

COVID Related Policies- This document was updated 3/11/2022. Policies are subject to change. The following policies are specific to the PDP program.

I Am Boundless Policy (Click on the Policy or Procedure Title below to go directly to that document.)

1.3.08 Policy Employee Monitoring During Pandemic Emergency rv 3/2/2022

1.3.08c Procedure Employee Monitoring During Pandemic Emergency for Family and Community Based Services (PDP, Respite, Community ABA, Community Behavioral Health) rv 3/2/2022

1.3.09 Policy Employee with Confirmed or Suspected COVID-19 or Close Contact with a Person Confirmed or Suspected to have COVID-19 rv 3/2/2022

1.3.09 Procedure Employee with Confirmed or Suspected COVID-19 or Close Contact with a Person Confirmed or Suspected to have COVID-19 rv 3/2/2022

3.6.18 Policy Caring for Individuals in Residential Settings with Confirmed or Presumed Positive for COVID-19 rv3/2/2022

3.6.18c Procedure PDP-Caring for Individuals with Sign and Symptoms of Pandemic Flu in Residential Setting rv3/2/2022

IAB Policy: Employee Monitoring During Pandemic Emergency		
Chapter 1: Governance	Section 3: Human Resources	Number: 1.3.08
Original Date Issued: 3/19/2020		Effective Date: 3/2/2022
Approved By: Patrick Maynard, President and CEO		Approval Date: 3/2/2022
Revision Date(s): 8/16/2020; 7/19/2021; 3/2/2022		
Rule Reference:		
Applies to: All		

PURPOSE

To assist employees in understanding the policies and procedures involved under the following conditions or situations:

- During a medical pandemic where signs and symptoms are identified by the local, state, or federal Health Department, CDC and/or FDA as indicative of the identified pandemic. (See Attachment A.)
- Prior to reporting to work to determine fitness for duty.
- During work time periods if an employee believes he or she is experiencing one or more identified symptoms.

COVID-19 (SARS-CoV-2 Infection) is a respiratory illness that spreads from person to person. Individuals with COVID-19 have had a wide range of symptoms reported, ranging from mild to severe illness. Those who have contracted the virus will be contagious two (2) to four (4) days before they show symptoms. Symptoms may appear two (2) to fourteen (14) days after exposure to the virus. To protect the health and safety of our employees and our individuals served, I Am Boundless, Inc. (Boundless) has established guidelines for employees to follow. (See Attachment A for a current list of symptoms.)

Those who are actively sick with COVID-19 can spread the illness to others with whom they are in close contact. The CDC defines close contact as:

- being within approximately 6 feet of a person with COVID-19 for a prolonged period of time, (greater than 15 minutes in a 24-hour period of time,) such as when caring for, living with, visiting, or sharing a health care waiting area or room with a person with the new coronavirus; or
- having direct contact with infectious secretions of a person with COVID-19 (for example, being coughed on).

The CDC reports that the virus appears to be able to spread easily and continuously. Much of our work necessitates our employees to be in close proximity with our individuals served for prolonged periods of time while delivering essential services. For that reason, we are requiring individuals who work at Boundless to continue to wear masks and to undergo a health screening prior to entering any of our work sites.

Definition:

Universal Precautions – is the underlying principle that the blood and certain other body fluids of all recipients of health care are to be considered potentially infected with bloodborne pathogens, and



the response system designed to protect workers from exposure to disease spread by blood and other body fluids by means of infection control measures and the wearing of nonporous medical equipment such as gloves, gowns, goggles, and face shields.

POLICY

To ensure the health of our employees, it is the policy of Boundless that all employees wear appropriate protective gear and successfully pass a health screening prior to entering Boundless work sites.

To ensure the health of the individuals served and employees, it is the policy of Boundless that all employees wear appropriate protective gear when supporting individuals served and for all individuals served to successfully pass a health screening prior to entering Boundless work sites. Boundless utilizes various online tools to help screen, monitor and track exposures, symptoms and reported positive test results of COVID-19 for all employees. Online tools include the following:

- **All Boundless COVID Screening Tool:** to be completed prior to entering a Boundless Site.
- **COVID-19 Decision Tree:** to be completed when an individual served is exposed to COVID, develops symptoms of COVID, or test positive for COVID.
- **COVID-19 Track and Trace Tool:** to be completed, in addition to the decision tree, when an individual served is exposed to COVID, develops symptoms of COVID or test positive for COVID.

