



Infection Control and Return to Work Plan

September 2021

Introduction

HealthCall strives to provide each employee with a safe and healthy work environment. Each employee has a responsibility to maintain a safe and healthy workplace by: 1) following safety and health rules and practices; and 2) reporting injuries and illness as well as unsafe equipment, practices or conditions. The overall administration and oversight of this Risk Management Program is assigned to the COVID-19 Leadership Committee (hereinafter, “the Committee”), which is comprised of the Medical Director, Administrator of Clinical Services / Director of Nursing, Assistant Director of Nursing, Compliance and Experience Officer, General Counsel, Human Resources Supervisor, Health Information Management Systems (HIMS) Supervisor and other departmental representatives from within the organization. This Return to Work Plan (the “Plan”) is intended to provide general information. Guidance may vary by service location and type based on State or Federal government orders and regulations. Each HealthCall business unit and department must adapt recommendations to address specific local requirements while always following policy. This document is not intended to be legal advice. Refer to company policies and guidance documents, which ensure alignment with the Centers for Disease Control (CDC), Michigan Department of Health and Human Services (MDHHS), and Michigan Department of Licensing and Regulatory Affairs (LARA) as well as local health departments and area Medicaid authorities. HealthCall’s Client and Employee Portals contain additional up-to-date information regarding the novel coronavirus (COVID-19), infection control, and best practices. Employees are strongly encouraged to refer to these resources. Finally, this Plan is subject to amendment based upon recommendations or orders from entities, including but not limited to the Centers for Disease Control (CDC), the Centers for Medicare & Medicaid Services (CMS), the Department of Labor (DOL), the Occupational Safety and Health Administration (OSHA), the Michigan Occupational Safety and Health Administration (MIOSHA), the Michigan Department of Health and Human Services (MDHHS), the Governor’s Office, and the Oakland County Health Department, *inter alia*. HealthCall will adhere to those orders, which may supersede the information included in this Plan.

Message from the COVID-19 Leadership Committee

Dear HealthCall Staff,

We hope that you and your families are staying healthy. We are excited to welcome many people from the HealthCall team back to work. To those who have continued to work during this time, thank you for your support of our essential operations. And to all, thank you for your commitment and dedication during this unprecedented time. As the events surrounding COVID-19 continue to evolve rapidly, we remain fully dedicated to the safety, health and well-being of HealthCall's clients and staff members. The world has changed, which means our processes need to adapt to ensure we continue to carry out our mission and serve our clients safely. The purpose of this Plan is to provide employees and the entire HealthCall organization with safety protocols and steps to take to help keep yourself and the HealthCall community safe. This Plan is based upon guidance as provided by the Centers for Disease Control (CDC), the Centers for Medicare & Medicaid Services (CMS), the Department of Labor (DOL), the Occupational Safety and Health Administration (OSHA), the Michigan Occupational Safety and Health Administration (MIOSHA), the Michigan Department of Health and Human Services (MDHHS), the Governor's Office, and the Oakland County Health Department, *inter alia*. We are monitoring their guidance regularly. You may find additional resources on HealthCall's Client and Employee Portals, client.hchs.com and employee.hchs.com, respectively. These sites provide links to COVID-19 resources with up-to-date information on our safety procedures. Please don't hesitate to contact the Committee (covid19@hchs.com) with suggestions or feedback. For HR-related questions, you can also email HC-HR@hchs.com. Thank you doing your part to keep HealthCall clients and employees safe.

Return/Resume Operations

We established a crisis and risk management team early in the process to direct and outline a HealthCall-wide response and actions to ensure the protection of our personnel and clients. The team is cross-functional to include Clinical, Human Resources, Scheduling, Health Information, and Legal. The Committee ensured the procurement and distribution of key protection items such as masks, gloves, thermometers, eye protection, hand sanitizer and sanitizing wipes for direct healthcare workers. We have implemented a multi-faceted Return/Resume Operations Plan that will be covered in more detail here. We are also launching a safety training video on HealthCall's Employee Portal for employees to complete to prepare them for what to expect when they return to work or resume operations. We are communicating externally with public health officials on an ongoing basis to ensure best practices.

