travel, assisting an ill traveler or other person, handling a contaminated object, or cleaning a contaminated environment.
- **Stay home except to get medical care:** You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Avoid using public transportation, ridesharing, or taxis. Remain out of the workplace and immediately stop client visits, until further notice.
- **Separate yourself from other people and animals in your home:** As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.
- **Wear a facemask:** You should wear a facemask when you are around other people until told otherwise.
- **Cover your coughs and sneezes:** Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can; immediately wash your hands with soap and water for at least 20 seconds. Or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Avoid sharing personal household items:** You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home.
- **Clean your hands often:** Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Monitor your symptoms:** Seek immediate medical attention if your illness is worsening (e.g., difficulty breathing). Before seeking care, call your healthcare provider and tell them that you have, or are being evaluated for, COVID-19.
- **Maintain communication:** Provide regular updates to your supervisor regarding your health.

Many of our clients are elderly and have compromised immune systems greatly increasing the likelihood of contracting COVID-19. As a Caregiver you are on the front line of caring for our clients. We are dedicated to providing the best care possible for our clients and continuing to protect the health of YOU, our Caregivers who care for them. Please don't to hesitate to call us with any questions or concerns.

## Communication Plan - When The Caregiver Is Exposed To COVID-19

In the event that a **caregiver is exposed to COVID-19 or calls in sick with symptoms related to COVID-19**, the response the Agency shall provide to the caregiver will depend on the circumstances and guidance provided by the state or local health department.

- Refer to CDC website: [If You Are Sick](#)
  - [What to Do If You Are Sick](#)
  - [Isolate If You Are Sick](#)
  - [Quarantine If You Might Be Sick](#)
  - [Caring for Someone With COVID-19 at home or in a non-healthcare setting](#)
  - [Parents or Caregivers Who Are Sick](#)
  - [When You Can be Around Others](#)

Cross Generational Home Health Care, (the Agency) will however execute the following communications guidelines.

- (1). Call the Caregiver
- (2). Check/Inquire on their health and safety and the results of the COVID-19 Self-Checker or hospital recommendations.

Let them know you will need some details to ensure their safety and the safety of our employees. Then ask for the details on when they received their diagnosis and whether or not they actually were tested as part of the diagnosis. Specifics you will need to know include: Date of the onset of symptoms, Date of Doctor's Visit, Date of Diagnosis, Date of Test Results.

- (3). Make them aware of your agency's leave policy, in the event their health changes or if they choose to self-isolate for 14 days
- (4). Ask if they are supporting any other clients outside of the clients that they work with through your agency, (other HH agencies, private clients, another brand). If other Agencies (other than a HH Agency), remind the caregiver to call and inform them. If another HH agency, Owner should notify them personally.
- (5). Ask them if they need anything and review the Symptoms One-sheeter with the Caregiver

Note: Provide them the COVID-19 Symptoms One Sheeter and/or the **"Notice of Actual Exposure"**

- (6). Ask them to monitor their health, taking temperature daily and if anything in their health changes to notify you immediately and not to report to work
  - (7). If they **do not show any symptoms in the 14 days**, email them the "Template Fitness for Duty Form" to the Caregiver".
  - (8). If they **do show any symptoms, remind them of the CDC guidance**
- Refer to CDC website: [If You Are Sick](#)
    - [What to Do If You Are Sick](#)
    - [Isolate If You Are Sick](#)
    - [Quarantine If You Might Be Sick](#)
    - [Caring for Someone With COVID-19 at home or in a non-healthcare setting](#)
    - [Parents or Caregivers Who Are Sick](#)
    - [When You Can be Around Others](#)

## Communication Plan - When The Client Tests Positive for COVID-19

In the event that a CLIENT has been **tested positive for COVID-19**, the agency has a choice on how to handle this situation to ensure continuing care with that client. The Agency Administrator or Designated Agency Representative shall:

**(1). Call the Client**

- (a). Check on their health and safety
- (b). Let them know you will need some details to ensure their safety and the safety of our employees. Then ask for the details on when they received their diagnosis and whether or not they actually were tested as part of the diagnosis. Specifics you will need to know include: Date of the onset of symptoms, Date of Doctor's Visit, Date of Diagnosis, Date of Test Results.
- (c). Ask the client if they would like their care continued
  - i. If yes, let them know you will continue their care. Do notify them that there is a chance it may not be the same Caregiver as had previously supported them
  - ii. If no, ask that you may call each day to check on their health, with a plan to resume services on a date you establish on this call.