Changes to the online tools are based upon recommendations from the CDC, ODH or other listed governing bodies within this policy. Recommended changes will be reflected first in all Boundless online tools and such updates are anticipated and authorized by this policy.

ATTACHMENT A

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever ≥ 100.4 degrees Fahrenheit (38 degrees Celsius)
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Look for **emergency warning signs*** for COVID-19. If an individual is showing any of these signs, **seek emergency medical care immediately by calling 911**:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

*This list does not identify all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

Symptoms of COVID-19 | CDC

- <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Use Masks to Slow the Spread of COVID-19 (cdc.gov)

- <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/masks.html>

How to Protect Yourself and Others

- <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

IAB Procedure: Employee Monitoring During Pandemic Emergency Family and Community Based Services (e.g., PDP, In-Home Respite, Community ABA, Community Behavioral Health)		
Chapter 1: Governance	Section 3: Human Resources	Number: 1.3.08c
Original Date Issued: 3/19/2020		Effective Date: 3/2/2022
Approved By: Patrick Maynard		Approval Date: 3/2/2022
Revision Date(s): 8/16/2020; 7/19/21; 3/2/2022		
Rule Reference:		
Applies to: All		

Family and Community Based Services (e.g., PDP, In-Home Respite, Community ABA, Community Behavioral Health)

Family and Community Based Services are unique services that rely on active family members to coordinate, manage, and participate in different ways.

Entrance of Homes and Program/Office Locations

1. Employees are to honor the family/parent/guardian wishes as to the entrance for employees into their homes.
2. Each employee of Boundless is expected to self-screen based on health criteria before reporting to work each day.
 - A. If an employee is sick with signs or symptoms of a respiratory infection, such as a fever (>100.4 F) (>38 C), cough, shortness of breath, or sore throat, THEY SHOULD NOT COME TO WORK. THEY SHOULD NOT ENTER THE HOME OR BUILDING.
 - B. Each employee of Boundless is expected to self-screen based on health criteria before reporting to work each day.
 - C. The employee must follow all established call-in procedures, including notifying the appropriate supervisor at the required time before the shift or start hours if unable to work due to illness. The employee should contact the appropriate supervisor or manager with any questions.
3. Prior to entering the home, each employee should wear the supplied disposable face masks.
 - A. Upon entering a home or work site, all employees must perform a health safety check by using the screening tool provided at designated entrances. An employee may also use their smart phones to access the screening tools. [All Boundless COVID-19 Screening Tool Updated 1-4-2022 \(Page 1 of 4\) \(office.com\)](#)
 - B. The employee should not enter the home or program/office building without the screening tool being completed.
 - C. Personal thermometers can be used for self-screening. If there is a question regarding a person's temperature the following procedures will be followed.
4. Regular audits are performed to ensure and evidence compliance with the policy and procedure for health screening.

Screening Tool

Statement: The Current COVID-19 outbreak situation requires that we take every precaution possible to protect the safety of individuals served. Our intention is to provide a safe and healthy environment for every person who is part of our community, including: individuals served, family



members, guardians, employees and the community. Following the recommendations of the Center for Disease Control (CDC), Ohio Department of Health (ODH), Ohio Department of Developmental Disabilities, Ohio Department of Mental Health and Addiction Services (ODMHAS) and Center for Medicare and Medicaid Services (CMS), a screening tool will be implemented to assist us with the prevention of an exposure and/or spread of this outbreak.

1. The screening tool will require an employee to review the symptoms of COVID-19. (See Attachment A in the corresponding policy.)
2. The screening tool will require a staff member to attest that the information provided is true and correct to the best of their knowledge or face disciplinary action.

The Boundless Screening tool can be made available for families and individuals to provide to staff prior to entering the home for work and as a screening tool when verifying appointment times with families. The screening tool can either be filled out by family or filled out by staff based on asking the screening tool questions. If a family is interested in receiving access to the screening tool, the family can contact the director of the program.