Definitions

Healthcare Personnel (HCP): HCP include, but are not limited to, emergency medical service personnel, nurses, nursing assistants, physicians, technicians, therapists, phlebotomists, pharmacists, students and trainees, contractual staff not employed by the healthcare facility, and persons not directly involved in patient care, but who could be exposed to infectious agents that can be transmitted in the healthcare setting (e.g., clerical, dietary, environmental services, laundry, security, engineering and facilities management, administrative, billing, volunteer personnel). For this guidance, HCP does not include clinical laboratory personnel.¹

¹ <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assesment-hcp.html>

COVID-19 Safety Guidelines

As the events surrounding COVID-19 continue to evolve rapidly, we remain fully dedicated to the safety, health and well-being of HealthCall's clients and staff. This guide provides you with safety protocols and steps to take to help keep yourself and the HealthCall community safe.

How We're Helping to Keep You Safe:

Daily Health Check and Personal Protective Equipment (PPE)

1. Bring and wear your personal protective equipment (PPE) – face masks will continue to be required for all staff at all clinical and office sites as HealthCall is a healthcare entity. Direct care staff should also wear gloves and eye protection as found necessary and appropriate to the department and role.
2. Home and Community Services & Private Duty Nursing (PDN) staff should leave their face masks and eye goggles in the client's home, as PPE may not travel from one home to another. These staff should label their masks and goggles with their name, and should leave them in the brown paper bags provided by HealthCall. Once the integrity of the mask has been compromised (e.g., torn, damp, soiled), it should be discarded and replaced with a clean, unused mask. PPE supplies should be requested through the normal HealthCall supply channels. Behavioral Services staff bring their own PPE and take it with them. However, HealthCall is able to provide PPE to Behavioral Services staff if needed.
3. Complete self-health check – Before you come to work, ensure you're healthy by evaluating symptoms and checking your temperature. If you are sick, have COVID-like symptoms, have been around someone with COVID, have traveled to a COVID-endemic area, or have reason to believe you may have the virus, tell your supervisor or the Scheduling Department and stay home. A clinical member of the Committee will follow-up with you regarding screening and additional steps. Daily screenings will no longer be required, and will be completed only for employees when calling off sick. A one-time screener will be required for all clients and employees, and employees may face disciplinary action for failing to adhere to required guidelines. **NOTE:** an employee's decision to travel outside the State of Michigan during the pandemic may cause the employee to be ineligible to return to work for a period of time subsequent to their return home (typically 5 – 14 days), as determined by the Medical Director based upon current CDC guidance; this period of time will be unpaid or will be deducted from the employee's paid time off (PTO) balance, as individually applicable, as it is outside the scope of a medical or governmental quarantine. For travel, fully vaccinated individuals do not require a quarantine. For unvaccinated individuals, HealthCall follows the most current travel guidance from MDHHS and the CDC and follows the guidelines that are most stringent.

4. Expect to be temperature screened – Based on your position and location, temperature or symptom screening and daily health checks may be required. All direct care staff, including but not limited to HHAs, CNAs, LPNs, RNs, BTs, RBTs, QBHPs, BCBAAs, SLPs, OTs, and MDs are expected to check their own temperature daily prior to reporting to work. If you are feeling feverish, have had the shakes or chills in the preceding 24 hours or have a temperature greater than 100 degrees F, you should contact your Supervisor or the Scheduling Department, and you should not report to work. A clinical member of the Committee will follow-up with you regarding screening and additional steps.
5. Remove PPE according to CDC safety protocol to minimize risk of cross-contamination.
 - a. Remove gloves. Ensure glove removal does not cause additional contamination of hands. Gloves can be removed using more than one technique (e.g., glove-in-glove or bird beak).
 - b. Remove gown, if applicable. Untie all ties (or unsnap all buttons). Some gown ties can be broken rather than untied. Do so in a gentle manner, avoiding forceful movement. Reach up to the shoulders and carefully pull the gown down and away from the body. Rolling the gown down is an acceptable approach. Dispose in trash receptacle.
 - c. Exit the client’s room or immediate vicinity.
 - d. Perform hand hygiene.
 - e. Remove face shield or goggles. Carefully remove face shield or goggles by grabbing the strap and pulling upwards away from the head. Do not touch the front of the face shield or goggles.
 - f. Remove facemask. Carefully untie or unhook from the ears and pull away without touching the front.
 - g. Perform hand hygiene after removing the facemask and before putting it on again if the workplace is practicing reuse.
6. Keep at least a six feet or the governmental recommended distancing practice. This includes while in team meetings, restrooms, kitchens, and break areas.
7. Don’t host large in-person gatherings or meetings (10+ attendees) – Use video-conferencing and minimize large in-person gatherings. If it needs to be in person, follow face covering and six feet distancing guidelines.
8. Minimize carpool and public transport – If you need to utilize carpooling and public transit to and from work, practice social distancing, wash or sanitize your hands, and consider wearing face coverings.
9. Clean your reusable PPE daily – Non-disposable eye protection should be cleaned each day and if someone coughs or sneezes near you. Reusable face coverings should be washed daily.
10. Limit domestic travel and do not travel internationally – If you have traveled to a COVID-endemic area, or have reason to believe you may have the virus, tell your

