



JUBILEE COVID-19 PROTOCOLS CURRENT AS OF MARCH 22, 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.

Definitions:

1. “Quarantining” means that you and everyone you live with only have contact with people outside your household where (1) masks are worn and social distancing is strictly observed and (2) any indoor interactions with others are brief (less than 15 minutes), masks are worn, and social distancing is strictly observed.
2. “Fully Vaccinated” means you meet the following requirements based on the vaccine manufacturer:
 - a. Pfizer or Moderna – You received two shots and two weeks (14 days) have passed since the second shot.
 - b. Johnson & Johnson – You received the one shot and four weeks (28 days) have passed.

Protocols:

1. Preventive Measures and Social Distancing. Take these steps and help the people you support take them:
 - a. **Social Distance**, keeping at least 6 feet between you and people not part of your household as much as possible.
 - b. **Wear a mask.** See section 9 for details on mask wearing.
 - c. **Wash your hands** frequently and thoroughly.
 - d. **Clean and disinfect** frequently touched objects and surfaces.
 - e. **Ventilate** to move the virus out of the room. Bathroom fans should be kept running and windows open whenever possible.
2. Daily Activities.
 - a. **Shopping** is a low to moderate risk activity when masks are worn for the duration of the shopping trip. Shopping should only be done in locations where social distancing can be easily maintained.
 - b. **Restaurant carryout and delivery** is low risk and encouraged. Indoor dining is high risk and strongly discouraged.
 - c. **Socially distanced outdoor activities** are low risk and encouraged.
 - d. **Work and Day Programs.** As work and day program opportunities become possible again, you are encouraged to discuss the possible risks with a DSP, trusted family member, friend, or advocate before deciding whether to return. A risk assessment



tool will be provided to help you in this process. People living together are encouraged to discuss their decisions with each other. If a household would like someone else to be present during these conversations, please email covid@jubileemd.org.

- e. **Haircuts.** Outdoor haircuts with masks on are recommended. Indoor haircuts with masks on are higher risk but permitted.
 - f. **Indoor worship services** are high risk and should not be attended.
 - g. **Indoor gyms and exercise programs** are high risk and should not be attended. Outdoor exercise is highly encouraged.
3. Doctor and Hospital Visits.
- a. **Doctor visits are low risk and should occur as needed. Jubilee DSPs must inform the medical professional if there is a potential risk of exposure.**
 - b. If a person Jubilee supports goes to the hospital, they must follow the quarantine guidelines for two weeks upon returning home due to the higher risk of exposure in a hospital setting, even if the person has been vaccinated.
4. Visits.
- a. Outside visits are encouraged, provided everyone wears masks. Keeping a distance of 6 feet or more is the safest practice and necessary for someone who is not vaccinated. If someone is unable or chooses not to wear a mask, a distance of 12 feet or more should be maintained.
 - b. Outdoor picnics may occur provided everyone from different households maintains a distance of 12 feet or more.
 - c. **Indoor visits are now allowed, regardless of vaccination status.**
 - i. Before an indoor visit, visitors must submit a form answering a series of questions to enable Jubilee to determine their level of risk to the home. Written approval from a Jubilee director is required before an indoor visit.
 - ii. Only two visitors from the same household may visit at a time. Indoor visits should be limited to one hour and scheduled to not happen during mealtimes or times when visitors from other households are there.
 - iii. Visitors will have their temperature taken at the door and, if fever free, go straight to the bathroom to wash their hands. Visitors with a temperature above 98.6 degrees will not be allowed to visit. Visitors are expected to wear a mask and maintain a 6-foot distance while in the home. Visitors will be asked to stay in living room and not go into other parts of the home except the bathroom if needed.
 - d. **If a person is fully vaccinated, they may choose to have close contact with a visitor provided both parties are wearing a face mask.**
 - e. **People Jubilee supports who have been fully vaccinated may ride in a vehicle with a friend or family member provided they are in the back seat, all parties reliably wear masks, and the windows are open to provide ventilation.**



- f. People Jubilee supports may visit family and friends and return to Jubilee services provided:
 - i. the family/friends have been quarantined for 14 days prior to the visit and the visit itself is in quarantine
 - ii. **OR** the visit concludes with a 14-day quarantine
 - iii. **OR** the person has been fully vaccinated and receives a negative COVID test prior to returning (or remains in quarantine at the house until test results are received) Testing sites may be found using the Maryland Department of Health online portal at: <https://coronavirus.maryland.gov/pages/symptoms-testing#siteapp>
5. Jubilee Office Closed to Visitors.
 - a. The Jubilee office is closed to visitors, non-essential staff, and volunteers.
 - b. Only essential visits for meds, petty cash, and emergency supplies are permitted. You must speak with the Office Manager or her designee before coming. **Jubilee staff should make an appointment using the [booking calendar](#).** The items you are picking up will be given to you outside the building.
 - 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.
6. Staff Travel.
 - a. Staff should discuss travel plans with their supervisor and plan for a 14-day quarantine if the travel plans include close interactions with people outside of their household.
 - b. **Staff traveling by plane or long-distance bus or train rides will need to quarantine for 14 days (about 2 weeks) before returning to work if they are not fully vaccinated . Staff who are fully vaccinated may return to work after receiving a negative COVID test result.**
 - c. All requests for time off need to be approved by your supervisor and may be denied or deferred depending on staffing needs on the team.
7. Meetings and Gatherings.
 - a. Jubilee has cancelled indoor in-person social gatherings and activities until further notice.
 - b. Meetings that are not cancelled should be held virtually or with masks and strict social distancing. This applies to all meetings, even if Jubilee is not the organizer.
 - c. CMT training courses will be held with safety precautions in place and offered virtually when possible. Instructions for participating will be provided prior to the training.



