
COMMUNITY DAY SERVICES PROGRAM
Policy on Infectious Disease

I. Purpose

To establish guidelines for an infectious disease plan that includes actions needed when a consumer or staff member presents with symptoms during the course of the day. These actions should include:

- Plans to send the consumer/staff home and isolate them until they are able to do so
- Protocol for cleaning and disinfecting the areas that the consumer/staff was present in including when and to what extent the disinfection practices take place
- Protocol for informing consumers, families/group homes, or staff of possible exposure

II. Policy

The following procedures must be adhered to when a consumer or staff member in community day services presents with symptoms of an infectious disease.

III. Procedures

A. General Guidelines

- When an individual or staff member presents with symptoms during the course of the day, the direct supervisor and/or a Coordinator should be notified immediately and the following protocol should be put into place:
 1. The staff or consumer should be removed from the room and taken to the identified illness room (in 1005 it is the first aid room located in production, in 1021 it should be the office located next to Life Skills 1 and Crete should be the small conference room.)
 2. Staff remaining in the room should quickly sanitize with wipes/spray of the persons assigned space and anything they may have touched to avoid any further contamination.
 3. The direct supervisor and/or a Coordinator should put on PPE (gloves and masks) and social distance while conducting the next step.
 4. The staff and/or consumer should be assessed by the direct supervisor and/or a Coordinator regarding:
 - a. Present symptoms, including temperature check
 - b. Record everyone they've been in contact with that day including consumers and staff
 - c. Documentation of above information should be recorded in HSMS.
 5. In the case of the consumer, a Coordinator should contact the consumer's family/group home and request that they be picked up immediately. The group home **MUST** pick up the consumer. New Star will not transport.

6. The consumer and/or staff will remain in the illness room until they can be picked up. Supervision of consumers will occur by a staff member donning PPE (Gloves, Gowns, Masks, Face Shield) and social distancing to reduce further exposure.
7. The consumer and/or staff member shall not return to work until they can provide written documentation indicating that they have been tested and do not have COVID-19, if presenting with COVID-19 symptoms and remain quarantined for 10 days, or are no longer presenting with symptoms of illness for at least 24 hours.
8. If someone tests positive for COVID-19 they cannot return until they have clearance from a doctor. Please see the COVID-19 testing policy for further details.
9. Anyone with COVID-like symptoms will be reported to the Quality Improvement Director and they will add the individual to their tracking.

B. Cleaning

- Once the staff and/or consumer are no longer using the illness room, staff will put a sign on the door to not enter the room unless they are janitorial staff will enter the room donning PPE and clean/disinfect the entire room

C. Communication

- A Coordinator will notify all necessary parties regarding possible exposure, making sure to follow all confidentiality guidelines.