

## ICM COVID-19 Information and Guidelines

Update: 1-6-2022

Until further notice, all ICM employees and contractors are required to wear a mask when supporting customers or while inside of an ICM building despite the guidelines listed below.

Note:

- Employees are not required to wear a mask when alone inside of a personal office.
- Foster Parents do not have to wear a mask unless they meet exposure criteria.

### Vaccinated Employees and Contractors

According to the Centers for Disease and Control, people are considered fully vaccinated for COVID-19 within the first six months following two weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or two weeks after they have received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen). A booster vaccination is necessary to be considered fully vaccinated after the first six months has lapsed as described above.

### Face Coverings

- Vaccinated employees and contractors must always wear a mask when supporting customers or while inside of an ICM building when a six-foot distance with another person cannot be met.

### Employee Exposure

- Asymptomatic:
  - Vaccinated employees **who have been in close contact** (*defined as being within 6 feet of a person with confirmed COVID-19 for a total of 15 minutes or more or having unprotected direct contact with infectious secretions or excretions of the person with confirmed COVID-19*) **with someone with a confirmed case of COVID-19** are encouraged to be tested 5 days after exposure. In lieu of testing,

employees must wear a mask while inside of an ICM building and during contact with customers for 10 days following the date of exposure. Masks are required until the employee either tests negative after the first five days or for 10 days following each positive test result.

- Vaccinated employees **who test positive for COVID-19 and are asymptomatic** cannot have contact with customers or enter an ICM office for 5 days following the date of the positive test result. If employees are asymptomatic after five days of testing positive, they may return to work but must wear a mask for an additional five days. If symptoms develop, see “Symptomatic” section below.
  - The Community Supports Administrator (CSA) or designated supervisor should notify customers and employees who have been in contact with the employee since testing positive for COVID-19 that they could have been exposed. HR should also be notified.
- Symptomatic:
  - Vaccinated employees **who have tested positive for COVID-19 and are symptomatic** cannot have contact with customers or enter an ICM office until at least five days have passed since receiving a positive test result and no fever is present (< 100.4 °F).
    - The employee is to notify their supervisor immediately who will then notify Human Resources.
    - During this time, the person is expected to stay home during the entire isolation period and not leave for any reason, except to seek any needed medical care.
    - Based upon Arkansas Department of Health Guidance (ADH), ICM does not require employees to retest for COVID-19 prior to returning to work. Employees are allowed to return to work if they remain positive for COVID-19, but have met isolation requirements. The ADH indicated in an 8-11-20 memo that “some individuals may continue to test positive even after recovery criteria is met, and symptoms have resolved... individuals who continue to test positive after being removed from isolation pose little risk to others.”

- The Community Supports Administrator (CSA) or designated supervisor should notify customers and employees who have been in contact with the employee since testing positive for COVID-19 that they could have been exposed. HR should also be notified.

## Unvaccinated Employees and Contractors

### Face Coverings

- Unvaccinated employees must always wear a mask when supporting customers or while inside of an ICM building.

### Employee Exposure

- Asymptomatic:
  - Employees **who have been in close contact** (*defined as being within 6 feet of a person with confirmed COVID-19 for a total of 15 minutes or more or having unprotected direct contact with infectious secretions or excretions of the person with confirmed COVID-19*) **with someone with a confirmed case of COVID-19** are encouraged to be tested 5 days after exposure.
  - Unvaccinated employees **who test positive for COVID-19 and are asymptomatic** cannot have contact with customers or enter an ICM office for 5 days following the date of the positive test result. If symptoms develop, see “Symptomatic” section below.
    - The Community Supports Administrator (CSA) or designated supervisor should notify customers and employees who have been in contact with the employee since testing positive for COVID-19 that they could have been exposed. HR should also be notified.
- Symptomatic:
  - Vaccinated employees **who have tested positive for COVID-19 and are symptomatic** cannot have contact with customers or enter an ICM office until at least five days have passed since receiving a positive test result and no fever is present (< 100.4 °F).

