SAFE REOPENING PLAN
(updated 1/6/2022)
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Purpose

This plan provides the policies and procedures that will be followed by St. Madeleine Sophie’s Center (SMSC) upon reopening to ensure the health and safety of its staff members, consumers, visitors, and vendors in response to the COVID-19 pandemic. This includes mandatory Signage, Physical Distancing and Sanitation Protocols, Measures to Protect Employees, and Customer Safety as mandated by the County Safe Reopening Plan Ordinance.

SMSC has consulted and will continue to review guidance provided by the Centers for Disease Control (CDC), California Department of Public Health (CDPH), Cal/OSHA, San Diego Regional Center (SDRC), and the California Department of Social Services (CCL).

SMSC will comply with the most protective state or local COVID-19 safety guidelines in effect at the time in-person services are to be delivered.

This is a ‘living’ document that may be updated at any time by SMSC to reflect changes in directives and to follow recommended best practices as they become available. This includes regularly checking for compliance, documenting any necessary changes, and correcting deficiencies.

A copy of this document will be given to all staff, consumers, families, care providers, CCL, and San Diego Regional Center prior to reopening. A copy will also be posted on SMSC’s website.

On Site Programming

Phased Process

1. To ensure the safety of consumers SMSC will use a phased process to bring individuals back to programming on campus.
   a. This will limit the number of students on site to maintain proper physical distancing.
   b. SMSC will continue to provide blended learning with alternative services available for those not on campus.
2. The length of each phase will be dependent on:
   a. Current COVID-19 data
   b. Current guidelines from CCL, OSHA, CDC, SDRC and CDPH
   c. The ability of SMSC to provide a safe environment, including necessary staffing ratios.
3. The first phase will include the following:
a. Consumers that are unable to engage in a meaningful way in alternative services.
b. Consumers that work on campus in a capacity that is needed in order to reopen for other consumers.

4. Further phases will be established based on item 2 above.

**Home Visit Programming**

Prior to each home visit by an SMSC staff, the Program Manager will confirm the following (a copy of the form can be found in the Appendix):

1. The person to be visited has been contacted within the last 24 hours to confirm no one in the home is sick.
2. A Home Visit Sheet has been emailed to the person to be visited for their signature. A copy of the form can be found in the Appendix.
3. Staff are informed that SMSC has contacted the home within the past 24 hours and confirmed that no one is sick in the home to be visited.
4. Staff has a copy of the signed document showing the home was contacted.
5. Staff are reminded that they are expected to get a signed copy of the Home Visit Sheet from the home. If the home is unable to provide the document when staff arrives, staff are to give them a copy and have them sign it.
6. Staff are reminded of required physical distancing.
7. Staff are reminded of the requirement to wear a face mask.
8. Staff are reminded that if at any point while visiting the home they feel uncomfortable, they can leave the home. Staff are expected to contact the Program Manager once they have left.
9. Staff are reminded that they cannot take a consumer out in a vehicle without permission from the Program Manager. If staff do transport a consumer in an SMSC vehicle, they should follow the transportation guidelines under consumer protections below.

**Facilities**

**Signage**

1. Signage will be posted at each public entrance of the facility to inform all staff, consumers, visitors, and vendors that they should:
   a. Avoid entering the facility if they have any COVID-19 symptoms.
   b. Wear a mask.
   c. Maintain a minimum six-foot distance from one another.
d. Not shake hands or engage in any unnecessary physical contact.

2. A copy of the Safe Reopening Plan will be posted at each public entrance to the facility.

3. Signage will be posted at each public entrance advising that no visitors may enter the facility without prior permission.

4. Signage will be posted in any areas where lines may form directing individuals to use markings provided to maintain physical distancing.

5. Signage will be posted in all bathrooms and the kitchen to remind about prevention hygiene measures.

6. Signage will be posted at the elevator to remind that only two individuals may ride at one time.

7. Signage will be posted at each bathroom to remind of the capacity allowed to ensure physical distancing.

8. Signage will be posted in each building that individuals should report anyone with symptoms.

9. Signage will be posted on each vehicle indicating any reduced capacity.

10. Copies of the signage can be found in the appendix to this document.

Supplies and Personal Protective Equipment (PPE)

1. Regular checks will be completed during program hours to make sure all sinks have soap and paper towels.

2. Tissues and hand sanitizer will be kept in all common areas and checked regularly during program hours to make sure they are filled/stocked.

3. The facility will have the necessary PPE on hand, including face masks, gowns, face shields, and disposable gloves.

4. Inventory of the supplies and PPE will be completed on a weekly basis to make sure there is no lapse in necessities and a 30-day supply is on hand. In the case of PPE shortages, extended use and reuse of supplies will be implemented in accordance with CDC guidelines.

5. Plexiglass shields will be installed in areas where face to face interaction may occur or as needed. This includes the kitchen window, reception desk, transportation office, nurse's office, and computer lab stations.

6. Touchless thermometers will be provided at all check-in locations and on each vehicle.

7. Trash disposal bins are positioned throughout the facility to make it easy for staff to discard PPE after removal, prior to exiting a room, or before providing care for another consumer in the same room. These will be checked regularly to ensure trash does not pile up in any area.

8. Any staff going into the community will be given a PPE kit in a plastic backpack (washable), that includes the following
   i. One hand sanitizer
   ii. SDS for hand sanitizer
iii. One thermometer
iv. Five surgical masks
v. One gown
vi. One face shield
vii. Five pairs of gloves

9. PPE will be stored in the office of the Safety Manager and Nurse to ensure it is accessible by staff.

**Physical Distancing**

1. Staff, consumers, visitors, and vendors must maintain 6 feet physical distancing.
2. Any group activities or communal dining where physical distancing cannot be maintained will be halted.
3. The facility has a reduced occupancy to maintain proper social distancing.
4. SMSC will encourage pedestrian traffic to follow one-way migration paths.
   a. If a consumer is in a wheelchair and unable to follow the one-way migration path, staff will assist in stopping traffic so they can pass and maintain physical distancing.
5. A queue management system will be implemented by placing tape or other markings at least six feet apart in any areas where a line may form, including check-in areas, reception, and the lunch pick-up window.
6. Rooms will be set up to maintain physical distancing, including limited or marked seating and the use of tables or other items to distance individuals from one another.
7. A map of the campus marked with the reduced maximum occupancy per room, and queue management can be found in the Appendix of this document.
8. The maximum capacity of each SMSC vehicle will be reduced as necessary to meet recommended public transportation guidelines.