IAB Policy: Employee with Confirmed or Suspected COVID-19 or Close Contact with a Person Confirmed or Suspected to have COVID-19 (SARS-CoV-2 Infection)		
Chapter 1: Governance	Section 3: Human Resources	Number: 1.3.09
Original Date Issued: 6/2/2020		Effective Date: 3/2/2022
Approved By: Patrick Maynard, President and CEO		Approval Date: 3/2/2022
Revision Date(s): 7/6/2020; 9/1/2020; 7/19/2021; 3/2/2022		
Rule Reference:		
Applies to: All		

PURPOSE

To assist employees in understanding the policies involved under the following conditions or situations:

- An employee has been in close contact with another individual who is confirmed or presumed positive for COVID-19;
- An employee has signs and symptoms of COVID-19 but has not been tested;
- An employee has been tested for COVID-19 but is awaiting results;
- An employee tests positive for COVID-19;
- An employee has recovered from COVID-19 and would like to return to work;
- A vaccinated or vaccinated and boosted employee who has been in close contact with another individual who is confirmed or presumed positive for COVID-19;
- A vaccinated or vaccinated and boosted employee who has signs and symptoms of COVID-19; or
- A vaccinated or vaccinated and boosted employee who tests positive for COVID-19.

Individuals with COVID-19 have had a wide range of symptoms reported, ranging from mild to severe illness. Those who have contracted the virus will be contagious two (2) to four (4) days before they show symptoms. Symptoms may appear two (2) to fourteen (14) days after exposure to the virus. To protect the health and safety of our employees and our individuals served, I Am Boundless, Inc. (Boundless) has established guidelines for employees to follow. (See Attachment A for a current list of symptoms.)

POLICY

It is the policy of Boundless that the health, safety, and welfare of our employees is a high priority. To protect the health of all employees, it is the policy of Boundless to abide by the recommendations of the Ohio Department of Health, (ODH) Ohio Department of Developmental Disabilities, (DODD) Occupational Safety and Health Administration, (OSHA) the Centers for Disease Control and Prevention, (CDC) Ohio Department of Mental Health and Addiction Services (ODMHAS) and the Center for Medicare and Medicaid Services (CMS) for determining whether an employee may continue to work or cease to work upon reporting one of the aforementioned conditions or situations. The ODH, CDC, OSHA, CMS, ODMHAS and DODD guidelines will also direct as to when an employee will return to work after recovering from COVID-19.

In conjunction with the Pandemic Plan of Boundless, policies and procedures are in place to ensure the health and safety of our employees when caring for individuals served in our various locations. During the times of government or organization imposed protected environments, preventative measures will be imposed to create the best barriers against the contraction and spread of the virus. Boundless will strive to prevent and/or slow the spread of COVID-19 by responding to the multiple levels of disease transmission in the community with variable approaches depending on the exposure of the employee.

To ensure the health of the individuals served and employees, it is the policy of Boundless that all employees wear appropriate protective gear when supporting individuals served and for all individuals served to successfully pass a health screening prior to entering Boundless work sites. Boundless utilizes various online tools to help screen, monitor and track exposures, symptoms and reported positive test results of COVID-19 for all employees. Online tools include the following:

- **All Boundless COVID Screening Tool:** to be completed prior to entering a Boundless Site.
- **COVID-19 Decision Tree:** to be completed when an individual served is exposed to COVID, develops symptoms of COVID, or test positive for COVID
- **COVID-19 Track and Trace Tool:** to be completed, in addition to the decision tree, when an individual served is exposed to COVID, develops symptoms of COVID or test positive for COVID

Changes to the online tools are based upon recommendations from the CDC, ODH or other listed governing bodies within this policy. Recommended changes will be reflected first in all Boundless online tools and such updates are anticipated and authorized by this policy.

Updated February 2022:

- In general, Boundless is a hybrid organization providing both healthcare and social services.
- The majority of services provided to the individuals served are face to face or close contact services. COVID-19 spreads through close contact, (within 6 feet for 15 minutes or more within a 24-hour period.)
- Boundless only knows who is vaccinated by individual voluntary notification or through rolls of the vaccination clinics held on Boundless property.
- In addition, OSHA released their updated emergency temporary standards for employees that work in healthcare services and those in health care support services.
- Because of often extensive and close contact with vulnerable individuals in healthcare and social services settings, a conservative approach to HCP monitoring and applying workplace restrictions is recommended to prevent transmission from potentially contagious HCP to patients, other HCP, and visitors.
 - o Health screenings will continue for everyone who enters a Boundless property.
 - o All sites will continue to require facial coverings and required PPE.
 - o High risk congregate settings will continue to rely on a risk assessment to determine visitation and activities of residents.



