



Community Support Services Safety Plan

Self-Directed Services, Community Habilitation, In-Home Waiver Respite

8/2/2021

Background: On July 27, 2021, The Center for Disease Control has updated guidance for fully vaccinated people. Based on new evidence on the B.1.617.2 (Delta) variant, and a significant increase in COVID cases in some areas, the CDC recommends universal indoor masking for all, regardless of vaccination status.

Definition of Fully Vaccinated: A person is considered fully vaccinated after 2 weeks have passed since their final dose of the Covid-19 vaccine. As of 7/5/2021, this means that a person is considered **fully vaccinated** 2 weeks after receiving one dose of the Johnson and Johnson vaccine OR 2 weeks after receiving the second dose of the Moderna or Pfizer vaccine.

Verification of Vaccination Status: For the purposes of this procedure, a staff member is considered to be vaccinated only after the aforementioned criteria has been met **AND** a copy of the full series vaccine record is on file with the Human Resources Department.

HCBS Waiver Services, in all formats including within the Self-Direction Program, Community Habilitation, and In-Home Waiver Respite service can be provided in a number of ways: via telehealth, virtual activities, and in person.

All persons supported should be encouraged to follow general practices and guidelines while out in the community. All staff will document each location they attend while providing service to support contact tracing if needed.

Participation in Face to Face Services

In order for staff to work providing Face-to-Face Service they must have completed "Stopping the Spread of Respiratory Illness" and "COVID-19 Safety and Face Mask use".

To ensure the safety of our staff and participants, all staff that provide face-to-face services must follow prevention guidelines as set forth by Racker.

1. All staff, should continue to monitor their own health and not report to work if they are feeling ill.
2. If either staff or individual show any symptoms of COVID-19, services should be rescheduled, cancelled or, delivered via telehealth. (See Racker Procedure *Community Support Services Telehealth Procedures v.7.5.2021*.)
3. Staff must immediately let their supervisor know if they have received an order for quarantine or isolation from the health department.

All staff must wear masks at all times within the individual's home, during transportation, while providing any type of service and during all meetings and work-related activities. All staff must have access to masks at all times and will need to wear them when providing supports and services, **regardless of vaccination status**, except under the following circumstances:

1. Eating Meals and Drinking:

- a. Brief removal of masks for hydration throughout a shift is permissible if social distancing is maintained and masks are replaced immediately after drinking.
- b. If social distancing cannot be maintained, staff must either refrain from eating during service time, or if eating is necessary (e.g. long shift with no back-up) the following guidelines must be followed:
 - i. Staff may remove their masks for meals; **as long as no service recipients are present**, they are seated and socially distanced from others.

- ii. Staff will support the person with eating, if support is needed, prior to eating themselves
 - iii. Staff will eat outside or in a large well-ventilated area, while maintaining a minimum of 6 feet from the person, as safety protocols allow. If safety is a concern (e.g. the participant cannot be left alone), staff should consult their supervisor for other options
 - iv. Neither food nor utensils will be shared between staff and the person they are supporting.
- c. All staff will follow all of Racker's guidelines for personal hygiene, before and after, mealtimes utilizing frequent handwashing and sanitizing.

2. **Outdoors:** When service recipients are not present, all staff may remove their masks outdoors. (I.e. outdoor staff meetings etc.). Staff must remain socially distanced from others.

Unvaccinated people, who are medically eligible to receive the vaccine, will be periodically offered the opportunity to receive the vaccine and will be provided with educational information and materials related to the vaccine.

Social Distancing Requirements

Spaces that allow for appropriate social distancing are still strongly encouraged and include: local parks, walking trails, local community centers, etc. Social Distancing should be observed, to the greatest extent possible, by all staff and individuals, unless the safety of the activity requires a shorter distance or the person's safeguards require that closer contact be maintained with a staff member.

