



Lifting COVID-19 Restrictions and Maintaining Safety

With the Governor lifting many of the restrictions in the state of Maryland, echoed by local officials, The Arc Prince Georges County will begin the process to gradually resume full operations over the next year. Keeping in mind, if the climate of the pandemic changes, we will scale back again to ensure the safety of our employees and the people we support.

The Arc Prince George's County will slowly begin to implement the following transition that will hopefully, lead to resuming full operations within the next year. While we are very excited about the vaccination, there are several things to consider. Given it is not required, some people are still very reluctant to take the vaccination, which slows the progression of herd immunity.

We continue to remain vigilant in our safety protocol, as we closely follow the recommendations from the Centers for Disease Control (CDC) and our local Health Department. The Arc Prince George's County continues to implement the most stringent practices to ensure safety given the nature of our operations. We are steadfast in encouraging every employee and person we support to get the COVID-19 vaccine, if they have not done so already. We have demonstrated our commitment towards getting people vaccinated by hosting several vaccination clinics and by holding educational sessions for the community.

We will be guided by the protocols and recommendations from the CDC and the State of Maryland, with an emphasis on local Prince George's County guidelines, for any new developments.

Our protocol is as follows:

When entering any Arc site, office building, residence, or other location all employees are required to adhere to the screening process and wear a mask at all times while in the presence of others. The Arc Prince George's County will continue to follow all COVID-19 guidelines outlined and required by the ARC. Failure to do so will result in any visitor or employee being asked to immediately leave and will result in disciplinary action up to and including termination.

Therefore, effective, *immediately*, to maintain our continuous efforts in keeping everyone safe and healthy, the following will be taking place:

1. The Arc's Administrative Building, located at 1401 McCormick Dr., Largo, MD, is open to guests Monday-Friday, 8:30AM to 4:00PM. You can reach us at

301.925.7050 to schedule an appointment prior to accessing the building. You must have an appointment with someone in the building in order to gain access.

2. We continue to adhere to a strict, daily, professional cleaning schedule, and the following procedures remain in effect for staff and visitors:
 - Anyone entering this office, including visitors, vendors, contractors and employees, are required to wear a face mask at all times during your visit. You will also be required to regularly wash hands, maintain six feet of distance whenever possible, and follow all protocols outlined on signs throughout the building.
3. You must be scheduled to work or have an appointment to enter the building. Dropping by any site unannounced and without an appointment or for unscheduled work purposes is **prohibited**.
4. When you arrive at the building you will be greeted in the reception area. All staff, visitors, vendors and/or contractor will be screened prior to entering the building/workspace/appointment. The following questions will be asked: ***“In the past 72 hours, have you experienced any of the following”:***
 - a) coughing,
 - b) runny nose,
 - c) shortness of breath or difficulty breathing,
 - d) diarrhea,
 - e) loss of appetite, taste, or smell
 - f) has there been any changes to your body that wasn't there before. Any "yes" answer requires an immediate call to the nurse and you will not be permitted to stay and the nurse will follow-up with you to provide "next steps".
 - g) has anyone in your home tested positive or has been tested and awaiting results, in the last 14 days.
 - h) if you have other employment outside of the Arc Prince George's County, to your knowledge, has anyone there tested positive or has been tested and awaiting results.
 - i) have you come in contact with someone that has tested positive or have been tested and are awaiting results in the last 14 days,
- After you have responded to the aforementioned questions the following will occur.
 - a. Your temperature will be taken with an infrared no-touch thermometer/no touch facial scanner.
 - b. Any temperature greater than 99.0 will require a call to be made to the nurse and further directives will be given if needed.
 - c. A temperature of 100.4 indicates a fever and you will be asked to notify your physician and exit the building immediately. Please do not be offended, as this action is to protect you, your colleagues, their families and the people we support.

5. After being screened and cleared by the person at the front desk, visitors and employees will be sent to wash your hands, for at least 20 seconds, with soap and water, prior to entering your workspace or attending your appointment.
6. Anytime a person leaves the building, upon re-entry, this process will be repeated.
7. Prior to beginning your workday, all employees will sanitize your workspace/area.
 - a. Using the wipes/sanitizing solution/disinfectant to clean your desk, phone, computer, chair, pens, pencils, etc.
 - b. If you leave your work area and use any other equipment to complete a task (copiers, microwaves, etc.,) please wash your hands after or use hand sanitizer.
8. Everyone will be reminded to wear their mask continuously and if you are unable to do so, you will be immediately asked to leave. Masks are disposable and are only to be used daily. At the end of your assignment or day, please dispose of your mask and use a fresh one the next day.
9. While in the building, please observe the 6 feet markers outlining spacing parameters. If you are grouping and not adhering to the 6 feet markers when communicating with others in the building, you will be asked to leave. If you are asked to leave the building, you will not be paid (LWOP will be applied for the day on your time card) and you will be subject to disciplinary action up to and including termination.