- Boundless reserves the right to ask vaccination status to help determine actions for visitation, meetings, activities, and to adjust number of individuals.
- The CDC states that everyone two and older, regardless of vaccination status, should wear a well-fitting mask in an indoor setting in areas of substantial/high transmission, continue social/physical distancing, and avoid poorly ventilated space and crowds.

ATTACHMENT A

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever ≥ 100.4 degrees Fahrenheit (38 degrees Celsius)
- Chills
- Cough
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- Headache
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- Nausea or vomiting
- Diarrhea

Look for **emergency warning signs*** for COVID-19. If an individual is showing any of these signs, **seek emergency medical care immediately by calling 911**:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Pale, gray, or blue-colored skin, lips or nail beds, depending on skin tone

*This list does not identify all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

Symptoms of COVID-19 | CDC

- <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Use Masks to Slow the Spread of COVID-19 (cdc.gov)

- <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/masks.html>

How to Protect Yourself and Others

- <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

IAB Procedure: Employee with Confirmed or Suspected COVID-19 or Close Contact with a Person Confirmed or Suspected to have COVID-19 (SARS-CoV-2 Infection)		
Chapter 1: Governance	Section 3: Human Resources	Number: 1.3.09
Original Date Issued: 6/2/2020		Effective Date: 3/2/2022
Approved By: Patrick Maynard, CEO		Approval Date: 3/2/2022
Revision Date(s): 7/6/2020; 9/1/2020; 7/19/2021; 3/2/2022		
Rule Reference:		
Applies to: All		

PROCEDURE:

In conjunction with the Pandemic Plan of Boundless, policies and procedures are in place to ensure the health and safety of our employees when caring for individuals served in our various locations. During the times of governmental or organizational imposed protected environments, preventative measures will be imposed to create the best barriers against the contraction and spread of the virus. Boundless will strive to prevent and/or slow the spread of COVID-19 by responding to the multiple levels of disease transmission in the community with variable approaches depending on the exposure of the employee. Boundless reserves the right to request to see the COVID-19 vaccination card of an individual who is seeking to continue to work or come back to work under the fully vaccinated section of this procedure.

1. **Prevention Methods:** Boundless is striving to create the best environment for our individuals served, their families, visitors, guardians, and our employees. We practice the guidelines from state and local governments, Ohio Department of Health, (ODH,) Ohio Department of Developmental Disabilities, (DODD,) Occupational Safety and Health Administration, (OSHA,) and the Centers for Disease Control and Prevention, (CDC,) Ohio Department of Mental Health and Addiction Services (ODMHAS) and the Center for Medicare and Medicaid Services, (CMS)in response to the COVID-19 Pandemic. The best prevention is avoidance of exposure, and we ask that all involved practice the following:
 - A. Wear protected face coverings, face masks, or respirators applicable to the situation and environment. Boundless will issue employees face coverings, face masks and/or respirators to employees depending on work location, involvement with individuals served or condition of individuals served.
 - B. Use required health screening tool and process:
 - i. Prior to coming to work, employee will determine whether they are fit for duty. Sick employees should not come to work.
 - ii. Upon entering a Boundless facility, all employees must perform a health safety check by using the screen tool provided at designated entrances.
 - iii. When feeling ill, Boundless employees shall review the screening tool to determine if having symptoms of COVID-19.
 - iv. When caring for an individual served that has been identified as being COVID-19 positive, all employees shall use the screening tool twice during their shift to ensure no symptoms of COVID-19 are present in the employee.
 - C. Cover cough and sneezes