supervisor or the Scheduling Department and stay home. A clinical member of the Committee will follow-up with you regarding screening and additional steps. Furthermore, according to the CDC, travel increases your chances of getting and spreading COVID-19. The CDC recommends that you avoid all nonessential international travel because of the COVID-19 pandemic. Some healthcare systems are overwhelmed and there may be limited access to adequate medical care in affected areas. Many countries are implementing travel restrictions and mandatory quarantines, closing borders, and prohibiting non-citizens from entry with little advance notice. Airlines have cancelled many international flights and in-country travel may be unpredictable. If you choose to travel internationally, your travel plans may be disrupted, and you may have to remain outside the United States for an indefinite length of time. The CDC also recommends all travelers defer all cruise ship travel worldwide. **NOTE:** an employee's decision to travel outside the State of Michigan during the pandemic may cause the employee to be ineligible to return to work for a period of time subsequent to their return home (typically 5 – 14 days), based on vaccination status and as determined by the Medical Director based upon current CDC guidance; this period of time will be unpaid or will be deducted from the employee's paid time off (PTO) balance, as individually applicable, as it is outside the scope of a medical or governmental quarantine.

Notification and Quarantine in the Event of Exposure in the Workplace

11. If an employee is confirmed COVID-19 positive, HealthCall's Medical Director / Designee will inform fellow employees of their possible exposure to COVID-19 in the workplace, but maintain confidentiality as required by the Americans with Disabilities Act.
12. HealthCall's Medical Director / Designee will notify the Oakland County Health Department of the confirmed case of COVID-19 positive.
13. HealthCall will instruct fellow employees about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure and / or the CDC Interim U.S. Guidance for Risk Assessment and Work Restrictions for Healthcare Personnel with Potential Exposure to COVID-19, as applicable. Furthermore, HealthCall will follow the directives of the Oakland County Health Department where instructed by CDC guidance to do so.
14. With respect to quarantine / isolation of employees with confirmed COVID-19, HealthCall will follow current CDC Criteria for Return to Work for Healthcare Personnel with SARS-CoV-2 Infection (Interim Guidance) and / or Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings, as applicable.
15. If an employee is vaccinated for COVID-19 and is exposed, they need not quarantine unless they become symptomatic. An employee is considered fully vaccinated if they are two-weeks post receiving both two doses of the Pfizer or Moderna vaccine or one dose of the Johnson & Johnson vaccine.

Sample COVID-19 AlayaCare Daily Screener

COVID-19 Screener

Client COVID-19 Screener	Gender	Submitted by	AlayaCare ID: AC000301238
Date of birth	Phone number	Submitted on 06/21/2021 13:39:00 (EDT)	Form ID 82739
Client address None, None. US. None	Agency name and address HealthCall 28000 Woodward Ave Royal Oak, . US. 48067		
Printed on 06/21/2021 13:39:07 (EDT)		Approved by	Approved on

Demographic Information

Specify client or employee.

This COVID 19 Screener is being completed regarding:
Employee

Client, Employee, or Visitor First Name Last Name:
Test Employee

Confirmed Best Call-Back Phone Number:
2484401501

Part A Symptoms. If "Yes" to any Q in Part A, respiratory illness precautions for clients. Employees: do not report to work.

