


<b>Subject/Title:</b> COVID-19 Severe Symptomatology or Confirmed Cases Response Policy
<b>Type:</b> <input checked="" type="checkbox"/> Policy <input type="checkbox"/> Job aid
<b>Issued Date:</b> 4/29/2020, Revised 8/21/2020, Revised 09.02.2020, Revised 08.16.2021
<b>Owner:</b> Jenny Ward-Kolka, Director of Training and Systems Development
<b>Distribution:</b> <input checked="" type="checkbox"/> Technicians <input checked="" type="checkbox"/> BCBAs <input checked="" type="checkbox"/> QBHPs <input checked="" type="checkbox"/> SLPs <input checked="" type="checkbox"/> OTs <input checked="" type="checkbox"/> Administrative <input checked="" type="checkbox"/> Client Families <input checked="" type="checkbox"/> Janitorial staff <input type="checkbox"/> Other:

**Spectrum is taking CDC-recommended precautions to ensure that our staff and families remain healthy and safe at this time. Please read below for our current plan regarding confirmed cases via testing, suspected cases with a confirmation of high likelihood from a medical professional based on symptoms of the Coronavirus. In addition to this policy Spectrum also has a Mitigation Policy for people with new symptoms or potential exposure that do not escalate to severe symptoms.**

### **Section 1. Severe Symptomatology or a Confirmed case of COVID-19**

1. When symptoms were first noted or a potential exposure was first noted the employee or family should have provided the following information:
  - a. When symptoms were first identified
  - b. The most recent contact with Spectrum employees, buildings, or Spectrum families

- i. When notifying others of the known exposure private information will not be shared. Those with known or potential contact will be notified and asked to self-quarantine for the current recommended time frame based on CDC/State/local health department recommendations.
  - c. If the information was not provided it will be obtained as soon as possible in an attempt to contact trace Spectrum employees and Spectrum families.
- 2. If a Spectrum employee/household member or a Spectrum client/household member is notified they are suspected to have or have Coronavirus or required to self-isolate based on the recommendation from a healthcare professional the following steps will be taken.
  - a. Employees and affected clients will follow medical professional recommendations and quarantine for the current recommended time frame based on CDC/State/local health department recommendations.
    - i. Employees and affected clients may return to Spectrum when they have met all CDC/State/local health department recommendations for returning to work/therapy safely following a confirmed or expected case of covid-19
    - ii. Employees or Client/Household members that require hospitalization may return to contacting Spectrum buildings, employees, or families when given medical professional clearance and with executive/clinical director approval.
- 3. Spectrum will notify the local Health Department of the known exposure or positive test for the Coronavirus for Spectrum employees. Spectrum will not notify the local Health Department on behalf of a Spectrum client/household member but will provide information and assistance if requested.
- 4. All documentation and records of illness and return to work will be maintained on a MIOSHA 300 form or an equivalent form in a secure location to protect PHI.
- 5. Families receiving in-home services will be provided with [information from the CDC regarding how to clean and disinfect](#).
- 6. Spectrum will follow [CDC-recommended protocols for cleaning](#) all areas associated with Spectrum that may have been contacted by the reporting individual.
- 7. Spectrum will follow CDC recommendations and recommendations from local agencies for if a center needs to be closed and for what duration.

## **Section 2. Associated Forms and Policies**

- 1. [Cleaning and Disinfecting Your Facility](#)
- 2. [Cleaning and Disinfection for Households](#)