

The Children's Village

COVID-19 Positive (Diagnosed) Staff Protocol for Residential Programs

April 16, 2020

1) Procedures related to Staff Members:

a) Government Communications: HR will share a list of employees Positive and Exposed (1) with the Medical Director, who will further inform the NYS Department of Health, and (2) with Pat Jackson, who will further inform other government stakeholders.

b) Internal Communications:

i) Where the positive case is a staff member: The HR Business Partner/ Recruiter for each program will work with program leaders to identify and contact staff exposed. Staff should not be told the identity of the staff member.

ii) Where the positive case is a child:

(1) The Medical Director should inform the CPO and the relevant Executive team member of the positive test, so the Program Executive can advise relevant program administrators and affected staff members.

(2) If staff will be working with / in proximity to the child going forward, they should be told the identity of the child.

(a) Program leadership should advise such staff members that all staff who need to know the identity of the child will be informed, and that staff members should not discuss the identity with other staff who do not need to know.

(b) If a staff member believes that other staff need to know the identity of the child but have not been told by program leadership, staff should report that concern to their supervisor, and let their supervisor handle the communication.

(3) Staff who will be in proximity to a cottage where a positive-test child resides, should be told by program leadership that a child who has tested positive resides in the cottage, but not the identity of the child.

c) Who Can Remain and/or Return to Work

i) Direct Care workers who (1) have been exposed to a confirmed case of Covid-19 and (2) are not confirmed or suspected to be positive themselves, may work if the following conditions are met:

(1) They are asymptomatic.

(a) However, those with underlying medical problems quarantined for 72 hours.

(2) They self-monitor for temperature and symptoms twice a day.

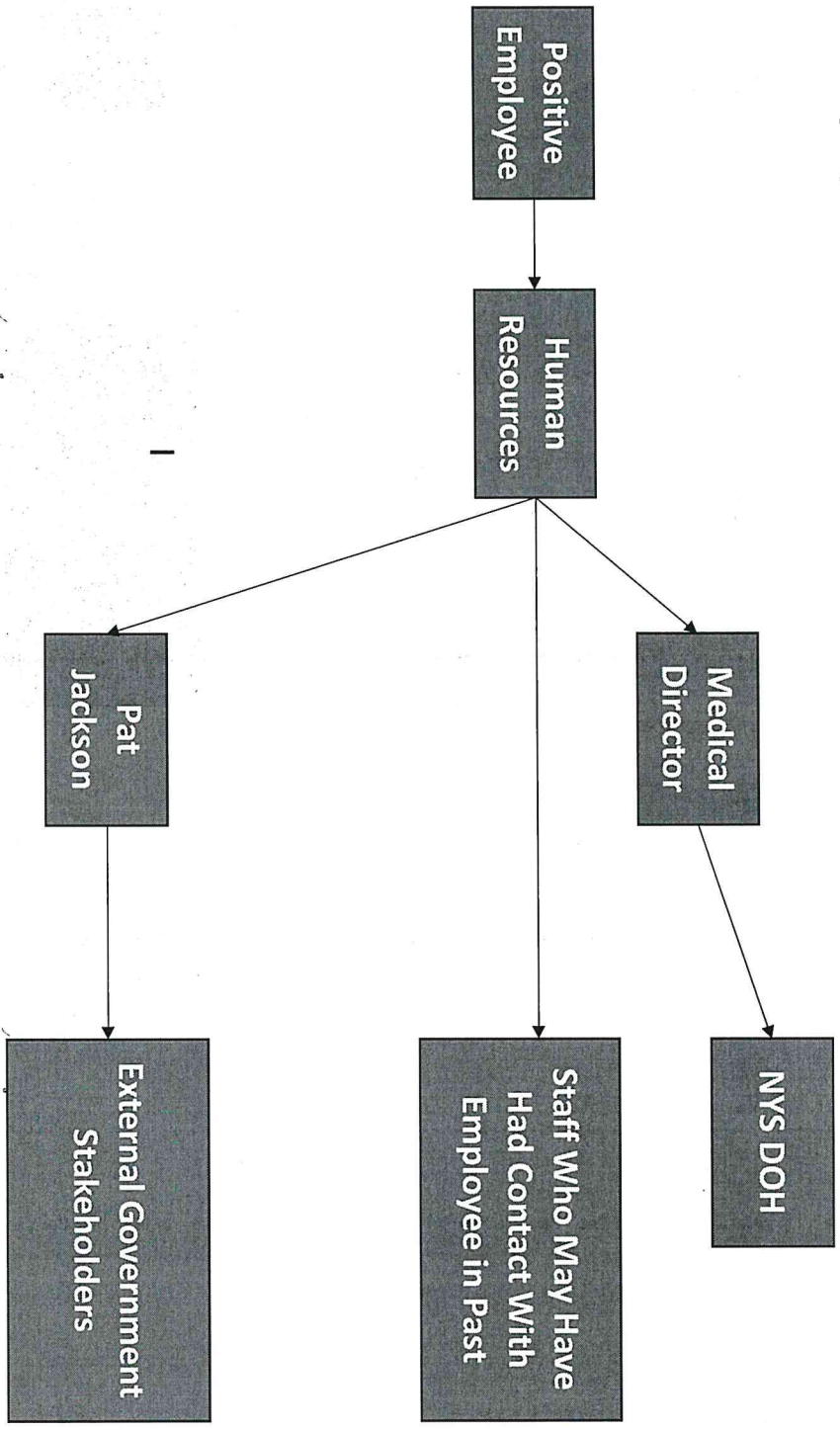
(3) They receive a temperature and symptoms check at the beginning of each shift, and every 12 hours on a shift.