Are you feeling feverish (> 100 degrees F), or have you had shakes or chills in the last 24 hours?
Yes

Are you experiencing NEW Flu-like symptoms?
Yes

Are you experiencing NEW abnormal cough?
Yes

Are you experiencing NEW shortness of breath?
Yes

Are you experiencing NEW diarrhea?
Yes

Are you experiencing NEW loss of taste or smell?
Yes

Does anyone in your household have new / worse cough or shortness of breath?
Yes

Have you received the COVID-19 vaccine?
No

COVID-19 Screener

Client COVID-19 Screener	Gender	Submitted by Leslie Rott Welsbacher	AlayaCare ID: AC000301238
Date of Birth	Phone Number	Submitted on 06/21/2021 13:39:00 (EDT)	Form ID 82739

Employees: If "Yes" to any Q in Part A, do not report to work. Contact your Supervisor. Please include any additional details regarding symptoms here. Nothing more than above

Part B Travel / Contact. If "Yes" to any Q in Part B, notify Supervisor. Employees: do not report to work.

Have you traveled outside the State of Michigan in the last 14 days?

Yes

If yes, where did you travel?

California

Have you had close contact with a confirmed or probable case of someone with novel coronavirus (COVID-19)?

The CDC defines "close contact" as anyone who has been within 6 feet of a person infected with the virus for a "prolonged period of time," as well as those who have had direct contact with the infected person's secretions.

No

Have you had close contact with a person with acute respiratory illness within 14 days prior to their illness onset?

No

Electronically Signed By

Test Employee

Credentials

HHA

Administrative Resolution

This section is to be completed by Medical Director, DON, ADON, or Administrator:

Recommended Resolution

Comments

Sample COVID-19 Formsite Annual Screener



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HealthCall is internationally CARF accredited for the following programs and services: Home and Community Services (Adults), Home and Community Services (Children and Adolescents), and Behavioral Consultation Services (Autism Spectrum Disorder – Children and Adolescents)

COVID-19 (Annual) Screener

Phone: 248-395-3777, Fax: 248-395-3370, www.hchs.com, 28000 Woodward Ave., Suite 100, Royal Oak, MI 48067

This Annual COVID-19 Screener applies to all HealthCall employees as well as clients seen at regular and ongoing intervals (e.g. active ABA or PDN clients). For those individuals, this form replaces the daily COVID-19 screener. This form *does not* apply to visitors, diagnostic clients / families, or initial evaluations of any kind whether nursing or behavioral. Finally, in the event that individuals experience symptoms, travel or contacts as described, below, they must notify their immediate Supervisor or the Scheduling Department immediately; in the event of symptoms, staff and clients *should not* report to work / therapy. A Daily Screener will be completed at that time and a referral will be made to the COVID Committee for clinical follow-up.

Are you a/an... *

Symptoms

I understand and acknowledge that all of the following are considered possible symptoms of COVID-19. I hereby agree to monitor myself/my child on a daily basis for these symptoms.

If you are an employee and experience any of these symptoms, you should NOT report to work and should contact your Supervisor or the Scheduling Department immediately.

*

	Yes	No
Are you feeling feverish (> 100 degrees F), or have you had shakes or chills in the last 24 hours?	<input type="radio"/>	<input type="radio"/>
Are you experiencing NEW Flu-like symptoms?	<input type="radio"/>	<input type="radio"/>
Are you experiencing NEW abnormal cough?	<input type="radio"/>	<input type="radio"/>

- Are you experiencing NEW shortness of breath?
- Are you experiencing NEW diarrhea?
- Are you experiencing NEW loss of taste or smell?
- Does anyone in your household have new / worse cough or shortness of breath?
- Have you received the COVID-19 vaccine?

* If you are an employee who has received the COVID vaccine and have yet to complete a COVID Vaccine Documentation Form, you can do so here:

<https://fs30.formsite.com/healthcall/reffegfaxx/index.html>

Note that you need to complete a form for each dose of vaccine that you received.

Travel/Contact

I understand and acknowledge that travel comes with an increased risk of exposure to COVID-19.