**Cleaning and Disinfecting**

SMSC will use appropriate cleaning materials that are effective against COVID-19. All cleaning products will be used according to the directions on the label. A checklist has been implemented for each type of area with disinfection measures, including steps to be taken, and frequency of disinfections. A third-party vendor will clean the entire campus Monday through Friday after program hours.

**Shared Spaces**

1. Staff will clean and disinfect rooms after each meeting, class, or other gathering/usage.
2. Cleaning will include door handles/knobs, light switches, tables, chairs, lockers, PC screens and keyboards, ipads, phones, elevator buttons, handrails, and any other objects touched or handled.
Restrooms
1. Bathrooms will be cleaned at least twice and as needed.
2. Cleaning will include toilet seats, toilet paper dispensers, toilet seat cover dispensers, sink knobs, the hand dryer button, stall door locks, door handles/knobs, and any other objects that may be touched or handled.

Offices/Workstations
1. Staff will be responsible for cleaning and disinfecting their own office/workstation at the end of each day.

Vehicles
1. Staff will clean and disinfect vehicles after each route or as needed, whichever is more often.
2. Cleaning will include door handles, handrails, seats, and any other objects that may be touched or handled.

Trash/Supplies
1. Trash cans will be provided at facility entrances, by common areas, and at check-in locations for removal of used PPE such as gloves and disposable gowns.
2. Trash will be monitored to ensure it does not overflow in any areas on campus, including receptacles near sinks and in common areas.
3. Staff will ensure all areas are properly stocked with supplies, including hand sanitizer, cleaning products, paper towels, toilet paper, and hand soap.

Drinking Fountains
1. The water has been shut off to all drinking fountains.
2. Signs have been posted to indicate that the drinking fountains are closed and should not be used.

SMSC Kitchen
1. The SMSC Kitchen will follow all San Diego County Health Department recommendations regarding cleaning, storage of food, kitchen access, and use of non-reusable containers.
2. All lunches will be delivered to each instructional area to limit gathering and/or a line at the kitchen window.

Fresh Air and Breaks
1. Windows and doors will be opened throughout the day to the greatest extent possible given weather and building conditions.
2. Staff members will schedule regular times throughout the day for consumers to be taken outside for learning and breaks. Staff will also schedule in-classroom breaks for stretching and hand cleansing.
Employee Protections

Training
1. Prior to opening, all staff will be trained on the following:
   a. The SMSC Safe Reopening Plan.
   c. How to use personal protective equipment (PPE) and the proper sequence to put it on (CDC protocol included in the appendix).
   d. How to use the no contact thermometers.
   e. Updates to sick leave policies.
   f. Proper cleaning/sanitizing techniques based on their assignments.
2. SMSC will provide updates about COVID-19 as new information becomes available.
3. Staff members will have on-going COVID-19 training and must know the COVID-19 symptoms (fever, cough, shortness of breath or difficulty breathing, fatigue, chills, muscle or body aches, headache, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, new loss of taste and smell, persistent pain or chest pressure, bluish lips or face).
4. Before having consumers on site, a drill of all safe reopening procedures will be done with all staff.

Personal Items
1. Staff should not bring unnecessary items to campus. Employees may bring a small purse/bag, preferably made of a material where the surface can be sprayed or wiped down with a disinfectant.
2. Lunch will be provided free of change to all staff through July 31, 2021 to reduce potential cross contamination from outside areas.
3. If staff have special dietary restrictions, they should bring their lunch in a disposable paper bag or a bag made of a material where the surface can be sprayed or wiped down with a disinfectant.
4. Staff should not share dishes, drinking glasses, cups, eating utensils, towels, supplies, or other items.

Daily Procedures
1. Staff are not to come to work if sick or have been in contact with someone with COVID-19. All staff have signed a Return-to-Work Agreement attesting to this. A copy of this is included in the Appendix.
2. All staff must wear a mask in the workplace at all times except while eating lunch or taking breaks while maintaining a minimum of 6-feet physical distance from others.
3. All staff must wash their hands or use hand sanitizer upon arriving to work and frequently throughout the day.
Check In
1. Upon arrival, all staff must use a designated check in area for the following:
   a. The staff’s temperature will be taken and recorded. If their temperature is 99.8°F or higher, they will not be allowed at work and sent home immediately. Note: If it is hot outside (over 90°F), and their temperature is over 99.8°F, they will have a seat in a cool designated area to wait up to 5 minutes and their temperature will be retaken. If their temperature is below 99.8°F, they will be allowed at work.
   b. All staff will also be asked if they have any COVID-19 symptoms (fever, cough, shortness of breath or difficulty breathing, fatigue, chills, muscle or body aches, headache, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, new loss of taste and smell, persistent pain or chest pressure, bluish lips or face). If they have any of these symptoms they will not be allowed at work and will be sent home immediately.
   c. All staff will be checked to ensure they have a mask; if they do not have one, a mask will be provided for them.
   d. All staff will have their hands sprayed with sanitizer before starting work. If they are unable to use hand sanitizer, they must wash their hands.
   e. All health check conditions will be tracked daily in a confidential spreadsheet.
2. If a staff member does not have a temperature or any COVID-19 symptoms, they will be marked with a sticker for that day to show they are safe to be on campus.

Sick/Symptomatic Staff
1. Staff who are sick or have any COVID-19 symptoms are not allowed to be at work for at least 24 hours after their symptoms and/or fever is gone without the use of fever-reducing medicines.
2. If a staff member starts to feel ill while at work, they should contact their manager immediately.
3. Staff may be required to be tested before returning to work and if so must use a Rapid Test Site.

COVID-19 Testing
1. SMSC staff will be required to participate in surveillance testing. A copy of the internal memorandum regarding this testing can be found in the Appendix.
2. All new staff members will be required to be tested for COVID-19 prior to starting at SMSC.
3. Staff may complete their mandatory recurring testing at a regular Covid-19 test site.