- i. Into your elbow
 - ii. Use a tissue and throw it away once used
 - iii. Wash hands after using tissue
 - D. Wash hands often with soap and water for at least 20 seconds.
 - i. After blowing nose, coughing, or sneezing by self or others nearby
 - ii. If soap was not readily available, use a hand sanitizer that contains at least 60% alcohol
 - iii. Avoid touching your eyes, nose, or mouth with unwashed hands
 - E. Avoid close contact with individuals who are sick
 - i. Practice Social Distancing
 - ii. Stay at home and only venture out when necessary
 - iii. Cover mouth and nose with a cloth mask when around others
 - F. Clean and disinfect frequently touched surfaces daily
 - G. Encourage remote work when possible and focus on core business activities using electronic or other viable means of communication.
2. Boundless utilizes various online tools to help screen, monitor and track exposures, symptoms and reported positive test results of COVID-19 for all employees. Online tools include the following:
 - A. **All Boundless COVID Screening Tool:** to be completed prior to entering a Boundless Site.
 - B. **COVID-19 Decision Tree:** to be completed when an individual served is exposed to COVID, develops symptoms of COVID, or test positive for COVID.
 - C. **COVID-19 Track and Trace Tool:** to be completed, in addition to the decision tree, when an individual served is exposed to COVID, develops symptoms of COVID or test positive for COVID.
3. For employees who may have been exposed, have symptoms or who have tested positive, please refer to the COVID-19 Decision Tree for the most up to date guidance.
4. An entry in the Track and Trace form will be completed for all exposures, symptoms and positive COVID-19 tests.
5. If an employee comes to work, but exhibits COVID-19 symptoms during their shift, the employee should be sent home immediately. If unable to be sent home immediately, the employee should self-isolate and wait for instructions.
 - A. Surfaces in the employee's workspace or environment should be cleaned and disinfected according to CDC guidelines.
 - B. Information regarding person who may have had contact with the ill employee during the time the employee had symptoms and 2 days prior to the symptoms should be compiled.
 - C. Others at the facility with close contact within 6 feet for \geq than 15 minutes of the employee during this time would be considered exposed.
 - i. HR will help manager or supervisor determine the extent of the exposures
 - ii. Communications will help the manager or supervisor communicate to employees and individuals served regarding the exposure and recommended actions related to the exposure.
6. Essential Boundless employees who must work at a Boundless site and who have been exposed but remain asymptomatic, may continue to work, and must adhere to the following practices prior to and during their work shift.

- A. **Pre-Screen:** The employee must perform two symptom assessments a day (at least 3 hours apart):
 - i. The employee should perform the symptom assessment including checking a temperature:
 - 1) within 30 minutes of entering the home or program/office buildings that will screen for symptoms of COVID-19, and
 - 2) again after at least three hours apart from the first system assessment
 - ii. At any time the employee feels ill or suspects they may have contracted COVID-19, the employee should perform a symptom assessment, call the supervisor/manager, and prepare to leave the worksite.
 - B. **Symptom assessments:** As long as the employee does not have symptoms (not of a known cause) they can work but need to self-monitor throughout their shift and inform the manager or supervisor immediately should conditions change during their shift.
 - C. **Wash Hands Frequently:** The employee should wash hands frequently while working with soap and warm water. If soap and water are not available, the employee should use of hand sanitizer frequently.
 - D. **Wear a Mask:** The employee must wear a face mask (not cloth face mask) at all times while in the workplace unless the employee meets an exception.
 - E. **Social Distance:** The employee must maintain six (6) feet separation and practice social distancing as work duties permit.
 - F. **Disinfect and Clean workspaces:** Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.
 - G. **Air ventilation:** If possible, work with facility maintenance staff to increase air exchanges.
7. Non-essential Boundless employees who have been exposed or a non-essential employee who tests positive should receive approval from their manager or supervisor and HR to determine whether the employee can work from home and under what conditions. Boundless offers a variety of electronic methods to allow work from home for many non-essential positions. The approval or denial shall be documented within their HR file.
8. **Return to work after vacation Guidelines**
- A. Fully Vaccinated Employee
 - i. HCP who has traveled domestically does NOT need to get tested or self-quarantine if fully vaccinated or has recovered from COVID-19 in the past 3 months to return to work.
 - ii. HCP who has traveled internationally is required to have a negative COVID-19 test result no more than 3 days before travel or documentation of recovery from COVID-19 in the past 3 months before they board a return flight to the United States.
 - 1) It is recommended to get a viral test 3 to 5 days after travel
 - 2) Employees should self-monitoring for COVID-19 symptoms and get tested if develop symptoms.
 - B. Unvaccinated Employee