If you are not fully vaccinated against COVID-19, you are expected to disclose out-of-State and air travel to your immediate Supervisor or the Scheduling Department. As of the publication of this Form, there is an automatic fourteen (14) day quarantine if traveling by air while unvaccinated; if traveling by car, potential quarantine depends upon travel destination; this decision will be rendered by the Medical Director based on comparative rates of infection in that destination versus Oakland County. HealthCall adheres to current travel / quarantine guidance from the Michigan Department of Health and Human Services (MDHHS) and the Centers for Disease Control (CDC); accordingly, quarantine timelines may be increased or decreased as directed by these entities and is subject to change without advanced notice.

*

- | | Yes | No |
|--|-----------------------|-----------------------|
| Have you traveled outside the State of Michigan in the last 14 days? | <input type="radio"/> | <input type="radio"/> |
| Have you had close contact with a confirmed or probable case of someone with novel coronavirus (COVID-19)?** | <input type="radio"/> | <input type="radio"/> |
| Have you had close contact with a person with acute respiratory illness within 14 days prior to their illness onset? | <input type="radio"/> | <input type="radio"/> |

** The CDC defines "close contact" as anyone who has been within 6 feet of a person infected with the virus for a "prolonged period of time," as well as those who have had direct contact with the infected person's secretions.

If you traveled, where did you travel to?

If you have any of the above symptoms, you should not report to HealthCall and need to call your direct supervisor (employees) or Clinical Supervisor or BCBA / QBHP / BCaBA (clients). In the event of symptoms, you may need a doctor's note in order to return. That decision will be made by the Medical Director.

For travel, fully vaccinated individuals do not require a quarantine. If you are not fully vaccinated against COVID-19, you are expected to disclose out-of-State and air travel to your immediate Supervisor or the Scheduling Department. As of the publication of this Form, there is an automatic fourteen (14) day quarantine if traveling by air while unvaccinated; if traveling by car, potential quarantine depends upon travel destination; this decision will be rendered by the Medical Director based on comparative rates of infection in that destination versus Oakland County. HealthCall adheres to current travel / quarantine guidance from the Michigan Department of Health and Human Services (MDHHS) and the Centers for Disease Control (CDC); accordingly, quarantine timelines may be increased or decreased as directed by these entities and is subject to change without advanced notice.

By signing this form, you acknowledge that you will complete daily temperature checks and monitor for the symptoms above and not come to HealthCall without contacting the above mentioned individuals in the event that you have symptoms, have traveled outside the State of Michigan, or have had contact with someone with probable or confirmed COVID-19 infection.

For employees, failure to disclose any of the above-mentioned symptoms or situations may result in disciplinary action.

Signature of Employee/Client/Parent/Gurdian: *

Typed Name of Person Signing Form: *

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Submit

Prepare the Building

The Committee, in conjunction with supporting departments, has conducted return to operations readiness checks. Here is an example of the checklist that will be used to verify readiness:

1. Ensure building access is allowed only for business essential visitors (e.g., no tours or shadowing unless guests are fully vaccinated as described here).
2. Set up defined control entry points to ensure entry cannot be made through uncontrolled points.
3. Ensure visitor kiosks or signs in areas updated with self-health check and PPE information.
4. For clinic-based behavioral services clients, ensure temperature checks and screenings prior to service each day or self-monitoring protocol and associated documentation, as applicable.
5. Verify social distancing process in place at entrances.
6. Building has been cleaned and sanitized. Ensure on-going maintenance of clean site.
7. Ensure building air filters are reviewed / changed at regular intervals as recommended by the manufacturer; at a minimum of twice per year.
8. Verify department work areas are cleaned and schedule established to maintain.
9. Cleaning schedule established for shared equipment.
10. Removal of magazines and other shared lobby items.
11. Limit the number of visitors in the lobby to three (3) people to ensure social distancing. There are signs present that indicate social distancing requirements as well as all adults are required to wear PPE and children are expected to have and wear PPE unless medically contraindicated.
12. Ensure bathrooms are cleaned often.
13. Place hand sanitizer at all entrances.
14. Post signage on how to wash hands.
15. Evaluate staggered schedules.
16. Evaluate staggered meal periods, and encourage office staff members to eat at their desks rather than in shared kitchen areas.
17. Evaluate staggered desk assignments to allow for social distancing among office staff members.
18. Schedules for non-clinical office staff members may include all or a portion of remote work, as deemed necessary and appropriate based upon department and role; the degree to which these staff work on-site or remotely will be determined by the departmental supervisor in collaboration with the Committee.