Employees should not come to work if they are sick or have been around anyone who has a suspected and/or confirmed case of the flu and/or coronavirus/positive for COVID-19.

- If you are not feeling well, regardless if you have coronavirus symptoms or not, DO NOT come to work contact and notify your supervisor.
- If you suspect you have coronavirus or are being tested for coronavirus, DO NOT come to work and contact and notify your supervisor.
- If an employee has been out sick, please contact the Director of Nursing, Brenda Fitzgerald, before returning to work. Ms. Fitzgerald can be reached at 301.925.7050 ext. 325 or bfitzgerald@thearcofpgc.org. Clearance is needed to return to work.

Please be advised, we are all responsible to ensure each other's safety. To this point, if you are not feeling well, please notify your supervisor and stay home.

TRAVEL

People are considered fully vaccinated:

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine
 - You do not need clearance to return to work.
 - People who are fully vaccinated with an FDA-authorized vaccine can travel safely within the United States.
 - You do NOT need to get tested or self-quarantine if you are fully vaccinated or have recovered from COVID-19 in the past 3 months. (*CDC guidance 4/2/2021*)
- Fully vaccinated people should still follow CDC guidelines for safe travel
 - Wear a mask over your nose and mouth. **Masks are required** on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and in U.S. transportation hubs such as airports and stations.
 - Avoid crowds and stay at least 6 feet/2 meters (about 2 arm lengths) from anyone who is not traveling with you.
 - Wash your hands often or use hand sanitizer (with at least 60% alcohol).

People who are considered unvaccinated. This means persons who have not completed the required sequence for shots, as well as the waiting period after the vaccination shots.

After you travel:

- Please contact Brenda or Natosha before returning to work. Clearance from the Director of Nursing OR the Quality Advancement Director is needed prior to returning work.
- Get tested with a viral test 3-5 days after travel **and** stay home and self-quarantine for a full 7 days after travel.
 - Even if you test negative, stay home and self-quarantine for the full 7 days.
 - If your test is positive, isolate yourself to protect others from getting infected.
- Avoid being around people who are at increased risk for severe illness for 14 days, whether you get tested or not. (*CDC guidance 4/2/2021*)

Guidance for Community Living:

- Cleaning protocols will remain in place. Staff is required to wipe down all touchable surfaces at a minimum of two times per eight hour shift. All surfaces should be cleaned before and after eating and using the bathroom.
- Everyone should continue to wear mask at all times when in the presence of others.

I. Prior to any type of visit:

- a. The family member will contact the Program Manager 72 hours in advance of the intended visit to schedule the visit. (onsite, offsite, or overnight). This should be a successful conversation via phone or email with the Program Manager. Voicemails and emails that have not been acknowledged and responded to are not considered proper notification.
 - b. Family members will be asked whether or not they have been fully vaccinated and can show proof of vaccination. If they have not been fully vaccinated they can only have outdoor/outside visitation.
 - c. Only one individual should have indoor visitors at a time, and the number of visitors should be capped where all distancing recommendations can be easily followed.
 - d. Visitors must be screened prior to the visit (see screening questions)
1. The following questions you will be asked: In the past 72 hours, have you experienced any of the following:
 - a) Coughing
 - b) Runny nose
 - c) Shortness of breath
 - d) Diarrhea
 - e) Loss of appetite, taste or smell
 - f) Has there been any changes to your body that wasn't there before? Any "yes" responses will require an immediate call to the nurse and you will not be permitted.
 - g) Has anyone in your home tested positive or has been tested and are awaiting results?
 - h) Have you come into contact with anyone who has tested positive or have been tested and are awaiting results?
 - i) Visitors must wear a face mask,
 - j) If the individual is fully vaccinated, they can choose to have close contact (including touch) with their visitor while they both wear well-fitting face mask,
 - k) Individuals who are not fully vaccinated should not have close contact with visitors,
 - l) Hand hygiene should be performed by the individual and the visitors before and after contact
- Families may pick up their loved ones for outings and return them home after.
 - Overnight visits with family or friends, are permitted with the understanding that individuals who are not fully vaccinated will need to be tested upon returning to their

homes. They will also need to quarantine in their rooms for seven days or pending a negative result.

