

Precaution

Screening

to Prevent/ Minimize Potential Spread of Coronavirus

Intended Users:

- All Racker staff

Definitions:

- a. Staff – Racker employees, volunteers, contracted staff, interns, etc.
- b. Essential *Business* Staff – Racker Staff identified as needing to work during this state of emergency so that services deemed unable to be suspended, may continue to be in operation. Essential Business Staff at Racker are staff working in: Residential; Community Support Services; Counseling for School Success; Audiology; Facilities & Maintenance and all administrative departments (because they support the needs of those Essential Businesses.)
 - a. All **Essential Business Staff** are to report to work or, if directed by her/ his supervisor, work remotely.
 - b. All **non-Essential Business Staff** are not to travel to their work location and should work remotely, as directed by her/ his supervisor.
- c. Screening/ Self-Screening – a process used to determine if a person should be permitted to enter a Racker site or program.

Staff Screening

All Essential Business Staff should **remain home if** s/he:

1. Has a confirmed case of COVID-19, until their local County Health Department tells her/ him they are no longer quarantined.
2. Is awaiting results after being tested for COVID-19.
 - a. If results are *negative*, s/he may return to work based on the recommendation of their local county health department or primary care provider.
 - b. If results are *positive*, s/he must remain out of work until their local County Health Department tells her/ him they are no longer quarantined.
3. Has been in contact/ near a person with COVID-10 and subsequently instructed by their local County Health Department or primary care provider to self-quarantine.
4. Has experienced any symptoms of a respiratory infection (such as coughing, sore throat, fever, or shortness of breath) within the past 48 hours, that is unusual for her/his typical baseline. Once symptom free and #'s 1 through 3 do not apply, the staff member may return to work.

Further, if needing to remain home for any of the above scenarios staff should contact her/ his supervisor and give them a 'best estimate' of when s/he will be able to return to work.

Monitoring by Supervisors

If you notice someone who seems ill or is becoming ill or hear of someone becoming ill while at work, speak to the staff member. If they indicate they do feel ill or are becoming ill, **please send them home.**

If you have any difficulty implementing this process please contact your supervisor immediately.

[Your Department Director and the Medical Director/ designee will assist in addressing any questions around sick time, release to return to work, etc.]

This process is in place based on Racker Best Practices & guidance provided by NYS DOH and the CDC