



JUBILEE COVID-19 PROTOCOLS FOR STAFF CURRENT AS OF NOVEMBER 18, 2021

Jubilee protocols are based on local COVID infection rates and guidance from public health officials. Visit <https://www.jubileemd.org/covid-19/> for the most current protocols and supplemental forms. Jubilee employees may also find these resources on the [JAM Home Site](#) on Sharepoint.

1. Preventive Measures:
 - a. **Get vaccinated.** See Jubilee COVID-19 Vaccine Requirement Policy.
 - b. **Wear a mask.** See section 2 for office mask requirements and section 4 for homes and apartments where Jubilee provides services.
 - c. **Social distance**, keeping at least 6 feet between you and people not part of your household as much as possible.
 - d. **Wash your hands** frequently and thoroughly.
 - e. **Clean and disinfect** frequently touched objects and surfaces.
 - f. **Ventilate** to move the virus out of the room whenever possible.

2. Jubilee Office.
 - a. All staff and visitors must sign-in at the front desk on arrival.
 - b. In the Jubilee office, masks must be worn while in the presence of others. This applies whether or not you are vaccinated. You may remove your mask when alone in a room with the door closed.

3. Meetings.
 - a. Most meetings will be held by video conference.
 - b. In-person meetings may be held:
 - i. Outside with or without masks and socially distanced; or
 - ii. Indoors with masks and socially distanced.
 - c. If meeting at the Jubilee office, please coordinate this with the Office Manager.

4. Mask Wearing. **Jubilee staff are required to wear surgical masks when working in the home of someone supported by Jubilee.**
 - a. A surgical mask should be worn when there are no symptoms or known exposures to COVID-19. Surgical masks may be obtained at the office, please submit a request using the [Glove Reorder Form](#). KN95 or N95 masks must be worn when there are COVID-like symptoms or known exposures.
 - b. Masks may be pulled down to eat and drink. This should only be done when in a separate room away from other people. Surgical masks should be disposed of after being worn for a shift or earlier if it becomes wet.



West Virginia) that includes indoor interactions with people outside of their household.

- b. All requests for time off must be approved by your supervisor and may be denied or deferred depending on staffing needs on the team.
9. Coordination.
- a. The first point of contact for DSPs, clients and families should be program managers. DSPs should also use the on call answering service as per our existing policy.
 - b. Program Managers and other supervisors, please inform Maria Dudish of all cases of illness symptoms among staff and clients.
 - c. Continue to follow all other normal procedures for illnesses and incidents, including completing incident reports.