



<b>Policy Name:</b>	<b>Infection Diseases</b>
<b>Policy Code:</b>	<b>314 / 314A</b>
<b>Policy Purpose:</b>	The purpose of this policy is to minimize the transmission of communicable disease and prevent infections when possible, helping to ensure optimum health for all Rise team members and persons served by creating a consistent practice.

**I. Overview**

All Rise team members will be trained on infection control procedures at the time of hire and annually thereafter through Rise’s Learning Management System-Relias.

**II. Objectives**

- To prevent episodes of communicable disease.
- To prevent infection.
- To prevent the transmission of communicable disease.
- To ensure prompt detection of communicable disease.
- To ensure compliance with the implementation of infection control procedures.
- To limit occupational exposure to blood and other potentially infectious materials

The Infection Control procedures are designed to meet compliance with the OSHA standards for Occupational Exposure to Bloodborne Pathogens.

Infection control procedures follow Universal Precaution guidelines.

Infection control procedures will be followed for all instances of illness, injury, and communicable disease.

**III. Procedure**

- A. All new team members will review the infection control policy and procedures and receive training per the OSHA requirements. The Program Supervisor is responsible for ensuring employees are trained on the procedures and proper use of any personal protective equipment required at the site.
- B. The Hepatitis B vaccination form is reviewed with employees at the time of hire during onboarding. All employees with exposure risk are encouraged to be vaccinated and if elected will be given the authorization form to take to a designated clinic.
- C. All exposure incidents must be reported to the Program Supervisor immediately. The infection control packet of forms and injury report form need to be completed and sent to the HR department. Employees will be encouraged to seek medical treatment in a timely manner (within 24 hours of exposure).

- D. Rise contracts with Health Counseling Services and will refer to the procedures and forms in the in the Health Counseling Services - Medical and Health Care Policy and Procedure Manual on infection control. The manual can be found on Rise TEAMS under policies.

#### IV. Communicable Disease Transmission

1. Contact transmission occurs directly through person to person contact or indirectly by a person coming in contact with a contaminated surface or object. This is the most common means of disease transmission.
2. Airborne transmission occurs via breathing, talking, coughing, or through contaminated dust. These can be the most difficult to control. This mode of transmission includes, but is not limited to, tuberculosis, COVID-19.
3. Bloodborne transmission occurs through contact with blood, semen, vaginal secretions, or body fluids visibly contaminated with blood. (These substances are also known as infectious materials). Generally, these diseases are transmitted through skin, eyes, damaged skin, or mucous membranes (mouth, vaginal, or rectal tissue). This mode of transmission includes but is not limited to Hepatitis B virus (HBV), Hepatitis C virus (HCV), and human immune deficiency virus (HIV).

#### V. Universal Precautions

**Handwashing** – Handwashing is the single most important procedure for preventing the spread of common infections. Thus, proper handwashing will be expected as part of the regular routine, even in the absence of recognized disease. Employees and person served are instructed to wash their hands for at least 20 seconds with soap and water frequently though out the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the restroom.

You can help yourself and others stay healthy by washing your hands often, especially during these key times when you are likely to get and spread germs:

- **Before, during, and after** preparing food
- **Before** eating food
- **Before and after** caring for someone who is sick
- **Before and after** treating a cut or wound
- **Before and after providing routine care for another person who needs assistance**
- **After** using the restroom
- **After** touching garbage
- **After** blowing your nose, coughing, or sneezing

Rise will provide hand sanitizer at all locations and in all vehicles. Hand sanitizer may be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

#### Cleaning and Disinfecting Guidelines

- Regular housekeeping practices are implemented in our buildings which includes routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunchrooms, and meeting rooms.

- All individuals on site will be encouraged to participate in extra cleanings for frequently touched surfaces (light switches, tables, chairs, door handles, etc.)
- High touch surfaces in common areas will be cleaned and disinfected on a frequent basis. All other areas will follow a regular cleaning schedule or as the need arises.
- Rise will use OSHA approved products for cleaning and disinfecting items and surfaces. The SDS sheets for these products are posted on the Rise Velocity website [click here](#).
- Workers responsible for trash removal will maintain proper PPE/hand washing practices.

### **Personal Protective Equipment and Source Control**

Rise is committed to providing a safe and healthy workplace for all our employees. We understand the nature of our work and the supports we provide for Persons served. We ask that when and where it is appropriate to practice social distancing, avoid touching your face, cover your cough and sneezes, wash your hands frequently, and clean and disinfect frequently touched objects and surfaces.

Rise has implemented specific control measures that we expect all employees to abide by to reduce risk and exposure to infectious diseases.

Below are the types of equipment provided for source control purposes with guidance on how to wear, use, clean, store and dispose of properly. Please keep in mind protective equipment does not replace the need for safe work practices and proper hygiene practices.

In addition, listed below are the types of personal protective equipment (quarantine kit) provided in the event that a person served shows signs and symptoms of COVID-like illness.

