



Agency Wide Precautionary Measures

Effective October 27, 2021, all employees and contractors who work on-site at an Envision location, including both Envision offices and client residences, must either be fully vaccinated against COVID-19 or submit to weekly COVID testing.

We will require the use of appropriate personal protective equipment (PPE), including mandatory face masking for certain programs (CLS, CDS, PSR). Face masks with exhalation valves or vents are not allowed because they do not prevent the user from spreading respiratory secretions when they breathe, talk, sneeze, or cough.

- We will follow guidelines for capacity requirements based on social distancing needs due to any unvaccinated person
- We will require symptom screening at CDS and CLS sites
- We will increase our sanitation procedures

Residential Procedures DD and MH

Staff are required to wear a mask at all times. Face shield use is required any time the weekly positivity rate is 5% or higher (staff will be notified of this) only to be removed when eating. When the positivity rate is under 5%, the face shields are optional (masks are not optional). If clients are able to tolerate, they should wear a mask throughout the day when out of their bedrooms. If staff need a “mask break” they can step outside.

Any staff member who begins experiencing symptoms while at the residential site must immediately call their supervisor to get coverage so they can leave the site as soon as feasibly possible without jeopardizing the wellbeing of the members.

Unvaccinated clients in our homes will follow social distancing guidelines as much as possible while in the home and always when in the community. Staff and clients will follow the CLS Community Reintegration Procedures for all community engagement activities. Homes should have good air flow from an air conditioner or an opened window when weather allows.

24-hour IDD CILA clients will receive day programming and have the opportunity to engage in special activities during the day at their CILA location and as it becomes feasible, will make the transition to attend CDS programs again based on their individual evaluation. Members need to be screened, including ensuring their temperature is under 100.0 prior to getting on the van to attend CDS. Anyone who has Covid symptoms or a temperature of 100.0 or higher cannot attend CDS and needs to be tested for Covid.

Client temperatures will be taken once per day in all 24-hour CILAs and we will call the doctor for any temperature 100.0 degrees or above.

Visitors are allowed for CILA members according to the Visitor Procedures, see below (also see Appendix).

Two weeks' worth of supplies will be kept at all locations based on availability and will include food, paper goods, cleaning supplies, disposable gloves, and other household products. Disposable masks (surgical), cloth masks, bandanas and instructions for proper mask use (donning and doffing) will also be kept at all locations. KN95 and N95 masks only for use in the event of a positive member are kept at a central location for immediate delivery when needed.

Infection Control Procedures when a Member is Showing Signs or Symptoms:

Preventative measures should be instituted when a member is exhibiting symptoms of Covid. There should not be any shared items. Ensure enhanced cleaning of the home and specifically anything the member touches (doorknobs, light switches, high touch areas of the bathroom). Testing will be scheduled ASAP. As able, masks should be worn by unvaccinated members while in the home and they should maintain 6 ft distance. The individual should be isolated to their room until we receive test results. If the results are negative, things can go back to normal. If the individual tests positive ensure the full protocol is implemented below for how to handle a positive member case.

Dining

Unvaccinated members should have their chairs to be least 6 feet apart during shared meals or other events.

Gloves are to be worn during the food prep, cooking, and serving.

Alter schedules to reduce mixing and close contact, such as staggering meal and activities if it is not possible to keep the unvaccinated member socially distanced.

Restrict the number of people allowed in the kitchen and dining room at one time so that the unvaccinated member can stay at least 6 feet apart.

Ensure hands are washed prior to eating.

Do not share dishes, drinking glasses, cups, or eating utensils.

Non-disposable food service items used should be handled with gloves and washed with dish soap and hot water or in a dishwasher. Wash hands after handling used food service items.

Use gloves when removing garbage bags and handling and disposing of trash. Wash hands after glove removal.

Recreational areas-living rooms

If there are unvaccinated members in the home, consider restricting the number of people allowed in at one time to ensure unvaccinated members can stay at least 6 feet apart.

Activities that require close contact are not recommended.

When county transmission level is High or Substantial the recommendation from IDPH is to encourage mask wearing when in communal areas of the home.

Residential Reintegration for CLS (DD/MH)

During Phase 5 revitalization plan, businesses have re-opened (retail stores, restaurants with indoor dining, theatres, salons, barbershops, etc). Many members, especially those who have independent community access, are now able to return to community integration activities with some limitations. These limitations are expected to continue for the duration of the current pandemic and this procedure is subject to change based on current positivity rates as well as CDC, IDPH and DHS directives.

The following procedures must be followed for all community activities:

DD CLS members and staff must wear their mask while in the community.

MH CLS vaccinated members are able to follow the rules of the establishment they are visiting (i.e. if the museum requires a mask, wear a mask; if the museum doesn't require a mask, you do not need to wear a mask).

All agency vehicles (interior) must be sanitized before and after every use.

All community outings must be approved by a supervisor.

Members who would like to visit other members in other EU CILAs will be required to follow the CILA visitor procedures.

Members who have independent community access will be required to take their temperature prior to leaving the CILA and when they return. They will be given a mask or reminded to put one on before leaving home. The member will be required to complete a community outing log before and after returning to the CILA. They will complete all necessary hygiene and sanitation before completing any other routines. This will be same procedure for the members who are employed and work in the community.