Prepare the Workforce

The following steps were developed and implemented to prepare the HealthCall workforce to resume operations. First, and foremost, employees who are sick or showing COVID-like symptoms, have been directed to alert their supervisor and stay home. This is the number one method to prevent transmission of the virus. Plans were developed to decide who returns, when and how, with initial focus on essential operations as well as who could continue to work from home. Signs and posters are installed as a reminder for items such as hand washing, hand sanitizing and social distancing. Local ordinances will be posted at entrances, as required. Standard health and safety precautions are posted on doors. Signs in different areas may vary but may look similar to the following examples:

Workforce Sign Samples

PRIMARY BUILDING ENTRANCE



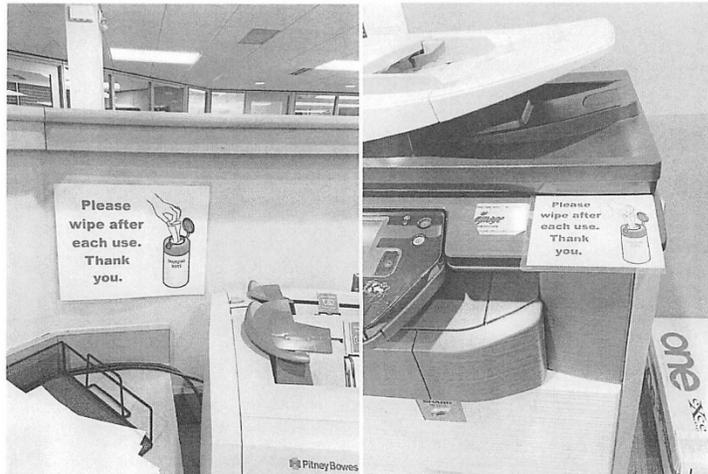
Atrium Entrance into Suite 100 1st Floor

Main Building Entrance

Social Distancing in the 1st Floor Atrium



Facility Signs Requiring Surface Sanitization After Each Use



Facility Signs Requiring Surface Sanitization After Each Use



Entry Requirements HealthCall Employees

1. If you feel sick, have COVID symptoms, or have traveled to a COVID-endemic area, report to your supervisor and go home. **NOTE:** an employee's decision to travel outside the State of Michigan during the pandemic may cause the employee to be ineligible to return to work for a period of time subsequent to their return home (typically 5 – 14 days), as determined by the Medical Director based upon current CDC guidance; this period of time will be unpaid or will be deducted from the employee's paid time off (PTO) balance, as individually applicable, as it is outside the scope of a medical or governmental quarantine.
2. Face coverings are required in all HealthCall work locations to help prevent the spread of COVID-19.
3. Maintain a minimum six-foot distance from one another whenever possible.
4. Cover your sneeze or cough with a tissue or your elbow.
5. Do not shake hands or engage in any unnecessary physical contact.
6. Frequently wash hands for at least 20 seconds with soap and water or use hand sanitizer.

Employee Training

A comprehensive safety training video, “Community Health Workers and COVID-19”, is being launched on HealthCall’s Employee Portal for all employees to complete as part of their preparation on what to expect when they return to work and as HealthCall resumes operations. It includes information on COVID-19, how it spreads, symptoms to look for, and prevention reminders including good hygiene practices and demonstrations of proper hand washing and use of PPE. The video is assigned to all department personnel upon returning to work and is required. The Human Resources department is expected to track employee’s completion of this required training. Employees are asked to complete a daily self-health check before they come to work to ensure they’re healthy. If they are sick, have COVID-like symptoms, have been around someone with COVID, have tested positive for COVID in the last 14 days, or have reason to believe they may have the virus, they are instructed to inform their supervisor or the Scheduling Department and stay home. A clinical member of the Committee will follow-up with you regarding screening and additional steps.

COVID PPE Supplies

HealthCall implemented an emergency supply team to ensure adequate supply of masks, gloves, eye protection, hand sanitizer and other supplies to support daily operation and considering the number needed per employee. Consideration was also given to work with cleaning and supply vendors to ensure an adequate supply of soap, sanitizing wipes, paper towels, and other paper goods. This team also supported sourcing and distribution of PPE to healthcare workers.

