

Community Enterprises Covid-19 Procedures and Protocol Update

Workplace Protocol Updates

At Community Enterprises of St. Clair County, it is our priority to keep our employees, customers and participants and their families healthy, especially amid the COVID-19 pandemic. As such, we will abide by governmental guidelines when possible as we strive to balance public health concerns with the needs of our business. This plan, which pulls from Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidance, highlights the responsibilities of managers and employees, and outlines the steps Community Enterprises of St. Clair County is taking to address COVID-19.

We understand that every employee and participant have a different situation and encourage those with specific risks or concerns to reach out to their supervisor or Supports Coordinator to discuss alternate arrangements, should they be necessary.

PPE and Social Distancing Protocol

- Face coverings will be required to enter our buildings, on our agency vans and while in community locations. Face coverings can be either a face mask, or a face shield for those individuals who have difficulty tolerating the mask. Community Enterprises can provide masks or a face shield to staff and consumers if they are in need of them, see a supervisor for PPE equipment.
- Consumers who are competitively employed in the community will fill out a signature consent sheet as to their mask preference, stating whether they will follow what their employers' policies or if they will continue to follow the face covering policy of CE while at work.
- Employees should try to maintain as much distance from consumers as possible. There will no longer be a 6ft distance requirement, but staff will be encouraged to distance consumers as best they can. When possible, the further they can distance the better.
- Avoid contact with others whenever possible (e.g., handshakes, embraces, etc.)
- Distance themselves from anyone who appears to be sick.
- Avoid gathering when entering and exiting the facility.
- Follow any posted signage regarding Covid-19 practices.
- Disinfect workspaces and shared spaces often.
- Avoid nonessential gatherings.
- Each Program Supervisor is responsible for ensuring an adequate supply of PPE for employees and individuals served. The Supervisor will maintain inventory and will order more PPE when supply is less than 21 days' worth.

Screening, Exposure and Confirmed Illness Protocol

- We will be sending out a questionnaire with screening questions to staff and consumers. We will ask that they self-screen when coming in every day. If they have symptoms of

any kind they will need to stay home, but we will not screen them every day in the building.

- Visitors WILL need to fill out a screening questionnaire at each location each time they enter the building and we will keep track of those screening questions.
- See attached Health Department Flow-Chart for symptoms

Covid Exposure Confirmed Illness Protocol

- Vaccinated/Unvaccinated- Case and contact were within 6 ft. of each other for 15 minutes or more within a 24 hour period of time.
 - Contact must quarantine for 10 days OR quarantine for 7 days if contact receives a negative viral (PCR or antigen) test performed at least 5 days after exposure and within 24 hours of return to work/program.
 - Antigen tests may be performed in a clinic setting or at home using an at-home test kit. Testing will not be provided by CE at this time. Proof of testing is required in order to return to work ONLY IF you are testing to shorten the quarantine period from 10 days to 7 days. If you are quarantining for 10 days, testing is not required to return to work/program.
 - Should someone refuse to get a viral test, they MUST quarantine for the 10 days before returning to work/program.
 - Contacts who have had a confirmed Covid positive test within the last 90 days may not be required to quarantine unless they are displaying symptoms. These scenarios will be addressed on a case by case basis.
 - Should a contact begin to have symptoms or receive a positive test, contact to supervisor is required for further guidance regarding quarantine/ return to work timeline.
 - Staff must use their own time if they need to quarantine, as of 9/30/21 we do not receive any Government funds for Covid-19 exposures.

Close Contact Protocol in Home

- Vaccinated/Unvaccinated – If someone in the home tests positive you MUST quarantine for the full 10 day isolation period of Covid positive person (10 days post onset of symptoms)
 - AND must begin 10 day quarantine period day following 10 day isolation period of Covid positive person in the home
 - OR quarantine at home for 7 days past the 10 day isolation period if the contact receives a negative viral (PCR or antigen) test performed at least 5 days after exposure
 - Should someone refuse to get a viral test, they MUST quarantine for the 10 days before returning to work/program.