Members who are not vaccinated should be consulted on a case by case basis as they should have limited community visits and will need to be screened upon return. Group outings are preferably limited to outdoor activities, within capacity limited to the members and staff within the home. Masks must be worn by all in the van, recirculation button is not to be used, windows should be cracked for air flow. Indoor activities to be limited to small groups from the same home, with mask wearing and social distancing required.

Visitor Policy

For the duration of Phase 5 in Chicago and pending further guidance from the Division of Developmental Disabilities and the Illinois Department of Public Health, the following protocols to be followed regarding visitors in the CILA homes. If we move back into a more restrictive phase, we will follow the guidelines set up for that particular phase from IDPH, CDPH, CDC.

Site Visits

Visits to the home are permissible, preferably outside of the home, with options including the front porch, backyard or garage areas. Families requesting visits in the CILA home permissible when the following conditions are met:

- Visitors pre-screened; if any issues identified the visit cannot occur
- Visits pre-arranged with the Program Director (House Manager-MH) of the home
- All members in the home have been fully vaccinated
- Visits limited to two family members
- Visits limited to one hour
- Social distancing and mask wearing required

Indoor visitation can occur except when:

- Visitor is for an unvaccinated member in a home where the county positivity rate is over 10% and less than 70% of the members of the home are fully vaccinated
- Member is currently infected with Covid-19 and on isolation
- Member is in a quarantine period

Fully vaccinated members who would like to visit other members in other Envision CILAs inside, where all members are also fully vaccinated will be required to follow the CILA visitor procedures, including wearing a mask and socially distancing

Fully vaccinated members who visit a CILA inside where all members are NOT fully vaccinated can occur (same mask wearing and socially distancing required) except in these circumstances:

- Visitor is for an unvaccinated member in a facility where the county positivity rate is over 10% and less than 70% of the members in the home are fully vaccinated
- Member is currently infected with Covid-19 and on isolation
- Member is in a quarantine period

Effective April 7, 2021, outside visitation to the homes will also be reinstated, to include other Envision staff such as BCBAs; outside therapists or consultants, and, when they are provided approval, to Office of State Guardians and Individual Service Coordination staff.

Visits will be discontinued if guidelines are not followed.

Visitors will be screened upon arrival to the home (See Appendix)

Residential Member Tests Positive

Any unvaccinated member that is asymptomatic and continues to test positive up to 28 days after initial diagnosis will be removed from quarantine without needing a negative test result. For members that test positive:

Residential clients will be supported in their own bedroom or space as best as possible, unless directed by a medical professional to relocate to a hospital or other center. Uninfected roommates should be moved to a different room.

Medical authorities will be notified immediately.

If applicable, partner agencies who may have had contact with the individual will be notified.
Unvaccinated clients in the affected home will be quarantined in the home pending further medical advice

ISC will be immediately notified

Detailed protocol for members who test positive:

- Immediate testing of all individuals and staff (Immediate testing means no earlier than 2 days after exposure). Another test performed every 5-7 days after original test until there have been 14 days of no NEW positive cases. The original member that tested positive does not need to be re-tested.
- Vaccinated members of the home have to wear a mask if they go into the community
- No member of the household is able to attend CDS/PSR until the isolation or quarantine period is over (see CDS guidelines for exposure cases)
- Roommate-moved out of bedroom
- Member is isolated to bedroom for 10 days, including 24 hours without a fever
- Restrict bathroom to only that 1 member with an infection when possible
- Member to be provided with and trained on use of mask
- Vaccinated staff exposed to positive member can continue working as long as asymptomatic.
- Unvaccinated staff must quarantine from the last interaction with the positive member (see quarantine guidelines for timeframes). Unless we are experiencing a critical staff shortage, then unvaccinated staff that are asymptomatic can continue working based on management decision.
- A home that has a Covid positive member should ideally have vaccinated staff working and not work at any other home. There may be times due to critical staff shortages that unvaccinated staff may work in the home and/or staff may have to work at more than one home. This will be at management discretion only.
- DD CLS Members are able to move out of isolation after they have medical clearance (can be done via telehealth). See chart below, this would typically happen 10 days after positive test result.

Intensive cleaning and sanitizing-entire house throughout the day -all high touch items-counters, light switches, door knobs and area around, phone, tablet, railings, banisters, tv remotes, refrigerator handles, tables and chairs, van, keys (especially med cabinet keys)

Also cleaning after every time the bathroom is used by the member who is sick-door handles, sink, entire toilet including flush handle, light switch

Use disposable products (paper cups, paper plates, plastic utensils)

Place a garbage can in the member's room to only be used by them, must be lined (have a bag)

Staff to use PPE when in contact with the individual (gown, KN95 mask, face shield, bonnet, booties, gloves)

Remote monitor will be used to check on individual, staff must keep with them

Pulse oximeter to be used. See Guidance for instructions.

Physical check on individual in their room every 30 minutes If symptoms worsen (high(er) fever, more trouble breathing, worsening cough) follow phone tree below for contacting nursing and/or program director/house manager (MH). If they develop emergency warning signs for COVID-19 call 911 and ensure you tell them the member has tested positive for Covid-19. Emergency warning signs include:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

If member refuses to stay in their room-case by case consultation with team

Arrange for additional items in bedrooms when needed for isolated individuals-televisions, radio, reading material, activities, air purifier

Items entering the room should stay in the room to avoid cross contamination

Identify anyone in contact with that person (map), then map who staff have had contact with.