Face Coverings

All staff and individuals must wear a face covering during service delivery regardless of vaccination status, unless outside and social distancing can occur. Staff may choose to use their personal cloth face covering, or one provided by Racker. One time use surgical, N95, KN95, and KF94 masks are the only acceptable forms of masks to be worn. Cloth masks may be worn over a disposable mask if preferred, but may not replace the disposable mask per agency mask guidelines.

Service recipients must wear face coverings, if they can medically tolerate one. If a service recipient chooses not to wear a mask, services will be provided within walking distance of their home, maintaining social distancing if possible.

Personal Protective Equipment (PPE)

All staff are provided with a mask, hand sanitizer, gloves, and cleaning supplies for their device and vehicle.

Face coverings must be cleaned or replaced after use and may not be shared. Instructions on mask care have been provided to all CSP's and can be found at: [Masks Care Instructions](#)

Transportation

Face to face services and trips into the community are encouraged. Staff and individuals must wear face coverings at all times in a vehicle. If an unvaccinated staff or individual is being transported, the total number of people in the vehicle (passengers and driver) cannot exceed 50 percent of the vehicle's intended use and all passengers should be seated as far from one another as possible. Total numbers of people:

- 5 passenger Sedan: No more than 2 (1 driver and 1 passenger)
- 7 passenger van: No more than 3 (1 driver and 2 passengers)
- 8 or more passenger van: No more than 4 (1 driver and 3 passengers)

All staff and participants must utilize hand sanitizer immediately upon entering the vehicle.

Where appropriate and safe, windows should be rolled down, as tolerated by the participant, to permit airflow.

After each trip is completed, the interior of the vehicle should be thoroughly sanitized and disinfected before additional individuals are picked up. When dropping off a person at the end of service time, staff will disinfect the car, and document that the car has been cleaned in the mileage log in eVero (e.g. all surfaces cleaned and disinfected prior to service time).

Service location is at the discretion of the service recipient based on goals identified in the participant's Life Plan.

Hygiene and Cleaning while providing service

All Staff are responsible for performing targeted cleaning and disinfecting of frequently touched hard, non-porous surfaces before and after each use, such as:

- counters,
- appliance/equipment surfaces,
- tabletops,
- doorknobs/handles,
- bathroom fixtures,
- toilets,
- phones,
- keyboards,
- tablets,
- remote controls/knobs,
- water dispensers,
- vehicle surfaces (i.e. seat belts/buckles, external door handles, internal door handles, window and locking controls, radio knobs, seat belt buckles, consoles, handles, visors or mirrors, or any other surface touched), and
- any other surfaces that are visibly soiled.

In addition, all staff need to ensure they have cleaned their phones screens after each session.

Writing utensils are also common objects staff may share. Racker provides staff with office supplies and has an ample supply to ensure staff do not need to share.

All staff and individuals should wash their hands frequently with soap and water, for at least 20 seconds when:

- Upon arrival at the participants home, if possible
- before and after handling food,
- before and after eating and drinking,
- after using the bathroom,
- after touching shared objects or surfaces,
- after touching their eyes, nose or mouth,
- after cleaning, sanitizing or disinfecting surfaces
- when hands are visibly dirty.

Use of alcohol-based hand sanitizers with at least 60% alcohol are also acceptable. Use of hand sanitizer by individuals should be supervised as needed by staff.

Staff must have hand sanitizer and ensure all people are washing and/or sanitizing hands throughout service time, whenever surfaces such as door handles, counters, public benches, and store shelves are touched. When supplies run low, refills of hand sanitizer are available at each of Racker's main sites.

Confidentiality and Courtesy Related to Vaccines:

Supervisors will be provided lists of staff with verified vaccinations and will confirm with individual members of their team that they understand their responsibilities as it relates to mask wearing and social distancing. Vaccination status will only be shared on a need-to-know basis as it relates to supervisory follow up.

Questions on the plan can be addressed to:

Racker supervisors

Or

Marianne Odell, Assistant Director of Community Support Services at marianneo@racker.org

Or

Gayle Pado, Director of Community Support Services at gaylep@racker.org