8. Temperature and Symptom Monitoring.

- a. All people (clients, staff, visitors) present in houses and apartments where Jubilee provides support must have their temperature taken and symptoms checked upon arrival and at intervals specified in the chart below. Temperatures and symptoms must be recorded on the temperature and symptoms chart provided by Jubilee.
- b. Staff will document the temperatures for clients, themselves, and any visitors.
- c. Actions based on temperature readings should be as follows:
 - i. Green zone (up to 99): take temperature three times daily and follow precautionary measures.
 - ii. Yellow zone (99 to 100 without respiratory symptoms): take temperature every two hours and enhance social distancing and precautionary measures.
 - iii. Red zone (100+ or 99+ with respiratory symptoms): Follow instructions below in sections 11 and 13 for Staff Symptoms and Client Symptoms.
- d. Risk Levels for Symptom Checks (guidelines recommended by The American Academy of Developmental Medicine and Dentistry)

| Risk Level | Description | Symptom Checks |
|------------|--|--|
| Severe | Confirmed COVID-19 case in the home. | Check symptoms every two hours. |
| High | Someone in the home has had direct exposure to a confirmed COVID-19 case. | Check symptoms every four hours. |
| Moderate | Home has had indirect contact with a confirmed COVID-19 case. | Check symptoms every six hours. |
| Low | No known exposure to COVID-19 in the home and among the people living and working there. | Check symptoms at least three times daily (every eight hours while awake). |

9. Mask Wearing. **Jubilee staff are required to always wear surgical masks and face shields when working in the home of someone supported by Jubilee.** Outside of work, Jubilee staff are required to wear masks when less than 12 feet from someone who is not part of your household. Cloth masks are acceptable to wear when not at work and masks are available at the office for anyone that needs extra. **People supported by Jubilee should wear masks when in the presence of other people to the greatest extent possible.**

- a. A surgical mask and face shield should be worn as a precaution when there are no symptoms or known exposures to COVID-19. **Please see the attached visual for the recommended way to wear a mask.** Surgical masks may be obtained at the office, please submit a request using the [Glove Reorder Form](#).



- b. Masks may be pulled down to eat and drink. This should only be done when in a separate room away from other people. Wash hands before and after touching the mask. Surgical masks should be disposed of after being worn for a shift or earlier if it becomes wet.
 - c. Face shields 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.
10. 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 even if you have a zero balance for flu and flu-like symptoms. Administrative staff should work remotely as much as possible.
 - 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. Seek medical care. Call your primary care doctor first. If a medical appointment or testing is appropriate, your doctor will tell you. Unnecessarily going to hospitals and other medical services increases the risk of infection for you and others. Staff with Jubilee health insurance can also call our 24/7 telemedicine service at 800-362-2667.
11. Staff Return to Work. Staff who leave work due to sickness may not return to work until:
 - a. At least 10 days (about 1 and a half weeks) have passed since 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).
12. Client Symptoms. If someone you support has symptoms (fever, cough, shortness of breath, chills, sore throat, loss of smell or taste, headache, muscle pain, or other flu-like symptoms):
 - a. Call the Jubilee staff nurse and follow her instructions.
 - b. If medical care is needed in a non-emergency situation, you should call the primary care doctor or urgent care first. If a medical appointment or testing is appropriate, the doctor will tell you. Unnecessarily going to hospitals and other medical services increases the risk of infection. When calling a doctor about coronavirus concerns, share any known contacts the person may have had with the coronavirus.
 - c. Inform your Program Manager.



- d. **Client with COVID or Suspected COVID** - Immediately contact your Program Manager or the OnCall Answering Service and follow Jubilee's Supplemental Quarantine Protocol.

13. 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. Julia McCune, Director of Community Engagement, is the point person for Jubilee's response to coronavirus concerns.
- c. Program Managers and other supervisors, please inform Julia McCune, Maria Dudish, and Nyla Jones of all cases of illness symptoms among staff and clients.
- d. Continue to follow all other normal procedures for illnesses and incidents, including completing incident reports.

Make a Surgical Mask More Secure

<https://www.youtube.com/watch?v=wr9baBn5jbQ>

1. Fold your mask in half.
2. Tie a knot in each ear loop, staying as close to the corners of the mask as possible.
3. Open the mask.
4. You'll see a small opening at the sides of the mask, so tuck those sides in.
5. Put it on!