**Personal Protective Equipment** - Personal protective equipment (PPE) will help protect you if someone develops symptoms of COVID-like illness. A quarantine kit will be provided to each location.

- **Equipment Provided** - Gown, Masks/Face Covering, Gloves, Goggles/Face Shield, Sanitizer or Wipes, Water

**Source Control** - Source control is used to describe measures intended to protect individuals from spreading disease.

- **Equipment Provided** - Masks/Face Covering, Gown, Gloves

**Goggles/Face Shield** - Goggles will help protect only your eyes from splashes and sprays. A face shield provides splatter protection to facial skin, eyes, nose and mouth.

- Wear eye protection when the potential for splash or spray of blood, respiratory secretions or other body fluids is present.
- For environments involving extreme temperatures (e.g. heat, cold) and/or wet environments (e.g. wet processes, rain,) face shields may be considered to be used in lieu of face-coverings.
- Personal eyeglasses and contact lenses are not considered adequate eye protection.

**Gowns** - A gown helps protect your skin and clothing from potentially infectious or contaminated material. Each program is provided with rubber gowns equal to the number of restrooms on site.

- The rubber gowns will hang outside of each restroom. At our Adult Day licensed programs gowns will be hung in the designated quarantine area.
- Staff are expected to wear the fluid resistant gown to protect skin and clothing while providing personal care supports where body fluid is anticipated.
- Once personal cares are completed, staff are required to clean the rubber gown **prior** to exiting the restroom. To clean the gown:
  - Spray paper towel with disinfectant spray until towel is wet.
  - While gown is still on, wipe down outside surface from top to bottom.
  - Once gown is clean, remove gloves and discard, then remove gown by the gown ties and hang up outside of restroom.
  - Wash hands or use alcohol-based hand sanitizer.
  - Gown is now clean and ready for the next team member.

**Gloves** - Gloves will help protect you when touching or coming into contact with body fluids, secretions, or excretions. All employees are required to wear gloves when providing personal care support services to person served and when cleaning/disinfecting the work area.

- Always remember, outside of gloves are contaminated.
- Remove gloves promptly after use and properly discard.
- Wash hands immediately after removing gloves.
- Do not wear gloves continuously throughout the day. This leads to cross-contamination and is not safe.

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Anyone with symptoms (ex: fever, cough, shortness of breath) should notify their supervisor, stay home, get tested and talk to their health care provider. More information on symptoms and testing can be found at the CDC website, [click here](#).

### **Protocol for Confirmed or Suspected Cases due to Symptoms**

For each situation immediately notify the program director or administration manager who will then notify HR for Staff, QA for Persons served and a member of the Senior Leadership team. Rise will deploy a Notification and Response Team made up of appropriate Senior Leadership and Directors of the organization depending on the program effected. The Notification and Response Team will follow the CDC and MDH guidelines specific to the situation and program capabilities.

CDC recommends testing **symptomatic** employees, even those with very mild symptoms, based on routine symptom screening of every employee before every shift. Basic screening symptoms include sore throat, cough, fever or feeling feverish, headache, muscle aches and shortness of breath. The objective is to establish a sustainable system of screening and testing that identifies and excludes ill employees on a continuous basis, to protect all employees. Workers who are symptomatic upon arrival at work, or who become sick during the day, should be sent home, and referred to healthcare for further evaluation and testing.

In the event of any of the following, reporting and response procedures will be followed to minimize exposure and transmission of COVID-19. Notification of any of these events shall be conducted immediately.

- A confirmed case of COVID-19 for a person served, employee, or person living with a person served or employee.
- A confirmed or suspected case due to symptoms is discovered while in a Rise location, vehicle, or community site.
- Symptoms will be reported and documented on the COVID-19 signs and symptoms tracking spreadsheet via the COVID-19 Communication TEAMS by the Director and reviewed by the Notification and Response Team within 24 hours of the report.

In the event of a ***confirmed or suspected*** case due to symptoms of COVID-19:

- If the affected person is offsite, the affected person will be instructed to inform their supervisor, stay home, monitor themselves for symptoms and consult their health care provider as needed.
- If the affected person had been onsite in the last 48 hours, protocols below will also be implemented.

In the event of a ***confirmed*** case of COVID-19:

- If the affected person was onsite (at a Rise building, community site or Rise vehicle) and confirmed positive the program manager will notify QA, who will report the case to MDH as required.

### **Separation Procedure**

- If a person becomes ill during the day and requires supervision, supervision must be provided until a caretaker arrives to bring the person home.
- All sites must have a designated quarantine area for an individual to use until they are able to leave the building. The designated area should be away from other people and if possible, have access to a private bathroom for the person to use.
- This procedure may be different for SET Sites and Rise will follow the specific guidelines the Business location has established.

### **Responding**

If an employee or person served is reporting or displaying symptoms of COVID-19 such as: fever, cough, sore throat, headache, chills, muscle pain, fatigue, congestion, loss of taste or smell, shortness of breath or difficulty breathing, notify a supervisor immediately and the individual needs to be directed to the quarantine area and the response steps below need to be adhered to.