Other Measures
1. PPE will be provided at a level appropriate to staff member’s job duties.
   a. All staff will be provided with masks and gloves.
   b. Staff that need to be within 6 feet of a consumer for an extended period or are assigned to cleaning duties will also be provided with face shields and gowns.
2. All staff should frequently wash their hands for at least 20 seconds or use hand sanitizer.
   a. Soap and water are available to all staff in all restroom and kitchen facilities. Hands should always be washed with soap and water for a minimum of 20 seconds before eating, after using or helping a consumer in the restroom, or when hands are visibly soiled.
   b. Hand sanitizer is available in all shared spaces, vehicles, and the lobby.
3. Staff should wear gloves during any direct contact care.
   a. Staff should wash their hands or use hand sanitizer before and after wearing gloves.
   b. Gloves must be changed every time direct contact is made with a new consumer. Gloves should never be used for more than one consumer at a time. When helping multiple consumers, it is better to use hand sanitizer between interactions rather than wearing gloves.
4. All desks or individual workstations are separated by at least six feet.
   a. Staff should avoid using other employees’ phones, desks, offices, or other work tools and equipment, when possible. If it is necessary, the staff should clean and disinfect the other employees’ items before and after use.
5. Teleworking opportunities will be available, as possible.
6. Non-essential travel will be minimized in adherence to CDC guidelines.
7. The sick leave policy has been reviewed and updated as needed to support employees who need to stay home due to illness.
8. SMSC has established an alternative staffing plan in case staffing shortages occur as the COVID-19 pandemic progresses. The plan includes:
   a. The minimum staffing needs to provide programming and a safe work environment.
   b. Access to additional staffing through temporary staffing agencies.
   c. A provision to close or reduce on site services until adequate staffing is available and/or hired and trained.
9. There will be bathrooms designated for staff use only, which will be marked with signage. The locations of these bathrooms include:
   a. Education Building – All upstairs bathrooms
   b. Kraemer Building – 1 bathroom
   c. Ferrantelli Building – 1 bathroom
   d. Parkman Building – 1 bathroom

Consumer Protections
Training

1. Before returning to programming on campus, consumers will be provided training on the following:
   a. The SMSC Safe Reopening Plan.
   b. COVID-19 prevention, symptoms, and transmission.
   c. How to use and wear masks.
   d. How to wash hands properly.
   e. The limit of personal items on campus
   f. The importance of keeping at least six feet away from other people (no hugging or shaking hands)
2. SMSC will provide ongoing updates about COVID-19 and ongoing safety training/reminders as needed.

Personal Items

1. Consumers should not bring unnecessary items to campus, including backpacks and lunch pails.
2. SMSC has sufficient clothing on site to be able to provide a change of clothing if needed. If for some reason additional clothing is needed SMSC will contact the care provider.

Arrival/Check-In Procedures

Consumers are not to come to program if sick. All consumers have signed a Return-to-Work Agreement attesting to this. A copy of this is included in the Appendix.

If possible, it is recommended that group homes and care providers transport consumers to prevent exposure to additional staff and/or consumers.

SMSC Transportation

1. Windows will be kept open on all SMSC vehicles to the greatest extent possible given weather conditions.
2. Before boarding an SMSC vehicle, the consumer’s temperature will be taken and recorded. If their temperature is 99.8°F or higher, they consumer will not be allowed to board the vehicle. The care provider will be told that the consumer must remain home until 24-hours after the temperature decreases to 99.8°F or less without the use of fever-reducing medications (e.g., acetaminophen/ Tylenol/, Ibuprofen/Motrin, Advil, etc.); this time period does not include the first day the consumers has a temperature. Note: If it is hot outside (over 90°F), and their temperature is over 99.8°F, they will have a seat in a cool designated area to wait up to 5 minutes and their temperature will be retaken. If their temperature is below 99.8°F, they will be allowed on campus.
3. All consumers will also be asked if they have any COVID-19 symptoms (fever, cough, shortness of breath or difficulty breathing, fatigue, chills, muscle or body aches, headache, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, new loss of taste and smell, persistent pain or chest pressure, bluish lips or face). If the consumer has any of these symptoms, they will not be allowed to board the vehicle. The family/caretaker will be told that the consumer must remain home until 24-hours after resolution of all symptoms; this time period does not include the first day the consumers has the symptoms.

4. All health check conditions will be tracked daily in a confidential spreadsheet.

5. Before boarding an SMSC vehicle, SMSC will make sure the consumer is not carrying any unnecessary personal items. If they are, they must return them to their home or they will not be able to board the vehicle.

6. Before boarding an SMSC vehicle, the consumer will be required to use hand sanitizer provided by SMSC and wear a mask. If the consumer does not have a face mask, SMSC will provide one for them. If a consumer is unable to wear a mask due to a medical condition, mental health condition, or disability they will not be required to do so. If they are unable to use hand sanitizer, they must confirm that they have just washed their hands.

7. SMSC will follow the guidelines put forth by the CDC with regard to public transportation to ensure maximum vehicle capacity while providing a safe environment. If a consumer is unable to wear a mask due to a medical condition, mental health condition, or disability physical distancing will be provided.

8. Upon arrival to campus, consumers will be directed individually to disembark the vehicle and report to their assigned location.

**Group Home / Care Provider Transportation**

1. Each transportation provider will be given an arrival window and designated check in location to limit the number of consumers arriving on site for check-in at one time.

2. Upon arrival to campus, consumers are to remain in their vehicles until the following has occurred and they are told they told they are cleared for programming:
   a. The consumer’s temperature will be taken while they are in the vehicle. If their temperature is 99.8°F or higher, they will not be allowed on campus and will be sent home immediately and must remain home until 24 hours after resolution of all symptoms; this time period does not include the first day the consumer has a temperature. Note: If it is hot outside (over 90°F), and their temperature is over 99.8°F, they may have their temperature retaken after a wait of up to 5 minutes. If their temperature is then below 99.8°F, they will be allowed on campus.
b. All consumers will also be asked if they have any COVID-19 symptoms (fever, cough, shortness of breath or difficulty breathing, fatigue, chills, muscle or body aches, headache, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, new loss of taste and smell, persistent pain or chest pressure, bluish lips or face). If they have any of these symptoms, they will not be allowed on campus and will be sent home immediately and must remain home until 24 hours after resolution of all symptoms; this time period does not include the first day the consumer has symptoms.

c. All health check conditions will be tracked daily in a confidential spreadsheet.

3. If the consumer does not have a fever or any COVID-19 symptoms they will be directed to exit the vehicle and proceed to the check-in station.

4. If there is a line at the check-in station, the consumer should wait in the check-in queue using the markings on the ground to follow physical distancing guidelines.

5. If the consumer is not wearing a mask when exiting the vehicle, they will be asked to put a mask on. If they do not have a mask with them, a mask will be provided by SMSC. If a consumer is unable to wear a mask due to a medical condition, mental health condition, or disability they will not be required to do so.

6. At the check-in station, the consumer will be directed to use hand sanitizer or a hand washing station, which will be provided by SMSC.

7. At the check-in station a sticker will be placed on their clothing for that day to show they are safe to be on campus.