**(2). Call ALL Caregivers supporting this client**

- (a). Check on their health and safety.
- (a) Make them aware of the client's diagnosis and their decision regarding continuing care
  - iii. Ask them if they are comfortable continuing to support this client, now and once they've been cleared medically and schedule accordingly
- (b) Ask if they are supporting any other clients, outside of the clients that they work with through your agency. (other HH agencies, private clients, another brand). If other Agency or private remind them to call the others and inform. If another HH agency, Owner should notify them personally.
- (d). Ask them if they need anything – remind them to check daily for symptoms and seek a doctor's care if their health changes and to notify you.
- (e). Email them the [CDC COVID Symptom One-sheeter](#) and the completed Template of Notice of Actual Exposure
- (f) Email them the link to the CDC COVID-19 website to get the facts about COVID-19. <https://www.cdc.gov/coronavirus/2019-nCoV/index.html> and [COVID-19 Symptoms](#) and [Emergency Warning Signs](#)
- (f). Remind them that if they having any of the "Emergency Warning Signs", call 911 or call ahead to the local emergency facility: Notify the operator that you are seeking care for yourself of someone who has or may have COVID-19.

**(3). Record all information in a written document and email [COVID@homehelpershomecare.com](mailto:COVID@homehelpershomecare.com)**

**(4). Determine Potential Client and Caregiver Exposure**

- (a). Check all schedules for the past 14 days.

- (b). Determine potential client exposure and potential Caregiver exposure if there are other Caregivers working in the home
- (5). Call Clients with Direct Contact to the Caregivers from the Sick Clients' Home**
- (a). Good morning. I am afraid I am calling with some disappointing news. We have had a Client who has tested positive for COVID-19.
  - (b). To be safe, we have put your Caregiver(s) in self-isolation for 14 days to ensure they do not become symptomatic.
  - (c). Given this, I wanted you to be aware to monitor your health. Please take your temperature daily. If you are showing any symptoms, fever, cough, vomiting or diarrhea, please notify your doctor and our office.
  - (d). In the interim, I wanted to send a different non-symptomatic Caregiver to come in and disinfect your home today. Would you be comfortable with this?
  - (e). Also, you will receive a call from our offices each day for the next 14 to check on you. Will you please answer our calls?
  - (f). We will continue to provide you with care based on your current plan. Please confirm that is how you would like us to proceed.
- (6). Notify Other Clients of Change in Caregiver by phone**
- (a). I wanted to let you know that your usual Caregiver has decided to stay home for 14 days to ensure she is healthy. She/He was in a home where a client has been diagnosed.
  - (b). To ensure your health we ask you do two things. First, for the next 14 days check to see if you have any symptoms. Second, if you feel there is a change in your health please contact your doctor ASAP and our office.
  - (c). There is no reason to think that this limited exposure could cause significant risk, we are just trying to be proactive.
  - (d). Would you like me to send someone today to clean and disinfect your home?
  - (e). We will continue to provide care for your current Care Plan- but wanted to make you aware that NAME will not be there until he/she is cleared to work
  - (f). Is there anything more we can do for you?
- (7). Notify Government Entities Identified in the Post Exposure Plan 3(h-k)**

## Information For Human Resources Or Management

### Mandatory Furlough

Depending on the severity of the communicable disease outbreak either within the Agency's service area or the population at large, the Agency may determine that employees should no longer report to work. The effect of such a decision may result in Agency operations partially, or completely, ceasing during the outbreak ("Mandatory Furlough").

In the event of a Mandatory Furlough, those employees that can perform their work remotely may be permitted to do so. However, any remote work must be authorized by an employee's supervisor, in writing. Employees Must Be Authorized To Work Remotely Before Performing Any Work For The Agency During A Mandatory Furlough.