Exposure:

Vaccinated people can continue to have contact with each other after an exposure (staff and/or members).

Vaccinated staff can continue working as long as they are asymptomatic, this includes being able to work at other houses if needed-management discretion.

If someone tests positive but hasn't been on site for more than 48 hours, that is not considered an exposure for the staff/members that were around them.

CDS Procedures

These limitations are expected to continue for the duration of the current pandemic and this procedure is subject to change based on current CDC, IDPH, DHS directives and Envision Unlimited's COVID-19 Response Team. Members and staff who are fully vaccinated do not have to socially distance. Anyone who is not fully vaccinated must continue to ensure they are at least 6 feet apart. Masks are currently required by all members and staff while working, with exceptions for break periods and lunch.

The following procedures must be followed for all Community Day Service Programs:

- Upon entering the building any member / staff person entering will be screened. Staff are able to self-report that they do not have a fever. Each member will be required to take their temperature. If a temperature is 100.0 degrees or above, that individual will be denied entrance into the building and / or arrangements will be made to safely get the member back home safely.
 - If a temperature is 100.0 degrees or greater, each program will have an isolation room available for any sick person to utilize while waiting for transportation (if needed.) The room will be cleaned and disinfected and will not be used any by other individuals for a period of up to 24 hours after its use for this purpose.
- Staff and individuals are not able to attend CDS if they are COVID-19 positive or have symptoms of COVID-19
 - Community members need to follow the guidance of their physician
 - Staff must follow the guidance below on when to return after testing positive.
- Community members are not able to attend CDS if they have been exposed to someone who tested positive for Covid-19. Follow the guidance below on exposure timelines. They should reach out to their physician for guidance.
- Vaccinated staff are able to continue working after an exposure as long as they are asymptomatic.
- Staff and individuals must wear face coverings over their nose and mouth during CDS programming on site. Members that are vaccinated are able to follow the guidelines while in community settings (ex: museums, stores, restaurants, etc).
- Staff and individuals who have a condition or medical contraindication (e.g., difficulty breathing) may wear a face shield in lieu of a face mask; however physical distancing must be strictly enforced. Measures to reduce risk of exposure for these persons should be implemented, where possible.
- Other individuals should also remain physically distant from those who are unable to wear a face mask or face shield.
- Face shields are optional except when staff must enter the toilet stall to assist a member or provide close contact diapering/toileting care outside the stall or in a hanging room, unvaccinated staff will be required to wear a face shield in those instances.
- Member and staff will be reminded to wash their hands upon entering the program area. Reminders to wash hands will be announced over the walkie talkies or overhead speakers throughout the program day
- Used fixtures/high touch MUST be wiped after every use by support staff

- Timers will be stationed throughout the program as a reminder to all program staff and members to stop what they are doing every two hours to clean / disinfect their work areas and all high touch surfaces throughout the program.
- Hallways will be marked with X's that are 6ft apart to create 6 feet of social distance between those walking the hallways. Waiting areas and seating areas will be adjusted so that a 6ft barrier is mandated. Posted signs will remind members and staff of these barriers throughout the building.
- Social distancing of 6 ft. will be maintained between individuals who are not vaccinated (or have an unknown vaccination status).
- Vaccinated staff do not have to socially distance from the members. Unvaccinated staff have to continue to keep 6 ft distance at all times.
- Capacity limits are now determined by the ability of the space to accommodate physical distancing for those vaccinated and unvaccinated/undetermined. There is no longer a set capacity limit.
- Within each room, individuals should be able to physically distance 6 feet if vaccination status has not been determined or the staff or individuals are unvaccinated. If physical distancing is not feasible, groups should be limited to vaccinated individuals.
- Groups will occupy consistent areas within the program space. Any shared areas will be cleaned between use by different groups
 - Partitions will be used as needed.
- Each program will make specific accommodations to support the needs of the returning members who may need additional assistance due to mobility or language limitations.
- Cleaning will occur at the end of the program day in anticipation of the next day.
- When possible and appropriate, programming should happen in the community or outdoors.
- Vocal performances by vaccinated members will ensure windows and doors open for additional ventilation. It is safest done outdoors.

Changes to our Lunch Practice:

- Communal eating will be socially distanced
- The water to the water fountain will be turned off; disposable cups and access to water will be available.
- Additionally, pay special attention to putting on and removing face masks for purposes of eating. The front of the face mask is considered contaminated and should not be touched during removal. Hand hygiene should be performed immediately after removal.

Community Day Services' Response to members or staff displaying symptoms consistent with COVID 19 or having a temperature of 100.0 or above:

- A designated isolation area in each CDS program will be kept for anyone experiencing Covid-19 symptoms who is unable to leave right away.
 - If someone has suspected Covid-19 symptoms and are unable to leave the building right away they will wait in the designated isolation room. After they leave, that room is to be cordoned off for 24 hours if possible prior to cleaning.
 - For cases of confirmed positive Covid, we will utilize the professional cleaning services from EcoTech if applicable. The building will remain closed until all cleaning is complete.
 - If anyone internally completes cleaning after a suspected or confirmed Covid case, they must wear a mask, gloves and a gown and follow all cleaning guidelines.