If an individual is displaying **emergency warning signs** for COVID-19, **call 911 right away**. Emergency warning signs include\*:

- Difficulty breathing or shortness of breath
- Persistent pain or pressure in the chest
- New confusion or inability to wake up
- Bluish lips or face

\* This is not every emergency symptom or sign. Please refer to [www.cdc.gov](http://www.cdc.gov) for up to date details.

## Response Steps

(Reference the PPE sequence posters available in the quarantine kit to learn the proper steps for putting on and taking off personal protective equipment.)

1. The caretaker needs to access the quarantine kit to don their own PPE before attending to the ill person.
2. Put a mask on the person who is ill if they are able.
3. Move the person to the designated quarantine area.
  - If the person can drive, have them leave the Rise location as soon as possible.
  - If the person needs to be picked up, immediately contact the residence, and obtain verbal confirmation of a pick-up time. Continue making phone calls until pick up time is confirmed.
  - Continue to supervise the individual per their care plans.
4. Gather the person's belongings in a plastic bag using gloves.
5. Have the person use shortest route to exit the building.
6. Interview the person to gather who they had contact with, what areas of the building they had used and document their responses. The interview may be conducted over the phone if the person was able to leave immediately. Daily logs of cohorts and supervision will be reviewed to aid the contact investigation process.
7. Notify the program director who will notify HR and QA of the exposure. The Rise Notification and Response team will gain an understanding of potential locations and individuals the affected person had been in contact with through a phone conversation with the individual or the individual's residential provider/guardian and will follow the Minnesota or Wisconsin Department of Health reporting guidelines and recommendations as advised.
  - The Notification and Response Team will contact the MN Department of Health (MDH) Provider Hotline (651-201-5414) and/or St Croix County Public Health (715-246-8263) for further guidance as needed.
8. After the investigation has been completed, individuals determined to not have been affected can continue working and/or participating in onsite activities so long as it does not impact sanitizing efforts, there are adequate staff to meet Person served /staff ratios, and it is approved by Rise leadership.
9. Follow the COVID-19 Cleaning Disinfection Guidelines for the quarantine room and all affected or potentially affected areas thoroughly.

## Guidance for when a symptomatic employee is tested for COVID-19:

1. The employee should stay home and isolate themselves until test results are available.
2. The employee who tests **negative**:
  - May return to work if their symptoms have improved.
  - Should remain home if still symptomatic and be evaluated by a healthcare provider.
3. The employee who tests **positive**:

Symptomatic COVID-positive employees should stay isolated at home until all of the following are true:

- They have had no fever for at least 24 hours (that is one full day of no fever) without the use of medicine that reduces fevers

**AND**

- You feel better. Other symptoms have improved (for example, when their cough or shortness of breath have improved)

**AND**

- At least 10 calendar days have passed since symptoms first appeared.

**OR**

- Approved to return by a medical professional.

Asymptomatic COVID-positive employees must self-isolate at home for 10 days from the testing date.

### **Notification of Exposure to COVID-19**

Any employee or person served who has been in "close contact" with another individual who has been diagnosed with COVID-19 will be notified of their potential exposure within 24 hours, either personally or via email, text, or telephone call. For Persons served, the following people will also be notified as applicable: their guardian, residential provider, and case manager.

Notification of the potentially exposed individual will include the following information:

- Confirmation that the individual was potentially exposed to an individual who was recently diagnosed with COVID-19. The Health Counseling Notification of Possible Exposure to Coronavirus Disease 2019 (COVID-19) form will be shared;
- Requirement that the exposed individual self-quarantine for 14 days, monitor for signs and symptoms due to exposure to an infected person;
- Reminder that the exposed person must adhere to Rise's HIPAA policy to maintain the infected individual's privacy; and
- Advice to follow CDC and MDH quarantine guidelines for persons exposed.

Staff and Persons served who have had a confirmed COVID positive test result in the last 90 days do not need to quarantine if they are exposed to someone who tests positive for COVID-19 unless they are showing symptoms of the disease.

Staff and Persons served who have been fully vaccinated (at least 14-days have passed since their second shot - or single shot in the case of the Johnson & Johnson vaccine) and are not showing symptoms do not need to quarantine after exposure to someone who tests positive for COVID-19.

In both of the above scenarios, we encourage people to be tested between 5-7 days after exposure and quarantine if they receive a positive test or show symptoms within 14 days after exposure.

In certain situations, such as when a staff has underlying immunocompromising conditions, they may still need to quarantine after exposure, regardless of their vaccination status.

## Other Resources

- [Minnesota Department of Health \(MDH\)](#)
- [Wisconsin Department of Health Services](#)
- [Centers for Disease Control and Prevention \(CDC\)](#)
- CDC guidance: [Interim Public Health Recommendations for Fully Vaccinated People](#)
- Vaccines: [Key Things to Know About COVID-19 Vaccines \(cdc.gov\)](#)
- [MN Employment and Economic Development](#)
- [WI Department of Workforce Development](#)