8. The check-in table will sign-in the consumer and have them report to their assigned location.

**Departure Procedures**

**SMSC Transportation**

1. Consumers will be escorted to their vehicles when ready for departure.
2. Consumers must be wearing a mask properly and have their hands disinfected before getting on the SMSC bus to go home. If a consumer is unable to wear a mask due to a medical condition, mental health condition, or disability they will not be required to do so.

**Group Home / Care Provider Transportation**

1. Each transportation provider will be given a departure window and designated pick-up location to limit the number of consumers congregating in one area.
2. Those picking-up consumers are encouraged to wait in their vehicles and not congregate at the exits.
Lunch

1. It is recommended that consumers eat the lunch that is available in the SMSC kitchen to reduce potential cross contamination from outside areas.
   a. Lunch will be provided free of change to all consumers through July 31, 2021. All lunches will be pre-packaged in single use disposable containers.
   b. If a consumer has special dietary restrictions that limit their ability to eat the lunch from the SMSC kitchen, the appropriate program manager should be notified.
   c. If a consumer will be bringing in their lunch to SMSC for any other reason, the appropriate program manager should be notified.
   d. Any outside lunches should be put in a disposable paper bag (no lunch pails) and will be placed in a designated area.
2. Consumers should never share dishes, drinking glasses, cups, eating utensils, towels, supplies, or other items.
3. In order to reduce unnecessary movement and interaction with additional individuals, consumers will have lunch in their assigned area and their meals will be brought to their location.

Medication Drop Off

1. Care Providers/Pharmacy Employees dropping off medication must request an appointment with the nurse, rather than just dropping by.
2. When an individual arrives for his/her medication drop-off appointment, they must remain outside while the receptionist calls the nurse or designated back-up staff.
3. The Care Provider/Pharmacy Employees will be asked to sanitize his/her hands and have their temperature taken.
4. If the Care Provider/Pharmacy Employee has a normal temperature (below 99.8°F) and no symptoms of illness, they will be taken to a designated room to facilitate counting and logging in the medication. Note: If it is hot outside (over 90°F), and their temperature is over 99.8°F, they will have a seat in a cool designated area to wait up to 5 minutes and their temperature will be retaken. If their temperature is below 99.8°F, they will be allowed on in.
5. The nurse/designated back-up staff will sanitize their hands and wear gloves while handling and counting the medication.
6. After the transaction is completed, the nurse/designated back-up staff will accompany the individual out of the building and will return to disinfect the room’s surfaces immediately.

Other Measures
1. All consumers must wear a mask while on campus at all times except when eating lunch and taking snack breaks. If a consumer is unable to wear a mask due to a medical condition, mental health condition, or disability they will not be required to do so.

2. If a consumer starts to feel ill while at SMSC, they should inform staff immediately; a staff member will then take the consumer’s temperature and call the nurse for further assessment.

3. Consumers who are unable to follow COVID-19 safety procedures may be sent home and required to complete additional training prior to returning to campus.

4. If a consumer cannot attend programming on campus, SMSC will continue to provide alternative programming.

5. A new intake process has been created for consumers wanting to enroll at SMSC during the State of Emergency, which has been included in the appendix.

COVID-19 Cases

Containment Measures

Isolation

SMSC has designated the Ceramics Room in the Ferrantelli Building for individuals that exhibit COVID-19 symptoms or have a fever during program hours. This area will not be used for any other programming.

The SMSC Nurse has been assigned the role of Isolation Coordinator and will manage all suspected COVID-19 cases that required isolation.

The following procedure will be followed if isolation is needed:

1. Once the suspected infected individual arrives in the isolation room, they will immediately be provided with a mask and gloves, and it will be explained to them that this is to help protect other individuals and prevent the spread of a potential virus.

2. The Isolation Coordinator must complete a COVID-19 Case Report; a COVID-19 Positive Staff Report and Unusual Incident/Injury Report (LIC 624) (employee); an Unusual Incident/Injury Report (LIC 624) (consumer); and call the local health authority or medical office (employee) or parent/care provider (consumer) to seek advice regarding transportation and location.

3. The Isolation Coordinator, and any others attending to the suspected infected person, must wear a face shield, N95 mask that has been fit tested, and gloves while working with the suspected infected person.
4. The Isolation Coordinator should direct the employee or consumer to leave campus and go home or to the nearest health center as advised by the local health authority. Public transportation should not be used.
   a. If the infected person has their own vehicle and is well enough to drive it, they should use that.
   b. If the infected person does not have their own vehicle or is not well enough to drive, the Isolation Coordinator will work with the individual’s family/care provider to pick them up and transport them.

5. The Isolation Coordinator, in coordination with Human Resources will:
   a. Identify persons who may have been in contact with the suspected infected employee or consumer. Unless required by the local health authority, the name of the infected individual should not be provided.
   b. Advise employees and consumers that they may have been in contact with a suspected infected individual, so they should carry out a self-screening check every morning, and based on the results, contact Human Resources (employee) or their case manager (consumer).
   c. Advise employees or consumers to contact a physician to obtain a medical document to return to work/programming.

6. Ensure that both the isolation area and suspected individual’s workstation or classrooms are thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the infected individual. All persons carrying out this cleaning must wear disposable gloves, and all support person’s PPE should be appropriately discarded prior to resuming normal work functions.

Return to Program Criteria

Individuals who test positive for COVID-19, whether asymptomatic or symptomatic, should isolate themselves at their home and not return to the facility until the following conditions are met:

1. At least 24 hours after their symptoms and/or fever is gone without the use of fever-reducing medicines.
2. At least 10 days have passed since symptoms first appeared.
3. Individuals may be required to wear an N95 mask that has been fit tested upon return to program depending on the circumstances of their case.

Deep Cleaning

In the event that an individual is identified as being COVID-19 positive based on testing, a deep cleaning will be done per guidelines from the CDC and Department of Public Health. This will include:

1. Closing off areas used by the person who is sick.
2. Wait up to 24 hours or as long as possible to allow respiratory droplets to settle before cleaning or disinfecting the area.
3. If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.

Direct Contact Protocol

SMSC will follow the current recommended exposure guidelines for health care provider organizations. If a consumer or staff tests positive for COVID-19, individuals in direct contact with the individual must follow the following protocol based on their role and status. This protocol will also be followed if SMSC becomes aware that a consumer or staff has been in direct contact with someone who tested positive for COVID-19 outside of programming. Until vaccination status is known, the directly exposed individual(s) may be taken to the nurses’ office to ensure the proper protocol is followed.