Medical Appointments:

- Physicians and health care providers are beginning to see patients in person. Appointments should be discussed with the DNCM/Nurses to access the need for an in person or virtual appointment.
- The DNCM's/Nurses will be resuming visits to the homes to complete assessments every 45 days and on a as needed bases.

Guidance for Employees:

- All employees are required to continue to wear face masks regardless of their vaccination status.
- All employees, including Direct Support Professionals (DSP), are required to always wear a face mask while working. DSPs directly supporting people should wear a disposable, surgical style ear loop mask provided by The Arc. Face masks should always cover your nose and mouth at all times. DSPs should change their face mask after each shift or if the face mask becomes wet or contaminated dirty during a shift.
- When an employee wears a disposable face mask, it must be discarded at the end of each shift, and a new face mask must be used the next time they work. The Arc provides disposable face masks.
- Staff working in an Arc office must also wear a surgical style ear loop mask. Administrative staff may remove their facemask when alone in a private office, conference room, cubical, or outside where employees can social distance. Facemasks are always required. It is essential that the mask is clean and covers your nose and mouth.
- It is critical that we hold each other accountable to ensure face masks are always worn properly, at all times. All employees are required to report any concerns to your Manager, Nurse or QA Department.
- All employees should wash their hands regularly for at least 20 seconds with soap and water. Use only paper towels or a hand dryer to dry hands.
- When in an Arc office, employees and visitors must follow all protocols outlined on signs throughout the building(s).

- Employees should not come to work if they are sick or have been around anyone who has a suspected and/or confirmed case of the flu and/or coronavirus cases. This includes from their homes, other employment or otherwise.
- If you are not feeling well, regardless if you have coronavirus symptoms or not, DO NOT come to work and contact your supervisor.
- If you suspect you have coronavirus or are being tested for coronavirus, DO NOT come to work and contact your supervisor.
- If an employee has been out sick, please contact Brenda or Natosha before returning to work. Clearance from the Director of Nursing or the Quality Advancement Director is needed prior to returning work.

Meetings and Trainings:

- All screening protocols should be followed as indicated above.
- Meetings and trainings can include a maximum of ten (10) people in a room for vaccinated people.
- Meetings and trainings for non-vaccinated people should not be greater than six (6). If there are a mixture of vaccinated and non-vaccinated people in a room default to no more than six people in a room.

COVID-19 Transportation Protocols

- All Arc vehicles used to transport people supported must have a supply of disinfectant wipes, hand sanitizer, thermometers and surgical masks in the vehicle.
- Employees should contact their Managers about obtaining these supplies, as needed. If there is not a timely or adequate response from the Manager, the matter should be elevated to the next level.
- Frequently-touched hard surfaces such as door handles, buckles, and armrests should be disinfected between trips (if providing transportation for more than one person during the day), and at the end of each day.
- Employees and people supported must disinfect their hands, using hand sanitizer immediately upon entering the vehicle.
- Both employees and the people supported should wear a facemask while in the vehicle (if the person we support is able). People who do not have a facemask should be provided one.

- Whenever possible, employees should encourage people to sit in a seating pattern that provides the most distance between people.
- If the weather permits, it is encouraged that windows should be lowered to increase airflow.
- Employees using their personal vehicles to provide transportation to people supported are encouraged to follow all COVID-19 transportation protocols.
- All Arc driving and transportation policies and procedures continue to be in effect.

It is of the utmost importance that we continue to be vigilant during this transition as we begin to move in a less restrictive pattern in the homes and community. The agency's COVID-19 policies must be followed at all times. Again, The Arc Prince George's County will continue to stay abreast of new information and will update and disseminate new procedures as appropriate.

I have read, acknowledged, understand and adhere to abide by new Safety Protocols that have been put in place for The Arc Prince George's County. All of my questions and concerns have been addressed to my satisfaction. My signature signifies that I have full knowledge of what is expected and will adhere to it at all times.

Employee's Signature

Date

Employee's Printed Name

Date

Director's Signature

Date