Community Outings and Community Access: (see Appendix for CDS transportation policy)

- All agency vehicles (interior) must be sanitized before and after every use.
- All community outings must be approved by a supervisor.
- Members who have independent community access will be required to take their temperature prior to leaving the CDS and when they return. They will be given a mask or reminded to put one on before leaving the program. The member will be required to complete a community

outing log before and after returning to the program. They will complete all necessary hygiene and sanitation before engaging in any activity. This will be same procedure for the members who are employed and work in the community.

- The following procedures must be followed for all CDS community outings activities:
 - Group outings, are preferably scheduled to be held outdoors. All community outings and group sizes must be approved by the Program Director prior to taking place.
 - Masks use for members will be determined by the setting's requirements for vaccinated members, unvaccinated members have to always wear their mask. If the member removes his/her mask and refuse to put it back on, the outing should be terminated immediately. Members who cannot tolerate wearing masks for an extended period should not be considered for a community activity.

Visitors having necessary business with CDS will adhere to the following policy:

- All visitors to any Community Day Service program will adhere to the same guidelines as members and staff person.
- Visitors will be asked to review the COVID-19 symptoms posted before entry into the building.
- Visitors will be asked a series of screening questions.
- Visitors will be asked to sign into our visitor log upon entry into the building which includes a symptom screener.
- All visitors must wear a face mask at all times while in the building.
- Delivery personnel are not visitors. A phone number will be provided at the front door so a package can be left and the program notified. If a delivery person enters the building, he/she will not be allowed beyond the reception area.
- PACE drivers are not permitted by PACE to enter the building.
- Program consultants, interns, regularly scheduled volunteers, etc. are not considered visitors and will follow the same procedures as staff.

Communication:

- All updates and requests for special accommodation will be filtered through the Community Day Services Program Director.
- Any updated information from the CDC, IDHS and / or DHS, pertinent to work conditions or shared congregate settings will be provided by our Quality Assurance team. Quality Assurance will review the new guidance with the Envision Unlimited COVID-19 Response team and information will be disseminated to applicable Program Directors.
- In the event of a COVID positive member, any potentially exposed members and staff will be notified via phone by the Program Director and case managers and provided with instruction for self-quarantining and testing locations.
 - **Program Directors and case managers will have access to all Community Day Services member's and employee contact information for notifications to temporarily close the program in the event of a positive COVID-19 exposure. Notifications may be made after hours and on weekends if necessary.**
 - **The program director, in consultation with the division director, will determine who will be responsible for calling families to alert them of a positive test and subsequent measures taken for safety.**

For daily arrival / departures to the Community Day Service site: Each program will have an assigned attendant to organize the flow of the arrivals and departures from each CDS site. This person will stagger the arrival for individuals arriving into the program, so that they may go through the arrival procedures at the front desk with maximum social distancing.

At the end of each day the attendant will call for members utilizing walk-talkies to reduce the number of individuals attempting to exit at any given time.

Any persons utilizing a wheelchair or other device, requiring additional physical assistance or space for loading and unloading from a vehicle will be given instructions for where to enter and exit the vehicle safely. They will receive additional staff support as needed.

- In the event a provider becomes aware of a positive case of staff or individual in their CDS program, they should notify the Illinois Department of Public Health, as well as impacted individuals, families and partnering providers.
 - Providers must deep clean their facility and transportation vehicles if exposure to COVID-19 has occurred. No staff or individuals should use the facility or transport until this has occurred.

Transportation Guidance:

For CDS programs that are providing individuals with transportation:

If vaccination status can be determined for staff and individuals, providers may transport fully vaccinated staff and individuals together and do not need to maintain 6 feet of physical distancing between individuals, but masks must be worn.

Every individual receives a screening for COVID-19 symptoms BEFORE being allowed to enter a vehicle carrying other people to a CDS site. This may be done by the driver, residential provider, family member, or other designated staff member.

Providers should provide alcohol-based hand sanitizer at the entrance of the vehicle. All riders should wash or sanitize hands prior to boarding or exiting the vehicle.

The interior of each vehicle should be sanitized before and after use by individuals and staff.

Staff, driver(s), and individuals wear face coverings when in the vehicle.

Staff need to maintain social distancing when loading and unloading.

Unvaccinated or indeterminate vaccination status:

- Individuals should sit in staggered rows (one individual per seat, per row).
- Individuals should sit one to a row unless sitting with additional household members.

If a rider in the vehicle is identified as being COVID-19 positive, CDC cleaning and disinfecting protocol should be performed as soon after the confirmation as practical and before the vehicle is put back in service.

- Other riders who were transported in a vehicle with another rider who tested positive for COVID-19 should not participate in CDS until they receive clearance from their medical provider to resume activities.

For daily arrival / departures to the Community Day Service site: Each program will have an assigned attendant to organize the flow of the arrivals and departures from each CDS site. This person will stagger the arrival for individuals arriving into the program, so that they may go through the arrival procedures at the front desk with maximum social distancing.

At the end of each day the attendant will call for members utilizing walk-talkies to reduce the number of individuals attempting to exit at any given time.