1. Consumers that have received the booster:
   a. Will be informed of the direct contact.
   b. It will be recommended that they be tested for COVID-19 on days 2 and 5-7 after exposure.
   c. If the consumer chooses to be tested for COVID-19 there will be no restrictions and they can remain at program.
   d. If the consumer chooses not to be tested for COVID-19, they must self-quarantine for 10 days from their exposure.
   e. Should monitor for symptoms for 14 days.
   f. Should follow CDC guidance if symptoms develop.

2. Consumers that are vaccinated or not vaccinated:
   a. Will be informed of the direct contact.
   b. Will not be required to get a COVID-19 test, but one will be recommended.
   c. If the consumer chooses not to be tested for COVID-19, they must self-quarantine for 10 days from their exposure.
   d. If the consumer chooses to be tested for COVID-19, they must quarantine for 7 days with a negative test or 10 days with a positive test.
   e. Should monitor for symptoms for 14 days.
   f. Should follow CDC guidance if symptoms develop.

3. Staff that have received the booster:
   a. Will be informed of the direct contact.
   b. May remain at work.
   c. Must be tested for COVID-19 on days 2 and 5-7 after exposure via a take home test which is provided by SMSC.
   d. Should monitor for symptoms for 14 days.

4. Staff that are vaccinated or not vaccinated:
   a. Will be informed of the direct contact.
   b. Must be tested for COVID-19 via a Rapid Test Site.
   c. Must self-quarantine for 7 days with a negative test or 10 days with a positive test.
   d. Should monitor for symptoms for 14 days.
Response Testing

Response testing is repeat testing performed following an exposure that has occurred, in accordance with CDC guidance. The goal of response testing is to identify asymptomatic infections in individuals in high-risk settings and/or outbreaks to prevent further spread of COVID-19.

Response testing should be initiated as soon as possible after an individual at SMSC is identified as being COVID-19 positive. At a minimum, SMSC will perform response testing of:

- Staff with signs and symptoms consistent with COVID-19 regardless of their vaccination status.
- Asymptomatic unvaccinated or incompletely vaccinated staff who had a close contact with a COVID-19 positive person (i.e., within six (6) feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period).

As soon as possible after one (or more) COVID-19 positive individuals is identified at SMSC, serial retesting will be performed at least weekly with molecular testing or a minimum of twice weekly with antigen testing of all staff, regardless of vaccination status. Serial testing will continue to be performed until no new cases are identified in sequential rounds of tested covering a 14-day period.

Consumers that fit within the following criteria are recommended to complete serial retesting at least weekly with a molecular test or a minimum of twice weekly with an antigen test, regardless of vaccination status:

- Signs and symptoms consistent with COVID-19 regardless of their vaccination status.
- Asymptomatic unvaccinated or incompletely vaccinated who had a close contact with a COVID-19 positive person (i.e., within six (6) feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period).

Criteria for Closures Due to COVID-19

In accordance with mandates issued by California Department of Public Health, below are the criteria SMSC will use to determine the level of closures required:

- If there are 3 or more confirmed cases of COVID-19 on campus within a 14-day period, SMSC will consult with the local health department and Community Care Licensing to determine if the campus should close to all staff and consumers for any extended period of time.

Reporting
1. Any confirmed or potential COVID-19 cases must be reported immediately by staff to management using the procedure in the Appendix.

2. Any confirmed cases of COVID-19 MUST be reported to:
   a. San Diego County Health and Human Services at (619) 515-6555.
   b. San Diego County Epidemiology at (619) 692-8499 or (858) 565-5255
   c. Community Care Licensing Division at (619) 767-2301
   d. LPA Marisela Garcia-Centeno will be contacted at Phone 619-323-4834 or Email marisela.garcia-centeno@dss.ca.gov
   e. San Diego Regional Center Habilitation Coordinator John Filley will be contacted at Phone 858-576-2949 or Email john.filley@sdrc.org.
   f. An incident report will be sent to CCLD and SDRC.

3. If SMSC is informed that a consumer has been tested for COVID-19 an incident report will be sent to SDRC and CCLD, Habilitation Coordinator John Filley and LPA Alexandre Vo will be notified of the results.

4. If a staff member is confirmed to have COVID-19, it must be reported to the Workers’ Compensation Provider, BHHC, per SB5911.

5. Per AB 685, SMSC will provide written notice within one business day to all staff with regard to their potential exposure to COVID-19 in the workplace.

Visitors/Vendors

Visitors/Vendors will be limited as much as possible, especially during program hours.

1. There are no visitors allowed on campus except for:
   a. Health care workers
   b. Licensing Program Analysts and Department of Public Health Surveyors
   c. Others under special circumstances based on the request, which will be decided on a case by case basis
   d. Individuals (Care Providers/Pharmacy Employees) dropping off medications for consumers
   e. Participants in annual meetings

2. All contractors, visitors, and vendors shall be required to check in using the protocol under Group Home/Care Provider Transportation above.

3. All contractors, visitors, and vendors shall be required to adhere to all employee safety measures.

4. All contractors, visitors, and vendors will be required to provide their name and phone number if it is not already on file in case it is needed in the future for contract tracing.

5. SMSC will designate one room for visitors which will be disinfected immediately after any meetings.

6. Any contractors or vendors will have limited access to the facility unless they are needed to keep operations running and ensure the needs of consumers are met, and wherever possible take precautions.

7. Other appointments will be conducted via phone or after program hours.
Resources
For updates and more information about COVID-19 please visit the following sites:

- County of San Diego - https://www.sandiegocounty.gov/coronavirus.html
- San Diego Regional Center - http://sdrc.org/index.php/covid-19/

Health and Safety Coordinator Information
You may contact the Health and Safety Coordinator(s) with any questions or comments about this SMSC Safe Reopening Plan

Name: Kim Holt
Title: Safety Manager
Phone: 619-442-5129 ext. 114
Email: kholt@stmsc.org

Name: Laura Purdom
Title: Administrative and Facilities Manager
Phone: 619-442-5129 ext. 110
Email: lpurdom@stmsc.org

Appendix

1. Signage
2. Occupancy Maps
3. PPE Sequence
4. Return to Work Agreement
5. Intake Process
6. Check-In/Pick-Up Map
7. Home Visit Forms
8. Staff Surveillance COVID-19 Testing
9. Procedures to Follow in the Event of Direct or Indirect Exposure to COVID-19
ATTENTION ALL VISITORS

HELP PREVENT THE SPREAD OF COVID-19
IF YOU HAVE ANY OF THESE
SYMPTOMS, PLEASE DO NOT COME IN:
FEVER, COUGH, SHORTNESS OF BREATH, BODY ACHEs, OR SORE THROAT

1. WEAR MASK AT ALL TIMES
Cover mouth and nose with mask. Avoid touching mask while wearing it.

2. SOCIAL DISTANCING
Keep a distance of 6 ft or more away from others in public.

3. COUGH ETIQUETTE
Cover your mouth and nose when you cough or sneeze with a tissue, or use the inside of your elbow.

4. WASH YOUR HANDS
Wash hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.
The safety of our students and staff are our first priority. To prevent the spread of COVID-10 (Coronavirus), no unscheduled visitors are allowed at this time.

