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**GENERAL ADMINISTRATION**  
COVID-19 Policy and Procedures

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## **I. Purpose**

To establish and describe procedures for modifying policies in accordance with changing COVID-19 risk levels.

## **II. Policy**

It is the policy and the responsibility of New Star to ensure that all staff and consumers are protected, to the greatest extent possible, from contracting COVID-19 at New Star. These policies and procedures for testing staff and consumers for COVID-19 were developed with this goal in mind.

New Star will be following the CDC's COVID-19 recommendations in accordance with changing risk levels. The recommendations for how policies will be modified based on the CDC's risk level system are below. Also below are the current CDC-recommended guidelines for testing, isolation, and quarantine.

These policies and procedures are subject to change with changing information from the CDC.

## **III. Key Words**

**Quarantine:** The separation of a person or group of people reasonably believed to have been exposed to a communicable disease but not yet symptomatic from others who have not been so exposed to prevent the possible spread of the communicable disease (e.g. keeping someone who was in close contact with someone positive for COVID-19 away from others).

**Isolation:** The separation of a person or group of people known or reasonably believed to be infected with a communicable disease and potentially infectious from those who are not infected to prevent spread of the communicable disease (e.g. Keeping someone who is positive for COVID-19 away from others).

**Close Contact:** Someone who was less than 6 feet away from infected person (laboratory-confirmed or a clinical diagnosis) for a cumulative total of 15 minutes or more over a 24-hour period (e.g. three individual 5-minute exposures for a total of 15 minutes).

## **IV. Procedures**

### **A. Policy for Modifying COVID-19 Policies and Procedures based on Risk Level**

New Star’s Quality Director will monitor the CDC website for changes in risk level based on county. When the risk level changes in any of the counties that New Star serves (Cook and Will in Illinois and Lake and Porter in Indiana), the Quality Director will send out an email informing all staff. The website used can be found here:

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html>

Below is a summary of the policies and procedures in effect at each risk level:

CDC Risk Level	Guidelines
Low	<ul style="list-style-type: none"> <li>• Masks optional</li> <li>• No visitor restrictions</li> <li>• Handwashing policy in effect</li> <li>• Encourage vaccination</li> <li>• Contact tracing for internal COVID cases</li> </ul>
Moderate	<ul style="list-style-type: none"> <li>• Masks mandatory for staff</li> <li>• Masks mandatory for consumers</li> <li>• Encourage social distancing</li> <li>• Contact tracing for internal COVID cases</li> </ul>
High	<ul style="list-style-type: none"> <li>• Masks mandatory for staff and consumers</li> <li>• COVID visitor &amp; visitation policies in effect</li> <li>• Staff and Consumer health screenings</li> <li>• Contact tracing for internal COVID cases</li> </ul>

**B. Policy for Testing, Isolation, and Quarantine of Staff and Consumers**

New Star will follow the most up-to-date recommendations for testing, isolation, and quarantine of staff and consumers who are sick with or exposed to COVID-19. A full explanation of the current policies can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html#closecontact>

Below is a summary of these recommendations. These guidelines are subject to change with changing guidance from the CDC.