Any persons utilizing a wheelchair or other device, requiring additional physical assistance or space for loading and unloading from a vehicle will be given instructions for where to enter and exit the vehicle safely. They will receive additional staff support as needed.

Isolation Room for Sick Members at CDS and Elston

If a member becomes ill at CDS or Elston or has a temperature of 100.0 or higher, the family or staff will be contacted and the participant must be picked up immediately. The participant will be isolated and monitored by staff until pick up occurs. Staff will wear a mask, isolation gown, gloves and face shield while supporting the ill participant until the individual is picked up. If a staff member becomes ill while at work, they must immediately call their supervisor to get coverage so they can leave the site as soon as feasibly possible without jeopardizing the wellbeing of the members.

The room should be closed off for 24 hours and cleaning should happen after that. If anyone internally completes cleaning after a suspected or confirmed Covid case, they must wear a mask, gloves and a gown and follow all cleaning guidelines.

For cases of confirmed, positive Covid-19, we will shut down the site and utilize the professional cleaning services from EcoTech. If it has been 7 days or more since the sick employee or member has used the facility, cleaning and disinfection is not necessary, but can still be done. The program director, in consultation with the division director, will determine who will be responsible for calling families to alert them of a positive test and subsequent measures taken for safety. Contact tracing of those in close contact with the positive person and subsequent notification will occur per the CDS guidelines in the Appendix.

MH Elston Specific Procedures

Masks will be worn at all times while on site. If in the community, vaccinated members can follow the mask guidance for that setting (i.e. museum, store, etc).

Face shields will be used when providing direct service with members-running groups, meeting with clients, any time they are working directly with a member when the positivity rate is over 5% (staff will be alerted to this). When the positivity rate is under 5%, the face shields are optional.

Hands will be washed before groups, during the 15 min breaks between groups and after groups/before leaving.

Housekeeping will be provided a frequent cleaning schedule

Hallways will be marked with X's that are 6ft apart to create 6 feet of social distance between those walking the hallways

Groups will ensure social distancing is available in the space if there is a member or staff that is not vaccinated.

Partitions will be inserted between hotel workstations, around the front desk, and in waiting areas

There will be no communal eating and all disposable utensils will be individually wrapped.

The water to the water fountain will be turned off

Sign-in and out sheets will be stationed at the front and back entrances of the building for staff

- If a member of staff has a temperature of 100.0 or higher, they will immediately be sent home. Anything that was touched by that person should be cleaned and sanitized. A designated area at Elston will be kept for anyone experiencing Covid-19 symptoms that is unable to leave right away.
- If someone has suspected or confirmed positive Covid and are unable to leave the building right away they will wait in the designated room. After they leave, that room is to be cordoned off for 24 hours if possible prior to anyone cleaning it.
- For cases of confirmed positive Covid, we will utilize the professional cleaning services from EcoTech.
- If anyone internally completes cleaning after a suspected or confirmed Covid case, they must wear a mask, gloves and a gown and follow all cleaning guidelines.

Office Procedures

This applies to Central Office, Palos, Lombard, Elston 2, Elston 1, MH Clustered Housing, 103rd St:

As long as the transmission rate is Low or Moderate according to the CDC for the county

(<https://covid.cdc.gov/covid-data-tracker/#county-view>) you may opt to not wear your mask if we have proof that you are fully vaccinated, two weeks past the final dose of your shot (either the second dose for Pfizer and Moderna, or after the one dose of Johnson & Johnson). Once the rate moves to

Substantial or High, staff have to wear their masks again. You also do not have to social distance with others who are fully vaccinated. Once the rate has changed to Substantial or High, masks are required.

HR must have proof of your full vaccination status on file.

Your supervisor will keep a record of who is able to be in the office without a mask based on vaccination status.

A fully vaccinated person can wear their mask at any time if they choose.

If you are working at these sites and you are not fully vaccinated, you must wear your mask at all times and keep at least 6 feet social distance from everyone else.

If an unvaccinated staff is found without their mask, they will be subject to disciplinary action.

All visitors must wear their face mask at all times and complete the health screening upon entry.

Group meetings are allowed, if unvaccinated people are in the meeting, they must wear their mask and socially distance from everyone.

All reasonable attempts will be made to limit deliveries to the front desk or other designated area in order to minimize exposure by visitors.

Disposable cups, plates and cutlery (cutlery must be individually wrapped) must be used.

Communal snacks and candy dishes are not allowed.

After use, individuals must sanitize levers on water dispensers. In addition, only disposable cups can be used and must be disposed of after a single use.

After use, all touched surfaces of the coffee maker must be sanitized

In the event that an employee, member or visitor becomes ill while at the office, reasonable accommodations will be made to ensure they are sent home as soon as possible.

