



JUBILEE COVID-19 PROTOCOLS FOR STAFF

CURRENT AS OF AUGUST 11, 2023

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. Jubilee employees may also find these resources on the [Jubilee Home Site](#).

1. Preventive Measures

- a. **Get vaccinated and boosted.** See Jubilee Covid Vaccine Requirement Policy.
- b. **Call your supervisor and do not report to work in person** if you have symptoms of Covid.
- c. **Wear a mask** if you have been exposed to Covid-19, are supporting someone with Covid, or if you are asked to wear a mask for someone's safety and comfort. See section 2.
- 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. Mask Wearing.

- a. **Optional in Most Situations.** Mask wearing is optional, except in the following situations:
 - i. **Mask After Exposure.** If you have been exposed to Covid, wear a KN95 or N95 mask for 10 days when indoors and in the presence of others.
 - ii. **Mask When Supporting Someone with Covid.** If you are supporting someone who has been diagnosed with Covid or is suspected of having Covid, wear a KN95 or N95 mask.
 - iii. **Mask When Requested.** Please wear a mask when indoors with someone who asks you wear a mask for their safety and comfort.
- b. **Masks Provided by Jubilee.** Surgical masks, KN95, and N95 masks are available at the Jubilee office. Please submit requests using the [Glove and Mask Order Form](#).

3. Symptom Monitoring. Monitor people supported by Jubilee for any symptoms of Covid (fever, cough, shortness of breath, chills, sore throat, loss of smell or taste, headache, muscle pain, or other flu-like symptoms). When there are symptoms, immediately contact your nurse and Program Manager or the On-Call Answering Service.

4. Staff Symptoms and Positive Test Results. If you test positive for Covid or have 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 and go home as soon as possible. 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 if you haven't already.
 - d. If you test positive, work with your supervisor to identify and notify everyone with whom you have been in contact during the past 10 days.
 - e. Seek medical care as needed.
5. **COVID Exposures.** If you who have been in close contact (less than 6 feet away for 15 minutes or more during a 24-hour period) in the past 10 days with someone who has tested positive for COVID:
- a. Notify your supervisor.
 - b. Test for Covid 6 days after the exposure.
 - c. Staff who do not have symptoms may continue working.
 - d. Wear a KN95 or N95 mask for 10 days when indoors and in the presence of others.
6. **COVID Testing**
- a. **If you have symptoms**, test for Covid immediately.
 - b. **If you have been in close contact with someone who has tested positive for COVID**, test for Covid 6 days after the exposure. You are considered exposed when you were less than 6 feet away for 15 minutes or more during a 24-hour period.
 - c. Staff may use any Covid test offered by health care providers or retailers. Self-administered Covid tests will also be made available to staff at the Jubilee office.
7. **Staff Return to Work.** Staff who test positive for Covid may not return to work until:
- a. **If you had no symptoms or very mild symptoms**, you may return to work 5 days after the date when the positive test was taken if you have also been fever-free for 24 hours (without the use of fever-reducing medication). You must wear a KN95 or N95 mask when inside in the presence of others through day 10.
 - b. **If you had a moderate or severe illness**, you may return to work after at least 10 days have passed since testing positive (the date the test was taken) or symptoms first appeared **and** at least 24 hours have passed fever-free (without the use of fever-reducing medication).
8. **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 the Director of Program Services of all positive Covid cases among staff and clients.
 - c. Continue to follow all other normal procedures for illnesses and incidents, including completing incident reports.