- i. HCP who has traveled domestically does NOT need to get tested or self-quarantine if having no symptoms or has recovered from COVID-19 in the past 3 months to return to work.
 - 1) It is recommended to get a viral test 3 to 5 days after travel
 - 2) Employees should self-monitoring for COVID-19 symptoms and get tested if develop symptoms.
 - ii. HCP who has traveled internationally is required to have a negative COVID-19 test result no more than 3 days before travel or documentation of recovery from COVID-19 in the past 3 months before they board a flight to the United States.
 - 1) It is recommended to get a viral test 3 to 5 days after travel
 - 2) Employees should self-monitoring for COVID-19 symptoms and get tested if develop symptoms.
9. When an employee is has an exposure to COVID-19, has a positive COVID-19 test result or is experience symptoms of COVID-19, they should complete the COVID-19 Track and Trace from. [COVID-19 Track and Trace \(Page 1 of 5\) \(office.com\)](#). This form should be filled out by the staff member with the COVID event.

IAB Policy: Caring for Individuals in Residential Settings with Confirmed or Presumed Positive for COVID-19 (SARS-CoV-2 Infection)		
Chapter 3: Clinical	Section 6: Infection Control and Exposure Control	Number: 3.6.18
Original Date Issued: 3/23/2020		Effective Date: 3/2/2022
Approved By: Patrick Maynard		Approval Date: 3/2/2022
Revision Date(s): 9/1/2020; 7/19/21; 3/2/2022		
Rule Reference:		
Applies to: All		

PURPOSE

To assist employees in caring for individuals in the residential settings when the following conditions or situations are present:

- An individual served has been in close contact with another individual who is confirmed or presumed positive for COVID-19;
- An individual served has signs and symptoms of COVID-19 but has not been tested;
- An individual served has been tested for COVID-19 but is awaiting results;
- An individual served tests positive for COVID-19; or
- An individual served has recovered from COVID-19 and would like to return to work.

Individuals with COVID-19 have had a wide range of symptoms reported, ranging from mild to severe illness. Those who have contracted the virus will be contagious two to four days before they show symptoms. Symptoms may appear 2 to 14 days after exposure to the virus. To protect the health and safety of our employees and our individuals served, I Am Boundless, Inc. (Boundless) has established guidelines for employees to follow. (See Attachment A for a current list of symptoms.)

DEFINITION:

Universal Precautions – is the underlying principle that the blood and certain other body fluids of all recipients of health care are to be considered potentially infected with bloodborne pathogens, and the response system designed to protect workers from exposure to disease spread by blood and other body fluids by means of infection control measures and the wearing of nonporous medical equipment such as gloves, gowns, goggles, and face shields.

POLICY

It is the policy of Boundless that care for our residents must continue when one or more individuals exhibit signs of illness during a pandemic period. We practice the guidelines from state and local governments, Ohio Department of Health, (ODH,) Ohio Department of Developmental Disabilities, (DODD,) Occupational Safety and Health Administration, (OSHA,) and the Centers for Disease Control and Prevention, (CDC,) Ohio Department of Mental Health and Addiction Services (ODMHAS) and the Center for Medicare and Medicaid Services (CMS) in response to the COVID-19 Pandemic. In conjunction with the Pandemic Plan of Boundless, procedures are in place to protect the health and safety of visitors,



individuals served and our employees when caring for individuals living in our Intermediate Care Facilities for IDD, individuals who are receiving Medicaid HCBC Waiver Services or services otherwise known as Supported Living, and those in our Parent Directed Program (PDP).

During the times of government or organization imposed protected environments, Boundless will utilize prevention measures to create the best barriers against the contraction and spread of the virus by taking necessary steps to lessen the impact of the pandemic.

To ensure the health of the individuals served and employees, it is the policy of Boundless that all employees wear appropriate protective gear when supporting individuals served and for all individuals served to successfully pass a health screening prior to entering Boundless work sites. Boundless utilizes various online tools to help screen, monitor and track exposures, symptoms and reported positive test results of COVID-19 for all employees.

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Updated February 2022:

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- In addition, OSHA released their updated emergency temporary standards for employees that work in healthcare services and those in health care support services.
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 - o Health screenings will continue for everyone who enters a Boundless property.
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 - o High risk congregate settings will continue to rely on a risk assessment to determine visitation and activities of residents.