Sanitation Procedures

All locations will increase the frequency of cleaning and sanitation to every two hours (CILA will continue frequent cleanings) using a disinfectant approved to kill the human coronavirus. Staff will wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Wash hands immediately for 20 seconds after gloves are removed. Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash. Cleaning and/or disinfecting shall be accomplished by using household cleaners and EPA-registered disinfectants that are appropriate for the surface. All label instructions for safe and effective use of the cleaning product or disinfectant shall be followed including precautions to take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product. When cleaning and disinfecting surfaces and areas, the following procedures will be followed:

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- **If EPA-registered disinfectants are not available**, diluted house-hold bleach solutions can be used if appropriate for the surface. Check to insure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Prepare a bleach solution by mixing:
5 tablespoons (1/3rd cup) bleach per gallon of water or
4 teaspoons bleach per quart of water

Diluted bleach cleaner is only effective for 24 hours

Diluted bleach is effective for sanitizing hard surfaces. A commercial disinfectant spray is recommended for porous surfaces such as carpets or upholstery. All surfaces that are touched should be included in the cleaning process, including light switches, remotes, keyboards, etc. (See Appendix for website to check EPA approved sanitizing/disinfectants).

Laundry Rooms:

Restrict the number of people allowed in laundry rooms, 1 staff and 1 member at one time to ensure everyone can stay at least 6 feet apart if they are unvaccinated.

Provide disposable gloves, soap for washing hands, and household cleaners and EPA-registered disinfectants for residents and staff to clean and disinfect buttons, knobs, and handles of laundry machines, laundry baskets, and shared laundry items.

Post guidelines for doing laundry such as washing instructions and handling of dirty laundry (see Appendix)

Maintenance Protocol when going into any of our sites:

Wear a mask prior to walking in the door and wear it the entire time they are at any of the sites.

Maintenance staff should be self-screening and signing the visitor log.

Request solo access to the area they need to work (if possible, there shouldn't be any staff or members in the area they are working in).

They should be equipped with sanitizing products to sanitize areas they need to work. Ex: working on a toilet, would sanitize all parts of the toilet that were handled, the light switch, door handle, and anything else touched.

After they leave, staff should then sanitize the areas where maintenance worked.

If the site has a positive case, they should only go into the site in cases of urgent issues and they would need the same protective equipment that the staff are using.

Vehicle Cleaning and Sanitation

At a minimum, clean and disinfect commonly touched surfaces in the vehicle, windows should remain open when cleaning the vehicle. When cleaning and disinfecting, individuals should wear disposable gloves compatible with the products being used as well as any other PPE required according to the product manufacturer's instructions. If cleaning after a sick person has been in the vehicle, use of a disposable gown is also recommended, if available. Gloves and any other disposable PPE used for cleaning and disinfecting the vehicle should be removed and disposed of after cleaning; wash hands immediately after removal of gloves and PPE with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available.

For hard non-porous surfaces within the interior of the vehicle such as hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles, clean with detergent or soap and water if the surfaces are visibly dirty, prior to disinfectant application. **Do not use bleach or ammonia** as it can damage the materials. For disinfection of hard, non-porous surfaces, appropriate disinfectants include:

Any disinfectant you have been using in the home (approved by EPA for coronavirus) that does not have bleach or ammonia can also be used when disinfecting the car. You can check here for [products that are EPA-approved for use against the virus that causes COVID-19](#)^{external icon}

Follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.

Alcohol solutions with at least 70% alcohol.

For soft or porous surfaces such as fabric seats, remove any visible contamination, if present, and clean with appropriate cleaners indicated for use on these surfaces. After cleaning, use [products that are EPA-approved for use against the virus that causes COVID-19](#)^{external icon} and that are suitable for porous surfaces.

Gloves and any other disposable PPE used for cleaning and disinfecting the vehicle should be removed and disposed of after cleaning; [wash hands](#) immediately after removal of gloves and PPE with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available. See Appendix for easy to view chart of areas to be cleaned.

If transporting a member who is sick or has tested positive for Covid-19 we will ensure deep clean of the vehicle, if applicable we will use Eco-Tech.

Hand Hygiene

Envision Unlimited will require frequent and proper handwashing. We will ensure the availability of supplies, such as soap and paper towels, hand sanitizer and tissues for all areas of our buildings. Cloth towels will not be used. Handwashing with soap and water is always the first recommended line of defense, but where this is not feasible or readily accessible, the use of hand sanitizer with at least 60% alcohol may be used.

Hands should be washed often with soap and water for 20 seconds. It is recommended that hand hygiene is performed upon arrival and departure, after blowing one's nose, coughing, sneezing;

following restroom use; before and after eating; before/after routine care for another person after contact with a person who is sick; and following glove removal.

Alcohol based hand sanitizer safety use:

- Alcohol based hand sanitizer must be properly stored- which includes away from high temperatures or flames, in accordance with the National Fire Protection Agency recommendations
- Hand sanitizers are not effective when hands are visibly dirty

Participants and staff should be encouraged and directed to avoid touching the face (eyes, nose, and mouth) to decrease the transmission of COVID-19 or other infectious diseases.

Mitigation of Spread of Infection

Screening Procedure

Upon arrival to CDS and Elston all participants and staff will be screened. Staff will self-screen and sign in, members will have their temperature taken with a touchless thermometer and symptom screener before being admitted to the building. If anyone exhibits any of the following symptoms, they will not be allowed entry or will be sent home if it is midday:

- a temperature reading of 100.0 or higher
- new or worsening cough
- shortness of breath or difficulty breathing
- sore throat
- chills or shaking with chills
- muscle and body aches (new or unusual onset)
- headache (new or unusual onset)
- new loss of taste or smell
- congestion or runny nose
- nausea
- vomiting
- diarrhea

Screeners will make the final determination about whether a participant can enter or remain at day program based on the screening criteria. If needed, staff can find the nearest testing location to them by visiting: <https://dph.illinois.gov/testing>

Signage and Visual Cues

Envision Unlimited has marked the entrances of our buildings with a variety of visual cues to prompt mask wearing, hand sanitizing, as well as maintaining six feet of distance between individuals where necessary. There are various types of visual cues used in the buildings, including but not limited to tape marking the floor, as well as directional arrows or one-way signs indicating flow of movement within the building. Each site is unique and uses techniques that work for them.

