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

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## **I. Purpose**

To establish and describe procedures for testing consumers and staff for COVID-19.

## **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 may require or recommend that staff and consumers be tested for COVID-19 under certain circumstances described in this document.

## **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 COVID-19 testing New Star consumers:**

#### New Residential Consumers

- New consumers moving into New Star homes must be tested for COVID-19 and receive results within one week before moving in
- The COVID-19 test must come back negative before move-in is authorized
- Consumers should be tested for COVID-19 if they are displaying symptoms and a test is recommended by nursing staff or another medical professional

- Asymptomatic consumers are not required to receive a COVID-19 test unless they have been in close contact with someone who has been diagnosed positive with COVID-19
- If a staff or consumer in a home is diagnosed positive with COVID-19, all other consumers in that home must also be tested, regardless of symptoms, within 48 hours of knowledge of the positive test results
- Consumers who are tested for COVID-19 must, to the greatest extent possible, be separated from other consumers until test results arrive
- Staff interacting with symptomatic consumers must wear an N-95 mask until test results arrive

#### Community Day Services Consumers with and without Symptoms

- All consumers in community day services must follow the general illness procedure whenever they are sick which states that the individual must have a note from a medical provider in order to return to community day services.
- This includes individuals who have a negative COVID-19 test; they must still provide a note of clearance from a medical provider to return to community day services
- Please follow the "When a Consumer can Return to Community Day Services" document for the return process

### **B. Policy for testing New Star staff:**

#### Staff with Symptoms

- If a staff member has COVID-like symptoms as defined by the CDC or a fever over 100.0 for more than three days, their direct manager may either require or recommend that the staff member get a COVID-19 test. Staff who are experiencing any COVID-like symptoms should not be permitted to work at a New Star site.
- If a staff member is required to get a COVID-19 test, they may not work between getting the test and receiving the results. They can only return back to work when negative test results are received by New Star or the procedure is followed for a staff with a positive test.
- If a staff member is recommended to test, they can still attend work between getting the test and receiving the results, but must follow the procedure for staff with a positive test is a positive result is received.
- Any staff who have gotten a COVID-19 test must share those results with their direct manager within 48 hours of receiving the results. Direct managers should share results with their applicable VP or admin, who should then share the

results with the QI Director and the HR Director within 24 hours of receipt of the test results

#### Staff in Close Contact with someone who tested Positive

- If a staff member was in close contact with another staff member or consumer who tested positive for COVID-19, the staff member will be notified by management.
- New Star recommends that any staff member in close contact with someone who tested positive for COVID-19, whether at work or out in the community, get tested
- If a staff member is providing care for someone at home who is positive for COVID-19, they must quarantine at home for 10 days following the sick individual's isolation period. Returns to work sooner than 10 days must be discussed with and approved by the QI Director.
- Staff who have tested positive for COVID-19 within the past 90 days and have reported the positive test are not required to test or quarantine when in close contact with a positive case as long as they remain asymptomatic.

#### Staff who Test Positive

- In order for a staff who tested positive to return to work, CDC guidelines must be followed. These include that 10 days must have passed since the start of symptoms or the date of receipt of positive test results, symptoms must be starting to improve, and the individual has not had a fever for 24 hours without the aid of a fever reducer. This may mean that some staff must remain off work for more than two weeks in order to comply with CDC recommendations
- Returns to work sooner than 10 days must be discussed with and approved by the QI Director.

#### *References:*

CDC COVID-19 Quarantine and Isolation <https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>

COVID-19: When a Consumer can Return to Community Day Services document