- (4) They wear a facemask on their shift
- (5) Where possible, they are assigned to work with children with lower risk for Covid-19 complications.
- (6) They maintain self-quarantine when not at work.
- (7) If they develop symptoms, they immediately stop working and isolate at home.
- ii) Direct Care Workers with a confirmed or suspected case of Covid-19 may work if the following conditions are met:
 - (1) They have maintained isolation for at least 7 days after (1) a positive test, or (2) illness onset, whichever is later.
 - (2) They are fever-free for 72 hours without the aid of fever-reducing medications.
 - (3) Their other symptoms are improving.
 - (4) They wear a facemask on their shift upon return to work
 - (5) Where possible, they are assigned to work with children with lower risk for Covid-19 complications.
 - (6) They maintain self-isolation when not at work.
- iii) Other considerations for staff members who are confirmed or suspected positive for Covid-19:
 - (1)** Diagnosed employees should attempt to submit a doctor's note to HR@childrevillage.org to be cleared to return to work after 14 days
 - (2) Employees should contact Sedgwick at (888) 436-9530 if they are COVID-19 pending or COVID-19 positive. If they need further assistance, they can contact HR at HR@Childrevillage.org. Refrain from notifying your fellow employees that will be done by the agency.
 - (3) This is a stressful time. please don't hesitate to call and reach out to the EAP at (877)622-4327.
- d) Scenarios Where There Has Not Been Known Exposure to a Positive Test
 - i) Staff Member Feels Sick/Symptomatic
 - (1) If Staff Member reports to Supervisor: Supervisor should report to HR, and HR should advise Staff Member to go home.
 - (2) If Staff Member reports to HR: HR should advise the staff member to go home.
 - (3) If someone is sick and sent home (unknown exposure) that employee must be excluded from work for 7 days. In the last 72 hours of the 7 days the person is fever free and symptoms are resolving they can return to work. The Children's Village is still requesting a doctor's note for medical clearance to return. They can wear a regular mask or face covering as recommended by the NYS DOH and mandated by the Governor of New York's April executive order. These guidelines are only for healthy people not for any who is immunocompromised or who has any underlying medical conditions.

ii) Staff Member is concerned they have been exposed to someone with symptoms, but there is no known positive test, and Staff Member is well.

- (1) Staff member should continue to perform their duties.
- (2) Staff should contact Sedgwick at (888) 436-9530 with questions.
- (3) If staff member refuses to come to work because they say they are afraid, supervisor should refrain from disciplining staff member and discuss situation with Program Executive and HR.

Communication Protocol When a CV Residential Employee Tests Positive for Covid-19



- HRBP will work with Program to identify staff.
- Name of employee should NOT be provided