If you have an appointment, please call your contact or (619) 442-5129 and they will come outside to meet you.
Protect yourself and others from COVID-19

PRACTICE SOCIAL DISTANCING WHILE WAITING

6'
COVID-19 is a respiratory illness caused by a new coronavirus.

**Symptoms include:**
- Fever or chills
- Cough
- Difficulty breathing
- Fatigue
- Body aches
- Runny nose
- Congestion
- Headache
- Sore throat
- New loss of taste or smell

Visit [CDC.gov/coronavirus](https://www.cdc.gov/coronavirus) for a complete list of symptoms.

To help prevent the spread of the virus and protect yourself, follow these recommendations:

**For questions talk to your health care provider or call 2-1-1**

For latest updates, visit: [www.coronavirus-sd.com](http://www.coronavirus-sd.com)
SOCIAL DISTANCING DICTATES....

TWO per TRIP

Please limit elevator occupancy to two people at a time.
SOCIAL DISTANCING DICTATES....

Only TWO persons allowed in the restroom at a time.
COVID-19
SYMPTOMS & WARNING

- Fever or 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

If you have symptoms or see someone with symptoms, let your manager know right away
Covid-19 Procedures

• Passenger limited to driver + 5 passenger
• Do not enter the vehicle if you have Covid-19 Symptoms
• Staff and consumers must be screened prior to entering the vehicle
• Sneeze and cough into a cloth or tissue, or if not available, into your elbow
• Do not shake hands or engage in any unnecessary physical contact.
• Updated Protection Plan on board vehicle
Covid-19 Procedures

• Passenger limited to driver + 4 passenger
• Do not enter the vehicle if you have Covid-19 Symptoms
• Staff and consumers must be screened prior to entering the vehicle
• Sneeze and cough into a cloth or tissue, or if not available, into your elbow
• Do not shake hands or engage in any unnecessary physical contact.
• Updated Protection Plan on board vehicle
Covid-19 Procedures

• Passenger limited to driver + 7 passenger
• Do not enter the vehicle if you have Covid-19 Symptoms
• Staff and consumers must be screened prior to entering the vehicle
• Sneeze and cough into a cloth or tissue, or if not available, into your elbow
• Do not shake hands or engage in any unnecessary physical contact.
• Updated Protection Plan on board vehicle
Covid-19 Procedures

- Passenger limited to driver + 3 passengers
- Do not enter the vehicle if you have Covid-19 Symptoms
- Staff and consumers must be screened prior to entering the vehicle
- Sneeze and cough into a cloth or tissue, or if not available, into your elbow
- Do not shake hands or engage in any unnecessary physical contact.
- Updated Protection Plan on board vehicle
LEGEND

X Queue Management Locations

XX Occupancy (Staff - Student)
St. Madeleine Sophie’s Center
Education Building
1st Floor
2119 East Madison Avenue
El Cajon, CA 92019

LEGEND

Fire Extinguisher         Occupancy (Staff - Student)
COVID-19 OCCUPANCY ALLOWANCE

LEGEND

Fire Extinguisher

Occupancy (Staff - Student)
St. Madeleine Sophie’s Center
Ferrantelli Building
2119 East Madison Avenue
El Cajon, CA 92019

COVID-19 OCCUPANCY ALLOWANCE

LEGEND
- Fire Extinguisher
- Occupancy (Staff - Student)
SEQUENCE FOR PUTTING ON PERSONAL PROTECTIVE EQUIPMENT (PPE)

The type of PPE used will vary based on the level of precautions required, such as standard and contact, droplet or airborne infection isolation precautions. The procedure for putting on and removing PPE should be tailored to the specific type of PPE.

1. GOWN
   - Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
   - Fasten in back of neck and waist

2. MASK OR RESPIRATOR
   - Secure ties or elastic bands at middle of head and neck
   - Fit flexible band to nose bridge
   - Fit snug to face and below chin
   - Fit-check respirator

3. GOGGLES OR FACE SHIELD
   - Place over face and eyes and adjust to fit

4. GLOVES
   - Extend to cover wrist of isolation gown

USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION

- Keep hands away from face
- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Perform hand hygiene
HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE)

EXAMPLE 1

There are a variety of ways to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. Here is one example. Remove all PPE before exiting the patient room except a respirator, if worn. Remove the respirator after leaving the patient room and closing the door. Remove PPE in the following sequence:

1. GLOVES
   - Outside of gloves are contaminated!
   - If your hands get contaminated during glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
   - Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove
   - Hold removed glove in gloved hand
   - Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
   - Discard gloves in a waste container

2. GOGGLES OR FACE SHIELD
   - Outside of goggles or face shield are contaminated!
   - If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
   - Remove goggles or face shield from the back by lifting head band or ear pieces
   - If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container

3. GOWN
   - Gown front and sleeves are contaminated!
   - If your hands get contaminated during gown removal, immediately wash your hands or use an alcohol-based hand sanitizer
   - Unfasten gown ties, taking care that sleeves don’t contact your body when reaching for ties
   - Pull gown away from neck and shoulders, touching inside of gown only
   - Turn gown inside out
   - Fold or roll into a bundle and discard in a waste container

4. MASK OR RESPIRATOR
   - Front of mask/respirator is contaminated — DO NOT TOUCH!
   - If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
   - Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
   - Discard in a waste container

5. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE

PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE
HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE)
EXAMPLE 2

Here is another way to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. Remove all PPE before exiting the patient room except a respirator, if worn. Remove the respirator after leaving the patient room and closing the door. Remove PPE in the following sequence:

1. GOWN AND GLOVES
   • Gown front and sleeves and the outside of gloves are contaminated!
   • If your hands get contaminated during gown or glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
   • Grasp the gown in the front and pull away from your body so that the ties break, touching outside of gown only with gloved hands
   • While removing the gown, fold or roll the gown inside-out into a bundle
   • As you are removing the gown, peel off your gloves at the same time, only touching the inside of the gloves and gown with your bare hands. Place the gown and gloves into a waste container

2. GOGGLES OR FACE SHIELD
   • Outside of goggles or face shield are contaminated!
   • If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
   • Remove goggles or face shield from the back by lifting headband and without touching the front of the goggles or face shield
   • If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container

