



## MEMBER INFORMATION REGARDING COVID 19 10/1/2020

As the threat of Corona Virus continues to affect each and every one of our lives, CVCSS has updated our response. In order to answer questions/give assurances to current and new members of CVCSS the following practices are being followed to ensure the safety and well-being of every member and employee during this unprecedented time.

1. Masks are **REQUIRED** at all times during working hours. All staff, in all positions, are required to wear PPE while at work whether they are in the office, in the community with members, or in non-residential settings. *\*Exclusions apply only for time alone in offices, time outside where the distance of at least 6ft. can be maintained, and time in between members while driving.*

2. Staff will encourage members to wear PPE at all times with staff as well so long as they do not have any health related conditions that prohibit them from doing so. *\*If additional PPE (more than masks) is requested/required to safely complete a visit/appointment with a member, the agency can and will provide supplemental PPE in the form of gloves, gowns, hand sanitizer, face shields and/or goggles.*

3. All offices, residential and non-residential sites, Clubs and agency vehicles are thoroughly cleaned and sanitized daily or after each use. The agency has and will continue to offer employees with cleaning supplies to sanitize their personal vehicles as well.

3. All staff are required to report their temperatures daily as part of health screening. Any staff with a temperature at or above 100.4°F will be sent home and encouraged to get tested. (The CDC considers a person to have a fever when he or she has measured temperature of 100.4°F (38°C).)

4. Employees of CVCSS are instructed to follow social distancing guidelines at *all times* so they are not putting themselves, other staff and our Members at risk. Employees recognize that their positions are essential to the care and livelihood of our members and therefore, they are essential and necessary employees and their attendance at work is vital. Employees are instructed to:

- **Minimize the chance of exposure.** The most common way to catch the virus that causes COVID-19 is from close contact with other people. Avoiding gatherings of people and practicing social distancing can help reduce the chances of exposure to the virus. Make sure to comply with any orders your state has issued about sheltering in place or staying at home.
- **Promote the use of everyday preventive actions.** Some common practices can lower the risk of infection. Clean your hands, cover coughs and sneezes, and follow recommendations or local or state orders for wearing masks to reduce the spread of infection.

5. Last, the agency is also requiring that employees to get tested if they report three or more symptoms. Employees will provide results of the test to the agency. The agency is also requiring employees to provide proof of a negative test for “clearance” and, if applicable a doctor’s/medical release to be allowed to return to work.

*Due to the vacillating differences in cases and scenarios regarding contact tracing, testing, and results of testing, the agency must and will practice situational discretion regarding our “policy” for COVID 19 response. Each situation will be reviewed by our Operations Director and Administrator to determine actual course of action. The agency encourages anyone seek prompt medical attention if the illness is worsening (e.g., difficulty breathing). Before seeking care, call your healthcare provider and tell them that the individual may have, or are being evaluated for, COVID-19. Put on a facemask before they enter the facility. These steps will help the healthcare provider’s office to keep other people in the office or waiting room from getting infected or exposed.*