- Boundless reserves the right to ask vaccination status to help determine actions for visitation, meetings, activities, and to adjust number of individuals.
- The CDC states that everyone two and older, regardless of vaccination status, should wear a well-fitting mask in an indoor setting in areas of substantial/high transmission, continue social/physical distancing, and avoid poorly ventilated space and crowds.

ATTACHMENT A

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- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Look for **emergency warning signs*** for COVID-19. If an individual is showing any of these signs, **seek emergency medical care immediately by calling 911**:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Pale, gray, or blue colored skin, lips, or nail beds, depending on skin tone

*This list does not identify all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

Symptoms of COVID-19 | CDC

- <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Use Masks to Slow the Spread of COVID-19 (cdc.gov)

- <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/masks.html>

How to Protect Yourself and Others

- <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

IAB Procedure: Caring for Individuals in Residential Settings with Confirmed or Presumed Positive for COVID-19 (SARS-CoV-2 Infection) PDP		
Chapter 3: Clinical	Section 6: Infection Control and Exposure Control	Number: 3.6.18c
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Rule Reference:		
Applies to: All		

PROCEDURE

1. **Prevention Methods:** Boundless is striving to create the best environment for our individuals served, their families, visitors, guardians, and our employees. We practice the guidelines from OSHA, ODH and CDC. The best prevention is avoidance of exposure, and we ask that all involved, practice the following:
 - A. Most recent guidance from the CDC:
 - i. If you have an exposure to someone who has COVID-19, use the Decision Tree for guidance.
 - ii. Employees will still need to wear masks.
 - iii. Wear protective face coverings, face masks, or respirators applicable to the situation and environment. Boundless will issue employees face coverings, face masks and/or respirators to employees depending on work location, involvement with individuals served or condition of individuals served.
 - iv. Continue to monitor for signs and symptoms of COVID-19 in the family and employees serving the family.
 - v. Everyone two and older, regardless of vaccination status, should wear a well-fitting mask in an indoor setting in areas of substantial/high transmission
 - vi. Continue social/physical distancing and avoid poorly ventilated space and crowds.
 - B. All employees must continue to use the required health screening tool and processes:
 - i. Prior to coming to work, employee will determine whether they are fit for duty. Sick employees must not come to work or enter the home.
 - ii. Upon entering a Boundless owned operated, leased building or work site, all employees must perform a health safety check by using the screen tool provided at designated entrances. An employee may also use their smart phones to access the screening tools. [All Boundless COVID-19 Screening Tool Updated 1-4-2022 \(Page 1 of 4\) \(office.com\)](#)
 - iii. When feeling ill, Boundless employees shall review the screening tool to determine if having symptoms of COVID-19.
 - iv. If symptoms do appear during the shift, the employee should immediately notify their supervisor and attempt to isolate from the client and others in the home to prevent the spread of the virus.
 - v. When caring for an individual served that has been identified as being COVID-19 positive, all employees shall use the screening tool twice during their shift (at

least three hours apart) to ensure no symptoms of COVID-19 are present in the employee.

- C. Cover cough and sneezes:
 - i. Into your elbow,
 - ii. Use a tissue and throw it away once used, or
 - iii. Wash hands after using tissue.
 - D. Wash hands often with soap and water for at least 20 seconds:
 - i. After blowing nose, coughing, or sneezing by self or others nearby and in between working with residents,
 - ii. If soap was not readily available, use a hand sanitizer that contains at least 60% alcohol,
 - iii. Avoid touching your eyes, nose, or mouth with unwashed hands, and
 - iv. Handwashing should occur upon entering the home, before and after medication passes, during food preparation, when working with the resident and after any toileting or care of the resident.
 - E. Practice Social Distancing maintaining at least 6 feet distance between individuals.
 - i. Employees will help residents practice social distancing by arranging furniture and planning activities.
 - ii. Employees will frequently remind residents of practicing distancing.
 - F. Avoid close contact with individuals who are sick.
 - i. Practice Social Distancing.
 - ii. Stay at home and only venture out when necessary.
 - iii. Cover mouth and nose with a mask when around others.
2. Employees will perform daily and as needed cleaning with disinfectant of all touch point surfaces including countertops, doorknobs, floors, and all bathrooms.
 3. Employees should observe for signs and symptoms of pandemic flu in themselves and our residents.
 4. Employees will practice Universal Precautions and avoid contact with any blood or bodily fluid. If coming in contact with any blood or bodily fluid, the employee will wash the area with soap and water and report the incident to the nurse and supervisor.