3. MASK OR RESPIRATOR
   • Front of mask/respirator is contaminated — DO NOT TOUCH!
   • If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
   • Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
   • Discard in a waste container

4. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE

PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE
COVID-19 RETURN TO WORK PLEDGE

Prior to my return to work/programming at St. Madeleine Sophie’s Center (SMSC), I attest to the following statements:

- I have not been in contact with anyone that has been diagnosed with COVID-19 in the past 14 days.
- I do not have any COVID-19 symptoms, including cough, sore throat, chills, muscle pain, nausea and/or vomiting, diarrhea, new loss of taste or smell, shortness of breath, or chest pain.
- I do not have a temperature greater than 99.8 degrees.
- I have completed the necessary COVID-19 training provided to me by SMSC (either online or in person).
- I will follow the recommended social distancing guidelines.
- I will wear a face covering as required by County of San Diego public health guidelines.
- I will wear any personal protective equipment that is required for my job, as provided by SMSC (examples include face shields, gloves, gowns).
- I will wash my hands and/or use hand sanitizer before work and frequently throughout the day.
- I will not shake hands or engage in any unnecessary physical contact.
- If I start to show any symptoms of COVID-19, including cough, sore throat, chills, muscle pain, nausea and/or vomiting, diarrhea, new loss of taste or smell, shortness of breath, or chest pain, I will let my manager know immediately.
- If I get a temperature greater than 99.8 degrees, I will let my manager know immediately.
- If I come in contact with someone that has been diagnosed with COVID-19, I will let my manager know immediately.
- I will not bring any unnecessary items to work (for example, large backpacks).
- I will not share dishes, drinking glasses, cups, eating utensils, towels, or other items.
- I understand that if I have a temperature greater than 99.8 degrees or COVID-19 symptoms upon check-in to work/programming I will not be allowed to participate and will be sent home.

Name: ____________________________  Date: ______________________

Signature: ____________________________________________________________
INTAKE PROCESS DURING COVID-19

Intake Process and Procedure for Students wishing to come to SMSC during the State of Emergency.

1. SDRC sends over Collateral. Collateral packet is reviewed by intake staff and Program Manager. Based on the collateral information a decision is made between intake staff and Program Manager on whether the individual will be considered for SMSC enrollment.

2. Intake staff will contact the home (family or Care Provider) as well as the SDRC-SC to explain SMSC’s current situation due to the pandemic. This includes explaining the addendum that will be created at the 90-day meeting and the expectations of joining into alternative services which can include zoom classes, 1:1 zooms, home visits, volunteer/work sites, and teachable.

3. Departments can give a virtual tour, but it is suggested that the focus is on the department and what is offered in the department. The department giving the tour can take them around the campus if they would like to show what else is offered through SMSC. A virtual tour video will not be available for a few months.

4. A home visit will be set up (can be in the home or at a local park) to interact and observe the potential client. This will be done by intake staff prior to the intake meeting to better understand if the individual is appropriate for SMSC. When possible, two SMSC intake staff should attend the observations.

5. If the individual is a considered appropriate and enrollment is offered:
   1. Notify the individual, the home (family or care provider) and SDRC. Intake meeting will be held over Zoom.
   2. All paperwork should be sent out to family to be completed prior to an intake meeting.
   3. Invite both the Home and SDRC. Go over the paperwork in depth and do the Alternative Services Assessment.
   4. All areas of intake questionnaire must be covered
   5. Explain that we will have a phased reopening with a modified schedule until the state of emergency is lifted.

6. Contact SDRC to inform them of desire to bring individual in a set up Purchase of Service agreement.
St. Madeleine Sophie's Center
Phase 1
Check-In/Pick-Up Map

Screening/Check-In & Pick-Up Locations

Admin

Transportation
HOME VISIT DEPT PROCEDURES

CONSUMER NAME__________________

DATE OF SCHEDULED VISIT__________

STAFF ASSIGNED_____________________

PRIOR TO EACH HOME VISIT THE PROGRAM MGR MUST CONFIRM THE FOLLOWING. ONLY PRG MGR CAN SIGN OFF ON ANY OF THESE STEPS UNLESS APPROVED BY DIRECTOR OF PROGRAMS

Prior to home visits by staff, the program manager has confirmed the following:

- Person to be visited has been contacted within the last 24 hours to confirm no one is sick in the home.
- Signature sheet has been emailed to person to be visited for their signature
- Prg mgr has assured staff to visit home that SMSC has contacted the home within the past 24 hours and confirmed that no one is sick in the home to be visited.
- Prg Mgr has given staff to visit home copy of signed document showing the home was contacted.
- Prg Mgr has reminded staff to visit home that they are expected to pick up a signed copy of the same document from someone at the home.
- If the home is unable to provide the document when staff arrives at the house, then staff are to give them the copy they have with them and have them sign it.
- Prg mgr are to remind the staff of required social distancing by them, including the wearing of face masks.
- Prg mgr is to remind the staff that at any point while visiting the home, they feel uncomfortable, they can leave the home. Staff are expected to contact prg mgr once they have left.
- Staff visiting home, cannot take consumer out in a vehicle without permission from prog mgr.

Prg Mgr signature____________________________

Staff doing visit’s signature____________________________
HOME VISIT SIGNATURE SHEET

CONSUMER NAME:    STAFF ON CALL:

TODAY’S DATE:     DATE OF SCHEDULED VISIT:

STAFF ASSIGNED:

Prior to home visits by St. Madeleine Sophie’s Center (SMSC), I attest to the following statements:

- I nor any one in my house have been in contact with anyone that has been diagnosed with COVID-19 in the past 14 days. (yes   no)
- I nor any one in my house have any COVID-19 symptoms, including cough, sore throat, chills, muscle pain, nausea and/or vomiting, diarrhea, new loss of taste or smell, shortness of breath, or chest pain in the past 24 hours. (yes   no)
- I nor anyone in my house have had a temperature greater than 99.8 degrees in the past 24 hours. (yes   no)

We asked that during the home visit, the home will respect our staff and understand that our staff will follow all CDC guidelines relating to social distancing, facemasks, handshakes, hugging, etc. (Agree   Disagree)

We pledge that our staff have met all COVID-19 guidelines to assure a safe and healthy environment for all.

