

# JUBILEE COVID-19 PROTOCOLS

CURRENT AS OF JULY 20, 2020

These Protocols are part of a living document that is influenced by the presence of COVID in our area. As local numbers rise and fall, this document will be updated appropriately to minimize risk to the greatest extent possible.

1. Preventive Measures and Social Distancing. Take these steps and help the people you support take them:
  - a. Wash hands frequently and thoroughly. Washing hands is better than hand sanitizer.
  - b. Avoid touching your face.
  - c. Avoid all unnecessary physical contact.
  - d. Clean and disinfect frequently touched objects and surfaces in homes and vehicles. If you need more disinfecting products and cannot find them at the store, contact Julia McCune.
  - e. As much as possible, maintain a distance of at least six feet from others.
  - f. For dishes, dishwashers are better than washing dishes by hand.
  - g. To stay healthy yourself: Get as much sleep as possible. Eat healthy. Continue moderate exercise.
  
2. 6-Foot Rule, Home and Work Only.
  - a. At all times, as much as possible, maintain a distance of at least six feet from others. For staff, this includes when you are not at work.
  - b. The only places Jubilee employees should now be going are work (if you are an essential employee), home, grocery shopping (pick-up or delivery if possible), and emergency medical visits. Jubilee DSPs are essential employees and health care workers.
  - c. Please take into consideration that everyone you and your personal household come into contact with increases the exposure for you and everyone at Jubilee and in your community.
  
3. Supplies and Food. Be prepared with extra supplies and food:
  - a. DSPs should purchase extra household supplies and food as part of regular shopping. Assist the people you support in purchasing extra supply of personal items, including medication refills.
  - b. To the greatest extent possible, all grocery shopping (personal and for Jubilee) should be done by delivery or curbside pick-up. Jubilee is coordinating grocery delivery. Shopping lists should be provided to your Program Manager in a format that can be read. Disinfect groceries and grocery bags and wash hands after getting groceries.
  - c. Contact-free restaurant carryout and delivery is acceptable.
  
4. People Jubilee supports must stay home.
  - a. People we support who live with other people and are receiving in-person supports from DSPs are not permitted to leave their homes, except for socially distanced outdoor activities, drives in the car with people supporting them, medical visits, and visits with family and friends as described in the "Visits" section below. They are not permitted to go to work or other day activities.
  - b. Check out ideas for things to do and ways to connect virtually at <https://www.jubileemd.org/jubileecare/>.

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- c. People who live by themselves and are receiving remote supports only may follow the Montgomery County guidelines and are encouraged to discuss the possible risks with a DSP, trusted family member, or advocate before making the decision to go out into the community.

## 5. **NEW:** Doctor and Hospital Visits

- a. Decisions on medically necessary doctor visits should be made with guidance from the doctor. Phone or video screening should occur first to determine if the person needs to have an in-person consultation. Jubilee DSPs must inform the doctor 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.

## 6. Visits.

- a. Outside visits in groups of 10 or less are allowed, provided everyone wears masks and keeps a distance of 6 feet or more. If someone is unable or chooses not to wear a mask, a distance of 12 feet or more should be maintained.
- b. Outdoor picnics of 10 or less people may occur provided everyone from different households maintains a distance of 12 feet or more.
- c. An indoor visit may be permitted providing the visitor has quarantined for at least 14 days prior to the visit.
  - i. If the visitor would like to go to two different Jubilee locations, they must quarantine for 14 days between locations.
  - ii. "Quarantining" here means that the visitor and everyone the visitor lives with have no contact with people outside their household except shopping and outdoor activities where masks are worn and social distancing is strictly observed.
  - iii. 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.
  - iv. 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.
  - v. 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. People Jubilee supports may visit their family and return to Jubilee services provided the family has been quarantined for 14 days prior to the visit and the visit itself is in quarantine, or if the visit concludes with a 14-day quarantine.

## 7. Jubilee Office Closed to Visitors.

- a. The Jubilee office is closed to visitors, non-essential staff and volunteers.