- The employee is to notify their supervisor immediately who will then notify Human Resources.
- During this time, the person is expected to stay home during the entire isolation period and not leave for any reason, except to seek any needed medical care.
- Based upon Arkansas Department of Health Guidance (ADH), ICM does not require employees to retest for COVID-19 prior to returning to work. Employees are allowed to return to work if they remain positive for COVID-19, but have met isolation requirements listed above. The ADH indicated in an 8-11-20 memo that “some individuals may continue to test positive even after recovery criteria is met, and symptoms have resolved... individuals who continue to test positive after being removed from isolation pose little risk to others.”
- The Community Supports Administrator (CSA) or designated supervisor should notify customers and employees who have been in contact with the employee since testing positive for COVID-19 that they could have been exposed. HR should also be notified.

## Customers

### Customer Exposure

- Asymptomatic
  - Vaccinated customers **who have been in close contact** (*defined as being within 6 feet of a person with confirmed COVID-19 for a total of 15 minutes or more or having unprotected direct contact with infectious secretions or excretions of the person with confirmed COVID-19*) **with someone with a confirmed case of COVID-19** are encouraged to be tested 5 days after exposure and wear a mask until they receive a negative test result. In lieu of testing, customers are encouraged to wear a mask for 10 days following the date of exposure. (Not while sleeping or if the mask negatively impacts the breathing and health of the customer).

- Vaccinated customers **who test positive for COVID-19 and are asymptomatic** should be encouraged to isolate for 5 days following the positive test and wear a mask for 10 days following the positive test result. If the customer is symptomatic, the guidelines below for “Symptomatic” should be followed.
- Symptomatic
  - Symptomatic customers should be encouraged to be tested for COVID-19.
  - Customers who test positive for COVID-19 should be encouraged to wear a mask until at least five days have passed since receiving a positive test result and no fever is present (< 100.4 °F). (Not while sleeping or if the mask negatively impacts the breathing and health of the customer). Masks are encouraged until the customer either tests negative after the first five days or for 10 days following each positive test result.
  - Natural supports should be considered first for symptomatic customers. If natural supports are unavailable:
    - Employees should encourage the customer to wear a mask.
    - Employees are required to wear a mask, face shield, gloves, and gowns while providing supports to the customer. Employees can contact their supervisor who will provide them with the protective equipment if needed.
    - The customer’s body temperature should be checked and logged in Therap every morning and evening following the positive COVID-19 test result for least five days and until no fever is present.
    - Employees should also check and log their own body temperature upon arriving and leaving their shift and closely monitor their symptoms. If employees begin showing symptoms, they should contact their supervisor immediately and suspend working with ICM customers. The employee should follow symptomatic protocols listed above.
    - Employees should pay special attention to maintaining a clean environment by disinfecting surfaces routinely.
    - The CSA or designated supervisor should notify customers and employees who have been in contact with the customer since testing positive for COVID-19 that they could have been exposed.

- *Special Instructions for Autism Program:*
  - ICM will suspend services to customers if they or household members test positive or are symptomatic for COVID-19.
  - ICM will resume services once the symptomatic customer or household member has quarantined for the periods indicated above for asymptomatic, mild to moderate, and severe to critical illness.
- Please call the ADH at 1-800-803-7847 if you have any questions regarding potential exposure, contact tracing, or quarantine guidelines.

**General Guidelines:**

- ICM employees must contact their supervisor if:
  - They notice their customer is becoming ill or is running a temperature greater than 100.4. If this situation arises, DSPs should ensure their customers receive medical attention immediately.
  - A school closes due to COVID-19 where the employee's children attend, and they are unable to work. (Arrangements will be made to provide substitute staff if the employee is unable to work.)
  - The employee is unvaccinated and they have been in contact with someone with a confirmed case of COVID-19 (*defined as being within 6 feet of a person with confirmed COVID-19 for a total of 15 minutes or more or having unprotected direct contact with infectious secretions or excretions of the person with confirmed COVID-19*).
  - They have been diagnosed with COVID-19 or are running a fever of 100.4 or greater.
- Employees with fever of 100.4 or greater cannot have contact with customers or enter an ICM office.
- Employees are to practice good hygiene:
  - Handwashing
    - immediately upon arriving to work with our customers
    - before assisting with medications

