



JUBILEE COVID-19 PROTOCOLS FOR STAFF CURRENT AS OF DECEMBER 27, 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 and boosted.** 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. The Jubilee office is closed to visitors, non-essential staff, and volunteers.
- b. Only essential visits for meds, checks, and emergency supplies are permitted. You must speak with the Office Manager or the receptionist before coming and let them know what items you are wishing to pick up. Items you are picking up will be given to you outside the building (please stay in your vehicle and call the front desk when you arrive to pick up your items).
- c. Administrative staff should discuss with their supervisors whether remote work is appropriate. As necessary, leadership and other essential personnel will be in the office to ensure continued operation and support for DSPs and clients.
- d. All staff and visitors must sign-in at the front desk on arrival.
- e. 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.
 - c. **OPTIONAL:** If you choose to use a Face shield, it should be disinfected using disinfectant wipes or spray and reused by the same person. If a shield breaks or becomes otherwise unusable, a new one may be picked up from the main office.

5. **Temperature and Symptom Monitoring.**
 - a. In houses and apartments where Jubilee provides support, temperature and symptoms must be checked as follows:
 - i. Twice daily (morning and night) if you are a client or live-in staff member.
 - ii. Upon arrival if you are a visitor or live-out staff member.
 - b. Staff will document the temperatures for clients, themselves, and any visitors on the temperature and symptoms chart provided by Jubilee.
 - c. Actions based on temperature and symptom checks should be as follows:
 - i. **Green zone** (no symptoms and temperature below 99): no action required.
 - ii. **Yellow zone** (no symptoms and temperature of 99 to 100): take temperature every two hours and enhance social distancing and precautionary measures.
 - iii. **Red zone** (symptoms or temperature of 100+): For clients, immediately contact your nurse and Program Manager or the OnCall Answering Service and follow Jubilee's Supplemental Quarantine Protocol. For staff, follow instructions below in section 6.

6. **Staff Symptoms.** If you have symptoms (fever, cough, shortness of breath, chills, sore throat, loss of smell or taste, headache, muscle pain, or other flu-like symptoms):
 - a. If you are already at home, stay home and inform your supervisor. Remember, all staff accrue paid sick leave. Paid leave will be provided for COVID-like symptoms even if you have a zero balance.
 - b. If you are at work, inform your supervisor immediately. If you are a DSP and need to stay until a replacement DSP arrives, isolate yourself as much as possible away from others and enhance precautionary measures until you can leave.
 - c. Get tested for COVID and seek medical care as needed.



7. Staff Return to Work. Staff who leave work due to COVID may not return to work until:
 - a. At least 10 days have passed since testing positive or symptoms first appeared **and**
 - b. At least 3 days (72 hours) have passed since recovery, which is defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (*e.g.*, cough, shortness of breath) (continuation of cough by itself does not prevent return to work if the cough is improving).

8. Staff Travel.
 - a. Staff must get a COVID test and receive a negative result before returning to in-person work after travel outside the DC metro area (DC, Maryland, Virginia, and 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.