Hand washing signs have been posted in all restrooms of sites including residential.

Partitions are used in shared office space areas as well as around desks in front office/reception areas

Infection Control Procedures when an Employee is Showing Signs or Symptoms:

According to the Centers for Disease Control and Prevention (CDC), symptoms of COVID-19 include Fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.

They will be sent home until they are free from symptoms (fever, cough, shortness of breath)- at least 10 days have passed *since symptoms first appeared* **and** At least 24 hours have passed *since last fever* without the use of fever-reducing medications **and** Symptoms (e.g., cough, shortness of breath) have improved. The agency response team will meet to determine any additional action needed regarding potential quarantines.

Procedure for Staff Testing Positive

Per IDPH guidelines, anyone exposed to a person with a positive Covid-19 test should be tested. Testing has to happen no earlier than 2 days after exposure if asymptomatic (if symptomatic they should be tested right away). If negative, test again 5-7 days after exposure. In residential repeated retesting continues, generally every 7 days, until no new cases of COVID19 infection are identified among residents for a period of at least 14 days.

CDPH advises anyone who is not vaccinated and travelling from one of the high-incidence states to be tested while they are in quarantine, using the guidelines listed above regarding when to test. In CLS vaccinated staff do not have to quarantine after exposure to someone who has tested positive as long as they are asymptomatic. They are able to continue working, and can work at other sites if necessary. Staff must ensure they are wearing masks at all times that they are at work. Employees can continue to work without exclusion if resulting staff shortages would adversely impact facility operations. CDS and PSR vaccinated staff are also able to continue working after an exposure as long as they are asymptomatic.

If a staff tests positive for COVID-19:

- Per the table from CDC below: they can return after 24 hours fever-free without meds + 10 days (from when symptoms first appeared) and other symptoms are improving
 - *Mild symptoms such as loss of smell or taste may take longer to resolve, but do not affect timeframe for coming out of quarantine.

Quarantine/Isolation Timelines

<u>Nature of Situation</u>	<u>Quarantine Timeframe</u>
Exhibits Symptoms -OR- Tests Positive (with or without symptoms)	24 hours fever-free without meds + 10 days (from when symptoms first appeared) and other symptoms are improving *Mild symptoms such as loss of smell or taste may take longer to resolve, but do not affect timeframe for coming out of quarantine. DD CLS members must receive medical clearance to move out of isolation.
Tested positive for Covid and was extremely ill	Might need to stay home longer than 10 days and up to 20 days after symptoms first appeared. Work with your doctor for a plan on deciding when to come out of isolation. DD CLS Members will need medical clearance to return.
After close contact exposure->Negative Covid Test Without Symptoms	If vaccinated, in CLS/CDS/PSR can continue to work as long as asymptomatic. If staff shortage in CLS, unvaccinated can continue to work as long as asymptomatic-management decision. Members should quarantine based on the timelines listed below, regardless of vaccination status.

After close contact exposure->Negative Covid Test With Symptoms	All members and staff that have symptoms are to quarantine. Guidance can be given to staff on when they should be tested, community members should be directed to reach out to their physician.
Exposed to someone who tested positive (within close contact guidelines), but already had Covid-19 within the last three months or is fully vaccinated	Does NOT need to quarantine if meets: <ul style="list-style-type: none"> • Is fully vaccinated (2 weeks after one Johnson and Johnson vaccine, or 2 weeks after the second Moderna/Pfizer vaccine) • Had COVID-19 illness within the previous 3 months and • Has recovered and • Remains without COVID-19 symptoms (for example, cough, shortness of breath) *applies to members as well who have had Covid-19 within the previous 3 months
Exposed to someone who tested positive, but you do not have any symptoms	<ul style="list-style-type: none"> • Unvaccinated staff and all members: <ul style="list-style-type: none"> ○ Quarantine and test based on guidelines below after exposure • If fully vaccinated (or tested positive within the last 90 days), you do not need to quarantine as long as asymptomatic. • If unvaccinated and working in residential, case by case basis depending on staff shortage.
I am fully vaccinated and live with someone who tested positive and cannot avoid contact with them	<ul style="list-style-type: none"> • Do not need to quarantine • Test no earlier than 2 days after exposure, and • Test 5-7 days after exposure, and • Test after last day of positive household member's isolation, and • Test weekly until 14 days after last exposure

**Close Contact is defined by:*

For anyone who hasn't tested positive in the prior 3 months is defined by:

- a TOTAL of 15 minutes of being within 6 feet of someone. That can be one period of 15 minutes, two periods of 7 ½ minutes, 3 periods of 5 minutes, etc
- You provided care at home to someone who is sick with Covid-19
- You had direct physical contact with the person-shared a hug or kiss
- Shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

If someone tests positive but hasn't been on site for more than 48 hours, that is not considered an exposure for the staff/members that were around them.