PPE Requirements

Wearing of masks or face coverings at all locations during the pandemic is mandatory. This policy is applicable to all HealthCall employees, contractors, subcontractors, suppliers, and temporary workers. Direct care staff should also wear gloves and eye protection as found necessary and appropriate to the department and role.

Vaccination Requirements

HealthCall is requiring all employees to be vaccinated against COVID-19 by December 1, 2021, absent documented health or religious exemption. Additionally, HealthCall will no longer extend offers of employment to candidates who are unvaccinated against COVID-19, absent an approved exception for health or religious reasons. Medical exceptions must be documented and signed by a MD, DO, PA, or NP. This will be noted in posted job descriptions so that applicants are made aware of this stipulation at the time of application. Contingent offers may be made on a case-by-case basis, but documentation may be required to onboard.

Additionally, current employees who are not fully vaccinated may no longer serve as preceptors, absent written special exception from a member of Administration, due to the challenges in maintaining social distancing from trainees, nor will unvaccinated staff be permitted to serve as floaters outside their pods in Behavioral Services. For the health and safety of our clients, HealthCall will be honoring requests from clients and families who only want vaccinated staff working with themselves or their family member.

Vaccinated employees should complete the COVID Vaccine Documentation Form available via Formsite. The form needs to be completed separately for each dose of the vaccine received. Completion of this form is essential to HealthCall's efforts in tracking vaccine compliance, as to date, vaccine rates remain low (just above 50%) across both field and office staff.

Health and Well-Being

The health and well-being of all employees is a key consideration for HealthCall. If you have personal issues or concerns, don't hesitate to reach out to others for assistance. Talking with others may help you to manage through issues that may arise. Don't assume someone already knows about a situation. Also, remember to protect private information that may be shared by others. Any employee feeling anxious about the COVID-19 situation can find information regarding the Employee Assistance Program on HealthCall's Employee Portal or through the Human Resources department. Resources from professional authorities should be considered for purposes of dealing with stress and anxiety the COVID-19 crisis can cause for managers and employees; example: <https://www.cdc.gov/coronavirus/2019-ncov/prepare/managing-stress-anxiety.html>

Sample COVID Vaccine Documentation Form



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HealthCall is internationally CARF accredited for the following programs and services: Home and Community Services (Adults), Home and Community Services (Children and Adolescents), and Behavioral Consultation Services (Autism Spectrum Disorder - Children and Adolescents)

COVID Vaccine Documentation Form

Phone: (248) 395-3777, Fax: (248) 395-3370, www.hchs.com, 28000 Woodward Ave., Ste 100, Royal Oak, MI 48067

First Name * MI Last Name *

Birth Date *  Position * 

- *
 Yes, I received a COVID vaccine
 No, I am unable or choose not to receive a COVID vaccine

If you did not receive the vaccine, please select the reason for not receiving it: *
 Medical Exemption Religious Exemption Other Reason(s)

If you received the vaccine, was this your...? *
 1st Dose 2nd Dose

* Please keep in mind that if you receive the Johnson & Johnson vaccine, it is only one (1) dose and not two (2).

Location where vaccine was given (HealthCall, Walgreens, etc.) *

Date Received Vaccine *
 

NPI # of supervising physician or vial information *

Manufacturer of Vaccine: *
 Moderna Pfizer

Johnson & Johnson

Unknown

Other

I understand that, due to the novel coronavirus (COVID-19) pandemic, HealthCall's infection control policies and procedures currently state that "face masks are required for all staff at all clinical and office sites. Direct care staff should also wear gloves and eye protection as found necessary and appropriate to the department and role." All staff are expected to comply with these infection control protocols. Additionally, I understand that, by checking the "no" box, if a valid medical or religious exemption is provided, I will be required to wear two (2) masks covering my nose and mouth, eye protection, and gloves while in clients' homes or the HealthCall office due to COVID-19 risks and protocols. If I check the "no" box and do not have a reason for not receiving the vaccine, I may be excluded from the workplace.

Per the Equal Employment Opportunity Commission, "If an employee cannot get vaccinated for COVID-19 because of a disability or sincerely held religious belief, practice, or observance, and there is no reasonable accommodation possible, then it would be lawful for the employer to exclude the employee from the workplace" (<https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws>).