Response Activities in PDP

The care provided in a PDP home is similar to the care provided in a Supported Living home. However, there are differences that require a different approach to the care of an individual during a pandemic. The individuals served in PDP live in the homes of their families. Utmost importance is the care of the individual served and the employee providing services. While the family directs the care of their loved one(s), there must be a safe environment provided for the employee to carry out their duties. Boundless serves in a role to provide advice, guidance, and recommendations unless the individual served is exhibiting signs and symptoms of illness or exhibits behavior that risk the lives of others in the homes, including the employee.

Families should have an action plan that identifies individual needs that must be met if the individual has tested positive, exhibits symptoms of a COVID-19. The following includes

guidance on how to respond to COVID in your home. This includes having appropriate amounts of items and supplies to weather a pandemic.

1. Items to review and consider a 14-day supply for each person in the home include:
 - A. Non-perishable food,
 - B. Prescription medications,
 - C. Non-prescription medications,
 - D. Cold and flu aids,
 - E. Tylenol or acetaminophen (and not Motrin) to treat cold and flu symptom,)
 - F. Water,
 - G. Soap, and
 - H. Disinfectants and Disinfectant wipes.
2. Families with individuals served that exhibit no symptoms recommendations:
 - A. Families should observe Ohio Health Department, Local Health Department and Governor Orders and Mandates.
 - i. Stay at Home.
 - ii. Observe Social Isolation.
 - B. Care of the individuals will be the same with the exception of extra checks on all individuals in the home to assure that they are safe and exhibit no symptoms of the COVID-19. (See Attachment A of the corresponding policy).
 - i. There may be an additional screening check completed by an employee.
 1. The family may be asked questions by an employee to screen for the presence of illness in the home.
 2. During that visit, wiping down of surfaces with sanitizing wipes and an extra cleaning of the bathrooms is highly recommended.
 - ii. The employee should work with the family to ensure the family is adhering to the Health Department guidelines.
 - iii. Working with the affected individual:
 1. Recommend that the affected individual and any roommate(s) self-isolate in their room until we have instructions from the person's Primary Care Physician/Practitioner.
 2. Educate (hand out info sheet) regarding contact isolation to the primary family member to assist in self-isolation procedures.
 3. If there are two different bathrooms identify one for the affected individual(s) to use.
 - a. Place a sign on the affected individual's bathroom.
 - b. If there is only one bathroom in the house, the family will need to clean the bathroom each time any member uses and/or leaves the bathroom.
 4. Recommend the family monitor their temperatures.
 - a. It is recommended that they take temperatures once a day, if possible.

- b. If anyone in the house has a temperature, notify Boundless to ensure the safety of the family, the individual served and our employees.
 - c. Recommend to the family that impacted (sick) individual(s) should take all meals in their room(s). If they cannot or are not willing, recommend that healthy appearing family members keep in line with social distancing when sitting at a table and eating.
 5. Employee should check with the family prior to entering the home to determine whether someone is COVID-19 positive. If told that someone tested positive, the employee will not enter the home without appropriate PPE.
 6. To work with the affected individual that is positive, employee must wear PPE as provided.
 7. Employee will wash hands when working with affected individuals
 - a. When entering the house
 - b. When providing direct contact with individuals
 - c. Before and after cleaning
 - d. Before and after meal preps
 8. Prior to leaving the house, employee will supply family with information from the Health Department regarding COVID-19 and community spread to help family understand how to care for a COVID-19 positive individual. [COVID19 - Caring for someone at home | CDC](#)
- iv. Employees should recommend the family call 911 to obtain medical attention immediately and call the supervisor if at any time the symptoms increase with the development of the following:
 1. Difficulty breathing or shortness of breath
 2. Persistent pain or pressure in the chest
 3. New confusion or inability to arouse
 4. Pale, gray, or blue colored skin, lips, or nail beds, depending on skin tone
 5. Temperature above 102 degrees Fahrenheit

When working with an individual or family and it appears that the family or individual is not adhering to the Health Department guidelines in maintaining safe practices to avoid the spread of the pandemic, excuse yourself from the home and contact the Director of the program at 614-844-3800 ext. 3233.