



COVID-19 Screening and Reporting Procedures

Creative Alternatives has implemented a health screening procedure to reduce the spread of the Coronavirus among staff, clients, resource families and communities. The agency is prepared to take appropriate measures should a client, staff, or resource family be exposed to, presents symptoms of or test positive to COVID-19. These procedures are applicable to all programs and departments including: STRTP, FFA, THP, NPS, office personnel, and maintenance.

COVID-19 Health Screening

Each day, the assigned supervisor will be responsible for screening their employees prior to working their scheduled shift. Supervisors will complete a health screening by asking questions relative to whether they have a newly experienced symptom since their last day of work. Staff may not enter the workplace until the screening is complete. If a staff fails to complete the daily screening, they will be removed from the schedule and denied the ability to work their scheduled shift. Anyone who answers yes to any question may not enter the workplace. The supervisor will provide a notification to Human Resources and the Program Director team members of all employee absences. For fevers, employees cannot return to work until the fever is eliminated for 24 hours without the use of medication.

COVID-19 Symptoms or Exposure

If a staff reports that they have been exposed to COVID-19 by being in direct contact with a diagnosed individual, they will be required to stay home for 14 days or the amount of time recommended by their health care provider and local public health. Any staff that are experiencing symptoms of COVID-19 (cough, fever and shortness of breath), must stay home until symptoms subside and/ or follow the directions of a health care provider if/ when they have been evaluated.

If a client reports being exposed or exhibits worsening symptoms, Creative Alternatives will contact their health care provider and abide by the local public health recommendations for caring for the client.

Creative Alternatives Program Director will report to Community Care Licensing knowledge of any cases where staff, clients, or member of resource families are being tested for COVID-19.

Diagnosed Clients or Staff

Public health guidance states that most people who get sick with COVID-19 display mild symptoms and should recover at home. Creative Alternatives will abide by the health care provider and the local public health departments recommendation to determine isolation procedures appropriate for the case. Diagnosed staff will not return to work until cleared by a health care provider and local public health department.

If a resource parent or a THP client has tested positive with COVID-19, Creative Alternatives will work with the individual or family to develop an emergency plan appropriate for the needs of that household.

In cases where staff, clients, or resource families have been diagnosed, Creative Alternatives Human Resource Department will notify the local public health and Creative Alternatives Program Director will report the diagnosis to Community Care Licensing, and to each client's authorized representative in that household/ facility. To determine who the diagnosed staff has been in contact with, Creative Alternatives will request a list of other employees with whom they had close contact with during the last 14 days and will notify these individuals of an exposure. Creative Alternatives will attempt to maintain confidentiality and not report the identity of the diagnosed staff, client, or resource parent unless mandated.