I attest that the information above is accurate.

Signature *

clear

Date Form Completed *

v1 - 12.22.2020

Things you can do to support yourself:

1. Become vaccinated if you are able to do so.
2. Take breaks from watching, reading, or listening to news stories, including social media. Hearing about the pandemic repeatedly can cause undue stress, so consider taking a break from it.
3. Take care of your body. Take deep breaths, stretch, or meditate. Try to eat healthy, well-balanced meals, exercise regularly, and get plenty of sleep.
4. Make time to unwind. Try to do some other activities you enjoy.
5. Connect with others. Talk with people you trust about your concerns and how you are feeling.
6. Call your healthcare provider if stress gets in the way of your daily activities for several days in a row.

Things you can do to support others:

1. Sharing factual and reliable information about COVID-19 and the COVID-19 vaccine and understanding the actual risk to yourself and people you care about can make an outbreak less stressful. If you or others have questions, contact the Medical Director.
2. When you talk to people about COVID-19 you can help make people feel less stressed and allow you to connect with them.
3. Learn more about taking care of your emotional health.

Create a Social Distancing Plan

HealthCall conducted area assessments in the office and in the behavioral clinic to help identify risk levels in workplace settings and to determine any appropriate control measures to implement. The assessments focused on HealthCall work spaces and clinical processes. Special consideration is given to consider where there is minimal ability to maintain social distancing and measures that may be taken for employee protection.

The most effective protection measures are (listed from most effective to least effective): engineering controls, administrative controls, safe work practices (a type of administrative control) and PPE. PPE is not a replacement for implementing controls where possible.

For non-clinical office staff, these controls include but are not limited to:

1. Verify department work areas are cleaned and schedule established to maintain.
2. Cleaning schedule established for shared equipment.
3. Evaluate staggered schedules.
4. Evaluate staggered meal periods.
5. Evaluate staggered desk assignments to allow for social distancing among office staff members.
6. Schedules for non-clinical office staff members may include all or a portion of remote work, as deemed necessary and appropriate based upon department and role; the degree

to which these staff work on-site or remotely will be determined by the departmental supervisor in collaboration with the Committee.

For behavioral clinic-based services, including Applied Behavior Analysis (ABA) these controls include but are not limited to:

1. Individual and group parent training will continue to be conducted remotely via tele health when possible.
2. Each child will have their own assigned table where they will eat snacks (and lunch if applicable).
3. Children will be assigned to a specific group and will remain with this group of children throughout every day they receive therapy. This allows consistency and minimizes exposure risk while also allowing the children to work on socialization within their consistent group.
4. The gross motor room will be utilized by this same group of children and then sanitized thoroughly between groups.
5. Additionally, the increased cleaning measures that are described elsewhere in this plan will remain in place.
6. For everyone's protection, staff will continue to wear personal protective equipment (PPE), such as face masks, safety goggles and, in certain cases, gloves.
7. Unless otherwise notified, clients wait in the atrium of HealthCall prior to their therapy, where signs will designate locations for parents to wait in order to maintain 6 feet distance between adults.
8. Adults will need to wear a mask while inside of the building and hand sanitizing stations are available.
9. Client drop-off and pick-up is limited to only one (1) parent / guardian.
10. Prior to beginning session each day, every staff member and child will be asked screening questions and have their temperature taken. If anyone has a temperature of 100 F or greater, and/or recent travel to a COVID-endemic area, or any symptoms of COVID-19 in themselves or a family member, they will not be allowed to remain in the center for therapy for a period of time determined by the Medical Director. **NOTE:** an employee's decision to travel outside the State of Michigan during the pandemic may cause the employee to be ineligible to return to work for a period of time subsequent to their return home (typically 5 – 14 days), as determined by the Medical Director based upon current CDC guidance; this period of time will be unpaid or will be deducted from the employee's paid time off (PTO) balance, as individually applicable, as it is outside the scope of a medical or governmental quarantine.
11. Due to the contagious nature of coronavirus, if the client develops a fever or cough during therapy, the parent / guardian is expected to pick them up within 30 minutes of notification to minimize exposure to others.