Work includes, but is not limited to:

- Taking any paperwork or other work-related materials home;
- Taking a Agency laptop home or taking files or documents off of a Agency computer to work on from home, personal, or other computer;
- Logging on to the Agency intranet or website;
- Checking business email from any computer, smartphone, or other device;
- Accessing or sending business related email from any computer, smartphone or other device;
- Making or receiving business-related telephone calls;
- Checking your Agency voice mail.

For non-exempt employees, there may be certain contacts that may be necessary from the employee's supervisor for business-related issues. If non-exempt employees receive such a contact, employees should record time in quarter hour increments and return it to payroll. The Agency will compensate employees for that time. Exempt employees should not perform any work during the Mandatory furlough unless actually called back to work.

Those employees that cannot perform their work remotely during a Mandatory Furlough may choose to exhaust their unused Paid Time Off (PTO). In addition, some leave may be compensated under other programs such as short-term disability or as required by state or local law. Otherwise, time away from work because of a mandatory furlough will be uncompensated.

### Workers Compensation

Should an employee believe that he/she contracted a communicable disease or condition as a result of work or due to an increased risk associated with work, the employee should immediately contact his/her manager and/or Human Resources to report the potential work-related condition and complete an injury report.

Human Resources should, in turn, complete a First Report of Injury and submit it immediately to the Agency's workers' compensation insurer/adjusting Agency to allow the insurer/adjuster to investigate the reported injury/condition and make a determination regarding compensability.

Most communicable diseases and/or community acquired illnesses, such as colds and flus, are not compensable under workers' compensation because employees are at no greater risk of contracting such conditions than the general public due to an increased risk related to work. Regardless, if there is an employee who wishes to report a diagnosed communicable disease or condition as work-related, a report will be taken and submitted to the Agency's workers' compensation insurer for further investigation and determination of compensability.

## Related Sites & Resources

### **A). Opening the State of Texas**

On June 3, 2020, Governor Greg Abbott issued an Executive Order to announce the third phase of the ongoing plan to open additional businesses and activities in Texas. [Review all DSHS guidance for Opening the State of Texas.](#)

### **B). Texas.gov**

Learn about the State of Texas' response to COVID-19, where to find testing, how you can help and what the governor is doing to open the state of Texas. <https://www.dshs.state.tx.us/coronavirus/opentexas.aspx>

### **C). Texas Department of State Health Services (DSHS) Response to COVID-19**

The Texas Department of State Health Services (DSHS) is working closely with the Centers for Disease Control and Prevention (CDC) in responding to the new coronavirus disease 2019 (COVID-19) that is causing an outbreak of respiratory illness worldwide. Reference: <https://www.dshs.texas.gov/coronavirus/> to review information applicable to the COVID-19.

### **D). Center For Disease Control (CDC) and Prevention**

Get Email Updates about COVID-19 and get the Facts About Coronavirus in order to take the necessary steps to care for yourself, help protecting others in your home and community, COVID-19 symptoms, testing, what to do if you are sick, and tips for managing your daily life, including going out, running errands, and coping with stress. Refer to <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

### **E). CDC COVID-19 Printable Resources**

Print-only materials developed to support COVID-19 recommendations, available at <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>

### **F). Coronavirus.gov**

Obtain guidelines that President Trump has unveiled for Opening Up America Again, a three-phased approach based on the advice of public health experts. Refer to <https://www.coronavirus.gov/>

### **G). Occupational Safety and Health Administration**

OSHA's COVID-19 Safety and Health Topics page located at [www.osha.gov/coronavirus](http://www.osha.gov/coronavirus).

### **H). USA.gov/Coronavirus**

Review the federal U.S. Government Websites for current information about the coronavirus (COVID-19). Refer to <https://www.usa.gov/coronavirus>

### **I). World Health Organization**

Refer to: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

## COVID-19 Caregiver and Client Questionnaire with Signature

1. A signature box appears at the end of the Caregiver and Client questionnaire.
2. Caregivers will need to screen the client using the client questionnaire and sign the form.
3. The signature box will appear only for caregivers who update to the latest version of the ClearCareGo app version 2.4.3 (both Android and iOS).
4. Telephony Changes. After answering the client questionnaire, caregivers will be prompted for a signature with the following message: "Signature is required to clock out of your shift. Please press 1 to sign or hang up and contact your agency for additional information." This will require the caregiver to 'sign' the questionnaire before clocking out via telephony.

