

Team-

As many of you know, the COVID-19 Public Health Emergency concludes today. As such, we have revised our guidelines and protocols. Please see attached a new Agency Policy (APP-722) that reflects these changes. All new protocols will go into effect **Monday, May 15th** to allow time for communication to all stakeholders.

Notable Changes Effective May 15, 2023:

- Face Masks will be *optional* at UCP facilities/homes (if working at a community-based location that requires masks, it is expected that you follow their guidelines and mask up); if community or Agency levels dictate, we will institute a temporary mask mandate; if you have cold-like symptoms, we ask that you wear a mask
 - Single use masks will still be provided at Agency facilities/homes and may still be requested by those working in the community
 - If an individual or family requests that you wear a mask during services or treatment, please comply with their wishes
- Team members, individuals and guests will no longer be required to fill out health assessments prior to entering a UCP facility or starting the work day
- Call off to your supervisor per traditional Agency policy if you are ill (symptomatic or COVID-positive) and use short term absence (STA) or vacation time (unpaid time will be permitted as needed)
 - We are ending the practice of paying team members while you are off for symptoms, testing, quarantine, or isolation; time off must be taken as stated above in the same manner as any illness
 - Supervisors will contact nursing if there are concerns or if a team member has tested positive
 - DO NOT COME TO WORK IF YOU ARE SICK!! Treat this like any other illness or virus
- The COVID-19 Vaccine and Education Policy (APP-610) will be suspended (meaning the vaccine requirement is currently discontinued). This is subject to change based upon guidance from the Centers for Medicare and Medicaid Services (CMS). *If there are any concerns about individual status, we will be in touch with you directly*

The attached policy indicates those circumstances in which procedures may change (for example when the CDC COVID-19 Community Level “color” changes). Protocols continue to evolve and we will evolve with them!

COVID-19 is unpredictable. And guidance from CMS can change, often without notice. Therefore, we reserve the right to adjust any policies or procedures or reinstitute our previous protocols.

While it is good news that we are implementing these changes, we must remain vigilant and do all we can to keep ourselves and others healthy and safe! ***I appreciate your flexibility over these past few years and look forward to a brighter future!***

Please contact me, Beth or Brittany with questions or concerns.

Thank you for as always,
-andy

United Cerebral Palsy Association of Greater Cleveland

POLICY – COVID-19 Guidelines

It is the policy of UCP of Greater Cleveland to provide employees with the most recent guidance regarding COVID-19 from the CDC. When applicable, directives will be followed in accordance with CMS, DODD, and other government or accreditation entities.

UCP of Greater Cleveland provides services in community-based settings and should follow the CDC's COVID-19 Community Levels for general operation. All guidance is applicable for both vaccinated and unvaccinated individuals.

The Manager of Quality and Director of Nursing serves as the Agency's designated safety coordinator who has the authority to ensure compliance, workplace-specific hazard assessment, involvement of non-managerial employees in such assessment and plan development/implementation to minimize the risk or transmission of COVID-19 to employees, individuals served by UCP of Greater Cleveland, and visitors to Agency facilities.

Standard and Transmission-Based Precautions:

All employees are required to:

- Practice proper hand hygiene (wash hands for at least 20 seconds with warm, soapy water). If soap and water are not available, hand sanitizer with over 70% alcohol content may be utilized.
- Clean high touch surfaces regularly with Agency approved/provided disinfectants.
- Use of PPE (personal protective equipment) as directed.

Training on COVID-19 and Vaccination:

COVID-19 training will be continually provided to all employees, including as related to policy and procedure changes. UCP utilizes a variety of methods to build awareness and educate from trained/licensed employees and computer platforms. UCP of Greater Cleveland provides COVID-19 vaccination education to all employees and continues to encourage staff to receive the vaccine as a defense against COVID-19. *(CMS mandated vaccination/vaccine education policies and procedures were placed on hold at the conclusion of the COVID-19 Public Health Emergency on May 11, 2023).*

Using Masks and Respirators:

Employees:

UCP of Greater Cleveland will follow the CDC metrics to determine Agency-wide, site-specific or individual masking. Masks will be optional when community levels remain low. Single use masks will be required if community levels increase. The use of N95* masks will occur if/when an individual served is suspected of or has tested positive for COVID-19.

** Specific Staff will be fit tested according to UCP's respirator policy.
See– APP-700-Appendix 1 Respiratory Protection Program*

Visitors:

UCP of Greater Cleveland will utilize the CDC metrics to determine levels of COVID-19 with the community as guide to masking. Masks will be optional for visitors while community levels remain low. Single use masks will be required if community levels are high.

UCP of Greater Cleveland strongly encourages that you wear a mask if you are experiencing cold like symptoms. Single use masks will be available at each entrance.

The Manager of Quality and Director of Nursing or designee will review the CDC community levels each week and provide notifications when requirements change or are impending.

Symptom Management:

The health and safety of everyone at UCP Greater Cleveland is the highest priority. Employees who are experiencing COVID-19 symptoms (fever, dry cough, sore throat, diarrhea, headache, loss of taste or smell, etc.) are to notify their direct supervisor. Team members with an active COVID-19 diagnosis may use STA, Vacation, or unpaid leave when quarantine/isolation is directed per CDC guidelines. Nursing will be notified and provide direction where applicable.

Visitors are to notify case managers if experiencing COVID-19 symptoms to determine if appointments should be rescheduled.

Exposures and Positive COVID- 19 cases:

UCP of Greater Cleveland will utilize to CDC's latest exposure and quarantine guidelines to determine appropriate safety measures for staff and client safety after an exposure and a positive COVID-19 case.

Quarantine at non-residential sites

If an individual starts developing COVID-19 like symptoms during programming, they are to be placed in the designated quarantine room. Staff will don appropriate PPE while assisting and sitting with the individual. The Guardian will be requested to pick the individual up and have them tested for COVID-19. The quarantine room will be disinfected after the individual is picked up.

Oakleaf Homes (ICF):**ICF visitation guidelines:**

In the event a resident tests positive for COVID-19, visitation for that individual will not be permitted until the individual is considered cleared from isolation. In the event of multiple positive cases in a single facility, a determination and communication will be made regarding whole-house visitation by the ICF Administrator.

New 5/23

M:\Policy and Procedures\Agency\APP-700 SAFETY\APP-722 COVID-19 Guidelines.docx

Quarantining/Isolation of ICF residents with COVID-19 Diagnosis:

If a resident tests positive for COVID-19, the internal COVID response team will enact the respirator procedure, provide additional PPE, ensure only properly fit-tested and trained staff are scheduled to work with the individual, and will be provided medical monitoring by nursing staff.

- The individual will remain under isolation/quarantine procedures per CDC guidelines.
- The resident will be isolated to a single room if sharing a room.
- Proper PPE will be placed outside of the individual's room along with proper signage and trash can.
- All meals will be provided in the individual's room as needed and if applicable all tube feeding supplies will be placed in the room.
- If tolerated, a disposable mask will be worn by the resident during patient care.
- Staff will clean and disinfect the resident's room once daily.
- One bathroom will be designated the quarantine restroom.
- Nursing will contact appropriate county board to report positive case.

Tracking:

The Manager of Quality and Director of Nursing maintains infection COVID-19 log and HR follows all requirements for reporting standards.