- before assisting with food preparations
  - Cough and sneeze into your elbow
  - Clean and disinfect frequently touched surfaces (doorknobs, kitchen handles, etc.)
  - Wash hands often with soap and water for 20 seconds (singing the ABCs is a good timer)
- Employees should encourage their unvaccinated customers to avoid public venues where people are congregating. However, DPS are encouraged to support their customers with going outside (walks, picnics, etc.) and getting take-out food. Unvaccinated DSPs and their unvaccinated customers are encouraged to wear a mask if they must have contact with people in the community.
- Employees should ensure their customers have plenty of supplies (food, water, medicine, etc.) to tolerate intermittent supply shortages. Employee should contact their supervisor with any questions or concerns.
- Employees should avoid watching and listening to news reports about COVID-19 when supporting their customers. News reports can often cause unnecessary fear and panic that does not promote the overall wellbeing of our customers.
- Employees supporting customers in congregate environments (e.g., Kanis Apartments and roommate situations) should encourage the maintaining of a 6' distance whenever possible if they and others in the area are unvaccinated.

### **Incident Reporting:**

- ICM management staff will follow normal incident reporting guidelines in the event that a customer becomes ill due to COVID-19.
- ICM management staff will notify DDS via email at [DHS.DDS.Central@arkansas.gov](mailto:DHS.DDS.Central@arkansas.gov) if services are interrupted for a customer due to COVID-19.

### **Care and Cleaning of Personal Protective Equipment (PPE):**

- Face Shields:

- To properly wear a face shield, the panel of the shield should extend well past the chin and curve around the sides of your face. Adjust the elastic or adjustable band on your forehead to ensure there are no gaps between your forehead and the shield's headpiece. Face shields are to be used in conjunction with a face mask, not as a replacement.
- When usage is complete, remove the face shield by handling the head band or ear pieces. Try not to touch the shield to prevent cross-contamination.
- Proper cleaning: submerge the protective panel in warm, soapy water and gently clean with a soft, clean cloth. Gently dry with a microfiber or cotton cloth. You can also sanitize your face shield with 70% isopropyl alcohol. Let air dry. Do not use Windex or other household cleaners on your face shield as they can damage it.
- Wash your hands immediately.
- N95 masks:
  - Face Mask rotation and storage: Multiple masks and paper bags will be issued as required to care for positive COVID environments. Label each bag with a day of the week or 1, 2, 3, 4, and 5.
  - When use of the mask has ended for the day, place the mask in the bag for that day. Place the bag in a dry area. Do not touch the actual mask. Grasp the elastic ear-pieces instead.
  - Wash your hands immediately.
  - The next day, use another mask. When done, place it in the 2<sup>nd</sup> bag. Continue each day until all masks have been rotated.
  - Begin again with the first mask for the next week.
  - This rotation can occur four times. In other words, each mask will be used four times before they can be disposed of.
- Isolation gowns:
  - Iso gowns are single use gowns that should be worn temporarily when interacting with a person who is COVID positive.

- To put on the gown, fully cover the torso from neck to the knees, arms to the end of the wrists, and wrap around the back. Fasten in the back of the neck and waist.
  - If wearing surgical gloves, they should cover the hand and extend over the wrist of the Iso gown.
  - For removal: The front of the gown and the sleeves hold the most contamination. Unfasten the gown, taking care that the sleeves do not touch the rest of your body. Pull the gown away from the neck and shoulders, only touching the inside of the gown. Turn the gown inside out and fold or roll it into a bundle. Discard in a waste container immediately.
  - Wash your hands immediately.
- *ICM follows guidance from the Arkansas Department of Health and the Centers for Disease Control and Prevention*
  - Notes:
    - ICM customers must be fully vaccinated to attend BRAVO.
    - Foster Parents do not have to wear a mask unless they meet exposure criteria.
    - ICM will determine if an employee can continue working if an employee tests positive for COVID-19 and no other options of support are available. ICM could consider allowing the employee to continue working if it is determined essential and the employee is asymptomatic. If approved, the employee should check and log their own body temperature upon arriving and leaving their shift, wear PPE, and maintain social distancing precautions when possible.