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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. 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
- During the time between the testing and move-in the individual must quarantine; they should not leave the house or come in contact with anyone outside their home
- This policy also applies to any consumer who has spent the night outside their home (e.g. with a family member, guardian, etc.)

#### Residential Consumers with Symptoms

- Consumers should be tested for COVID-19 if they are displaying symptoms and a test is recommended by nursing staff or another medical professional
- 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

#### Residential Consumers without Symptoms

- Asymptomatic consumers are not required to receive a COVID-19 test unless they have been in 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

#### 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
- Any staff required or recommended to get 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
- If a staff member was required or recommended to get a COVID-19 test due to experiencing symptoms, they must not work on-site between being administered the test and receiving the results of the test

#### Staff in Direct Contact with someone at New Star who tested Positive

- If a staff member was in direct 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 direct contact with someone who tested positive get tested

- “Direct contact” is defined as being with 6ft of an individual who has tested positive for 15 minutes or longer
- At the direct manager’s discretion, some staff members in direct contact with someone who tested positive for COVID-19 may be *required* (not just recommended) to get a COVID-19 test if they have been in contact with someone at New Star who tested positive. If a staff member was required to get a COVID-19 test, they must not work on-site between being administered the test and receiving the results of the test. Coinciding with CDC guidelines, the staff member must not return to work for at least 7 days from knowledge of the exposure and receive a negative COVID-19 test result.
- If a staff member was recommended (not required) to get a COVID-19 test, they may still work on-site between being administered the test and receiving the results
- Any staff required or recommended to get 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

#### Staff Reporting Direct Contact with someone outside New Star who tested Positive

- If a staff member was in direct contact with someone outside of New Star who tested positive for COVID-19, New Star recommends that staff also get tested for COVID-19
- At the direct manager’s discretion, some staff members may be *required* (not just recommended) to get a COVID-19 test if they have been in contact with someone at New Star who tested positive. If a staff member was required to get a COVID-19 test, they must not work on-site between being administered the test and receiving the results of the test. Coinciding with CDC guidelines, the staff member must not return to work for at least 7 days from knowledge of the exposure and receive a negative COVID-19 test result.
- If a staff member was recommended (not required) to get a COVID-19 test, they may still work on-site between being administered the test and receiving the results
- Any staff required or recommended to get 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

#### 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

- Furthermore, staff who test positive for COVID-19 must be cleared by their PCP in order to return back to work

#### Staff applying for COVID-19 Benefits

- Staff may be required to produce proof of positive COVID-19 test results to qualify for employment benefits
- Staff may be required to show proof of a negative test before returning to work after utilizing benefit time
- Staff can contact the HR Director regarding FMLA benefits available to employees regarding COVID-19 symptoms and exposure

#### *References:*

CDC COVID-19 Discontinuation of Isolation for Persons with COVID -19 Not in Healthcare Settings <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

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