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- 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. 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.
8. Limit Travel. All staff should limit travel out of the area, especially travel to places where you will interact with groups of people. All travel to locations outside of Maryland, DC, and Northern Virginia should be discussed with your supervisor. Air travel and cruises are especially discouraged. Depending on Jubilee leadership's assessment of the risk, Jubilee may require returning travelers to self-quarantine for up to two weeks before returning to work.
9. Meetings and Gatherings.
- a. Jubilee is canceling all in-person social gatherings and activities until further notice.
  - b. Meetings that are not canceled should be held telephonically. This applies to all meetings, even if Jubilee is not the organizer.
10. Temperature and Symptom Monitoring.
- a. All people (clients, staff, visitors) present in houses and apartments where Jubilee provides supports 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 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 twice daily and follow precautionary measures.
    - ii. Yellow zone (99 to 100 without respiratory symptoms): take temperature hourly and enhance social distancing and precautionary measures.
    - iii. Red zone (100+ or 99+ with respiratory symptoms): Follow instructions below in sections 13 and 15 for Staff Symptoms and Client Symptoms.

**d. Risk Levels for Symptom Checks (guidelines recommended by The American Academy of Developmental Medicine and Dentistry)**

<b>Risk Level</b>	<b>Description</b>	<b>Symptom Checks</b>
<b>Severe</b>	Confirmed COVID-19 case in the home	Check symptoms every two hours
<b>High</b>	Someone in the home has had direct exposure to a confirmed COVID-19 case.	Check symptoms every four hours

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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 the beginning of every shift and at least three times daily.

11. **Mask Wearing. Jubilee staff are required to wear masks at all times when working at the home of someone supported by Jubilee and the Jubilee office.** Outside of work, Jubilee staff are required to wear masks when in the presence of other people away from their personal home. **People supported by Jubilee should wear masks when in the presence of other people to the greatest extent possible.**
- a. A surgical mask should be worn as a precaution when there are no symptoms or known exposures to COVID-19. When a surgical mask is not available, a cloth mask may be worn. N95 masks will be provided by Jubilee if there are suspected or confirmed COVID-19 cases.
  - b. People wearing masks are still required to follow all other precautions, including washing hands, following the 6-foot rule, taking temperatures, etc.
  - c. Masks are only partially effective in preventing transmission of the virus. They become less effective when wet. The primary benefit of wearing a mask is to protect others from droplets and vapor coming out of the mask-wearer's mouth and nose.
  - d. Once put on, the mask should be considered contaminated. Avoid touching the mask while wearing it. If you must adjust your mask or pull it down to eat or drink, wash your hands before and after touching the mask.
  - e. Masks may be pulled down in order to eat and drink. This should only be done when in a separate room away from people supported by Jubilee. Wash hands before and after touching the mask. When pulling the mask down and back up, take care not to fold it over or otherwise allow the outside of the mask to touch the inside of the mask or your face.
  - f. Masks should not be taken off and put back on. Cloth masks must be washed before being worn again.
  - g. Surgical masks should be disposed of after being worn for a shift or earlier if it becomes wet.
  - h. After use, cloth masks should be placed in the washing machine or in a container that can be washed, disinfected, or disposed. Cloth masks should be washed in a washing machine with warm or hot water and dried on high heat. It is ok to wash masks worn by different people in the same load.
  - i. Jubilee has distributed multiple cloth masks per person so you can have a clean mask while washing dirty masks. When you receive your cloth masks, please mark them with your name or initials.

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12. Ventillation. Bathroom ceiling fans and any other fans that pull air out of living spaces should be kept on at all times.
13. 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 are able to 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 risk of infection for you and others. Staff with Jubilee health insurance can also call our 24/7 telemedicine service at 800-362-2667.
14. Staff Return to Work. Staff who leave work due to sickness may not return to work until:
  - a. 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); **and**
  - b. At least 10 days have passed since symptoms first appeared.
15. 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 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.
16. Client with Coronavirus or Suspected Coronavirus. If someone you support is suspected to have or is diagnosed with the coronavirus, they may be hospitalized or instructed by medical professionals to stay home. If they are instructed to stay home while sick, we will consider whether they and/or their housemates could stay with family members. In the event Jubilee needs to continue directly supporting someone who is sick with the coronavirus:
  - a. People who are sick should be quarantined away from housemates. Separate the quarantined person by using separate bedrooms and bathrooms.
  - b. People who are sick should wear masks when in the same room as others if possible.
  - c. DSPs supporting people who are sick must wear gloves, gowns, safety glasses, and masks (N95 masks as available). Please contact Julia McCune for this protective equipment, which is stored at Jubilee's office.

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- d. Follow Jubilee's Supplemental Quarantine Protocol.

## 17. 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 Administration, 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.