Quarantine Guidelines for Vaccinated and Unvaccinated Members after exposure

CLS Members:

- Vaccinated members who live in a group setting (group home) and are around someone who has COVID-19 (within 6 feet for a cumulative total of 15 minutes or more over a 24-hour period), should still stay away from others for 14 days and get tested, even if they don't have symptoms.
- Testing of everyone begins 2 days after exposure (no earlier), then again 5-7 days after exposure if original test is negative, followed by weekly testing of members will be necessary until there are no new positive for 14 days regardless of vaccination status.
- Each of those who have tested positive need to isolate for 10 days at the end of which time they need to be fever free for 24 hours and symptoms improving.
- No one in the home is allowed to attend CDS/PSR while in quarantine, regardless of vaccination status.

CDS/PSR Members:

- If the community member has been exposed to someone who has tested positive, they should not attend CDS/PSR and should quarantine. They should reach out to their physician for guidance. Quarantine can be shortened from 14 days to 10 days if the member stays asymptomatic. Quarantine can be shortened to 7 days if the member receives a negative test on day 5 of quarantine and is asymptomatic.

Vaccinated Staff:

- Residential: Fully vaccinated HCP with [higher-risk exposures](#) (Higher-risk exposures generally involve exposure of HCP's eyes, nose, or mouth to material potentially containing SARS-CoV-2, particularly if these HCP were present in the room for an aerosol-generating procedure) who are asymptomatic **do not** need to be restricted from work for 14 days following their exposure. Work restrictions for the following fully vaccinated HCP populations with higher-risk exposures should still be considered for:
 - HCP who have underlying immunocompromising conditions (e.g., organ transplantation, cancer treatment), which might impact level of protection provided by the COVID-19 vaccine. However, data on which immunocompromising conditions might affect response to the COVID-19 vaccine and the magnitude of risk are not available.
- CDS/PSR: Vaccinated staff can continue to work as long as they are asymptomatic.
- All CLS staff who have been exposed to a positive member or staff have to be included in the weekly testing until there are no new positives for 14 days regardless of vaccination status

Unvaccinated Staff

- Unvaccinated staff need to quarantine for 14 days from the last day of exposure. Quarantine can be shortened from 14 days to 10 days if the staff stays asymptomatic. Quarantine can be shortened to 7 days if the staff receives a negative test on day 5 of quarantine and is asymptomatic.
- CLS unvaccinated staff can continue to work (as long as there aren't any symptoms) if we are at crisis staffing levels, this is management discretion.

Administrative

- Unvaccinated staff can be asked to quarantine for 14 days. Quarantine can be shortened from 14 days to 10 days if the staff stays asymptomatic. Quarantine can be shortened to 7 days if staff receive a negative test on day 5 of quarantine and are asymptomatic.

- Vaccinated staff do not need to quarantine as long as asymptomatic, but should work remotely if possible

Anyone working after an exposure needs to remain vigilant about wearing their mask appropriately, self-screening for symptoms, as well as making sure to keep at least 6 ft distance from them and anyone else at any time they are removing their mask (to eat/drink and during any breaks).

Cleaning if suspected or confirmed Covid-19

If someone has suspected or confirmed positive Covid and are unable to leave the building right away they will wait in the designated room. After they leave, that room is to be cordoned off for 24 hours if possible prior to anyone cleaning it.

For cases of confirmed positive Covid, we will utilize the professional cleaning services from EcoTech. For CLS, professional cleaning by EcoTech will happen after the home is released from a live-in model. If anyone internally completes cleaning after a suspected or confirmed Covid case, they must wear a mask, gloves and a gown and follow all cleaning guidelines. Gloves and gown should be discarded after each cleaning. Wash hands immediately for 20 seconds after gloves are removed. Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash. All affected areas will be deep cleaned. When cleaning and disinfecting surfaces and areas, the following procedures will be followed:

- Close off areas used by the sick person.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and equipment.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

For disinfection, most common EPA-registered disinfectants should be effective.

If EPA-registered disinfectants are not available, diluted house-hold bleach solutions can be used if appropriate for the surface. Check to insure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Prepare a bleach solution by mixing:

- 5 tablespoons (1/3rd cup) bleach per gallon of water or
- 4 teaspoons bleach per quart of water
- Diluted bleach is only good for 24 hours

All high contact surfaces will be cleaned every 2 hours

All clients and staff must notify a supervisor if they become aware that they came in contact with someone who has tested positive for COVID-19.

Staff who are able to work remotely will continue to do so based on their program needs. Resources for remote access are available from the IT Department.

Staff who have traveled outside the country in the last 14 days or who plan to do so are asked to inform their supervisor.

Unvaccinated staff who have travelled to any of the current “hot spots” states are to inform their supervisor. If they are able to work from home, they must do so. If their job does not allow for remote working they are to take time off using their benefit time, if they do not have enough benefit time, it is unpaid. The states are updated every Tuesday morning by the City of Chicago.

<https://www.chicago.gov/city/en/sites/covid-19/home/emergency-travel-order.html>

If someone tests positive but hasn't been on site for 48 hours, that is not considered an exposure for the staff/members that were around them.

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