Signature of family/caregiver/consumer_________________________ Date______

Program Manager signature__________________________
PROCEDURES TO FOLLOW IN THE EVENT OF DIRECT OR INDIRECT EXPOSURE TO COVID-19
BY SMSC STAFF

1. Indirect exposure
   a. Indirect exposure is defined as you were in contact with someone who had contact with someone who has been diagnosed with COVID-19.
   b. You are expected to inform one of the following individuals via phone (not email) of your indirect exposure:
      i. Debra Emerson: (619) 654-3480
      ii. Tom Carr: (619) 306-9767
      iii. Laura Purdom: (619) 929-4177
      iv. Mark Fisher: (619) 208-9222
   c. CEO will be contacted via phone with details if needed. If any further decisions are made, you will be informed.
   d. A contact tracing form should be completed ASAP and emailed ONLY to the same four individuals identified above.
   e. CEO will inform HR/nurse as needed.
   f. You are expected to come to work as planned.
   g. If you feel you should not come to work, you must get tested immediately via rapid test site.
      i. You MUST report the test results immediately.
      ii. If the results are negative, you are expected to return to work with documentation.
      iii. Failure to use the required rapid test site may result in a delay of results and your return to work. This time will not be covered or paid for by SMSC.

2. Direct exposure
   a. Direct exposure is defined as you were in contact with someone who has been diagnosed with COVID-19.
   b. You are expected to inform one of the following individuals via phone (not email) of your direct exposure:
      i. Debra Emerson: (619) 654-3480
      ii. Tom Carr: (619) 306-9767
      iii. Laura Purdom: (619) 929-4177
      iv. Mark Fisher: (619) 208-9222
   c. CEO will be contacted via phone with details if needed. If any further decisions are made, you will be informed.
   d. A contact tracing form should be completed ASAP and emailed ONLY to the same four individuals identified above.
   e. CEO will inform HR/nurse as needed.
   f. Do not come to work. If you are at work when you become aware of the direct exposure, leave immediately after calling one of the individuals above.
g. You should expect to be out for the 14 day quarantine as outlined by CDC guidelines.

h. You MUST be tested via rapid test site.
   i. You MUST report the test results immediately.
   ii. Failure to use the required rapid test site may result in a delay of results and your return to work. This time will not be covered or paid for by SMSC.
   iii. Continue to monitor your symptoms during your quarantine.

3. **If you have symptoms**
   a. Remain at home. If needed, contact your primary physician for further evaluation.
   b. You are expected to inform one of the following individuals via phone (not email) of your symptoms and any possible exposure:
      i. Debra Emerson: (619) 654-3480
      ii. Tom Carr: (619) 306-9767
      iii. Laura Purdom: (619) 929-4177
      iv. Mark Fisher: (619) 208-9222
   c. CEO will be contacted via phone with details if needed. If any further decisions are made, you will be informed.
   d. A contact tracing form should be completed ASAP and emailed ONLY to the same four individuals identified above.
   e. You are expected to remain home and monitor your symptoms.
   f. CEO will inform HR/nurse as needed.
   g. A COVID-19 test may be required by SMSC.
      i. If you are asked to take a test, you MUST use a rapid test site.
      ii. Failure to use the required rapid test site may result in a delay of results and your return to work. This time will not be covered or paid for by SMSC.

**CONTACT INFO FOR TESTING SITE:**

Website: covidclinic.org
Email: info@covidclinic.org
Phone: 877-219-8378
Street Address: 5601 Grossmont Center Drive
La Mesa, 91942

**Appointments for COVID-19 testing MUST be made online.** If you do not have access to a computer, please contact HR and Carol Rickey will set up the appointment on your behalf. If it is after business hours, please contact one of the four individuals identified above for assistance.

I have read and understand these procedures and agree to follow them in case of indirect contact, direct contact, or symptoms of COVID-19. I also understand that failure to follow this procedure may result in disciplinary action, up to and including termination.

_________________________________________________________________________________
PRINT NAME                                                   SIGNATURE                                                DATE
INTEROFFICE MEMO

DATE: December 14, 2020

TO: ALL STAFF

FROM: Carol Rickey, Human Resources

SUBJECT: Mandatory Recurring COVID-19 Testing Program for Staff

Keeping you, our clients, and families as safe and healthy as possible is of utmost priority for St. Madeleine Sophie’s Center. Over the past several months, we have implemented many policies and procedures that have helped to prevent and contain potential infection. We want to sincerely thank you for your contributions to these efforts!

However, the pandemic seems far from over, and COVID-19 cases are currently on the rise in San Diego County again. Regular testing for COVID-19 provides information about possible infection even when symptoms are not present. In turn, test result information allows us to implement the necessary disinfection and quarantine protocols more rapidly and help keep the virus from spreading. Many other organizations operating in the San Diego area have already begun to be test their employees on a regular basis.

**Effective January 4, 2021, St. Madeleine Sophie’s Center will implement a Mandatory Recurring COVID-19 Testing Program for all staff.**

The Mandatory Recurring COVID-19 Testing Program requires that every 2 weeks 10% of staff must be tested and submit their COVID-19 test results to Human Resources.

This program will be a cornerstone of SMSC’s COVID-19 health and safety program. It will require everyone to stay on track and be accountable to their assigned testing schedule. Please see below for additional guidance in the form of frequently asked questions.
Where do I go to get tested?
Staff is encouraged to visit a County testing site to receive a COVID-19 test. This is to avoid incurring any unnecessary costs as the County testing sites are free of charge. Information about County testing sites can be accessed by visiting the address below. CVS Minute Clinics and CVS stores provide free testing as well. Please access their websites and go to the link for Covid testing.


- www.cvs.com › minuteclinic › covid-19-testing

When do I go to get tested?
Human Resources has established a rotating testing schedule that has been shared with your supervisor and management. You will be notified of your turn prior to the beginning of the week your test comes up. You will then be asked to get tested as soon as possible within the 2-week time frame. You may remain working while waiting for your test result. Please note, you will need to plan on getting tested at a time that does not create a hardship with your program schedule. Please coordinate with your Supervisor.

Will I get paid for getting tested?
You will get paid for the time you spend at the testing facility. Please coordinate this time keeping procedure with your Supervisor.

Please choose a testing site that is either close to SMSC or your home address. However, should you need to visit a testing site that is farther away, please submit a mileage reimbursement request to your supervisor for any mileage in excess of your regular commute.

Where do I send my test results?
You are required to submit your test results directly to Human Resources for your Medical File via email or in person. This information is confidential and will remain in your Medical File.

What if I am already being tested for another job I hold for medical reasons?
You may submit test results obtained through other, valid testing AS LONG AS the test date falls within the 2-week time frame that you are assigned to be tested.

Can I opt of testing?
Participating in the COVID-19 testing program is mandatory for all staff. Should you have further questions or concerns, please contact your supervisor and/or Human Resources.