



COVID-19 Pandemic Protocol Directory

To support BABH leadership the protocols regarding our work during COVID-19 have been compiled in this directory. Protocols, associated tools, and resources are hyperlinked throughout the document for ease in navigating.

It is acknowledged that the protocols are ever-changing, based on Federal, State, and Local mandate and direction. The version of the directory available through the G drive in the [COVID-19 Information](#) and is the most up to date. Managers will be notified by email when substantive changes are made to specific protocols.

Please email any questions to svanparis@babha.org.

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Section 1: Key Contacts

1. BABHA Human Resources: 989-895-2226 M-F, 8-5 or
 - bsmith@babha.org
2. BABHA Nurse Manager line: 989-895-2292 M-F, 8-5; After hours: 989-545-2821
3. MI COVID-19 Hotline: 888-535-6136 (7-days a week, 8-5)
4. Bay County Health Department: Communicable Disease Division at 989-895-4009 and ask for the Communicable Disease Nurse
5. Arenac County Health Department: 989-846-6541
6. BABH Nursing Manager: Sarah VanParis 989-895-2292

Questions About COVID-19?

MDHHS has launched several statewide platforms to answer questions about Coronavirus Disease 2019 (COVID-19) and to keep residents up to date as information continues to change rapidly during the outbreak.



Call the COVID-19 Hotline at 888-535-6136, seven days a week from 8 a.m. to 5 p.m.



Email COVID19@michigan.gov 24/7. Emails will be answered seven days a week, 8 a.m. to 5 p.m.



Subscribe to e-newsletter updates at Michigan.gov/Coronavirus.



Visit Michigan.gov/Coronavirus for the latest news and information.



Section 2: Masks and Other Personal Protective Equipment (PPE)

Throughout this document, the phrase “perform hand hygiene” means washing your hands with soap and water for at least 20 seconds then drying them with a clean towel or using an alcohol-based hand sanitizer by applying the sanitizer to your hands, rubbing them together briskly to spread the sanitizer, then allowing them to air dry.

A. General Staff Mask Protocol

- All staff must wear, at a minimum, a cloth mask or face covering at all times while in common areas, shared spaces, or when not able to maintain six feet of separation from others when on-site at BABHA facilities.
- All staff coming on-site to a BABHA facility will be provided a medical mask at screening for use while on-site upon request.
 - Staff will be provided one medical mask at screening at BABHA facilities upon request as needed.
 - Medical or (at minimum) cloth masks must be worn at all times when in common areas, shared spaces, or when not able to maintain six feet of social distancing on-site at BABHA facilities.
- Unless otherwise required through established protocol as noted below, staff may choose to wear their own cloth face covering instead of the provided medical mask. Cloth masks or face coverings worn by staff must adhere to [CDC guidelines](#).
- If a staff member's cloth mask or face covering does not adhere to CDC guidelines, they must wear the agency-provided medical mask.
- If a staff member has their own N-95 respirator and wishes to wear it in place of the agency-provided medical mask, they may do so in any setting in which a cloth mask/face covering would be permitted. If a staff member chooses to do this, they are encouraged to watch the training video (adopted with permission of CMHA-CEI) : <https://photos.smugmug.com/photos/i-Hhn8M9C/0/fed7b76c/640/i-Hhn8M9C-640.mp4> and sign Appendix D of BABH's Respiratory Protection Program.
- If a staff member is unable to wear a mask or face covering for medical reasons, they will need to contact the BABHA Human Resources department to request a reasonable accommodation under the Americans with Disabilities Act and provide documentation to support the need for accommodation.
- Please see below for specific protocols regarding when agency-provided medical masks or N-95, and KN-95 respirators must be worn.

B. Consumer/Visitor General Mask Protocol

- Consumers or visitors on-site at BABHA facilities will be asked to adhere to CDC and State guidance and wear, at a minimum, cloth face coverings when in common areas, shared spaces, or when not able to maintain six feet of social distancing, unless the consumer or visitor is unable to wear a mask for medical reasons.
- When meeting in the community or homebased, consumers and those participating in meetings will be asked to wear, at a minimum, cloth face coverings when in common areas, shared spaces, or when not able to maintain six feet of social distancing, unless the consumer or other meeting participant is unable to wear a mask for medical reasons.
- Consumers, visitors or participants in community or homebased meetings who do not have a face covering of their own will be asked to wear a cloth mask or medical mask provided at screening at BABHA facilities as supplies are available.
- Consumers who are at the BABHA facility for a clinical reason must be allowed into the building even if they refuse to wear a mask and do not have an articulated medical reason.
- Consumers visiting a BABHA facility for non-clinical reasons, such as check or

prescription pick-up, who refuse to wear a mask should be asked to wait outside the building while alternate arrangements are made to meet the consumer's needs.

- Visitors who refuse to wear a mask or cloth face covering without a medical reason for this should be asked to leave the building.
- Consumers and visitors may be asked by screeners if they have a medical reason for not wearing a mask or cloth face covering. They may NOT be asked for any further information if they answer affirmatively.
- A mask should never be placed on anyone who is unable to remove it themselves. Consumers and visitors, including young children, who are unable to remove a mask on their own should not wear a mask or face covering. Per CDC guidance, masks should never be placed on children younger than two years. The inability to remove a mask is considered a medical reason not to wear a mask.

Consumer/Visitor/Other Non-Staff Face Covering Refusal:

- Consumers who are at the BABHA facility for a clinical reason must be allowed into the building even if they refuse to wear a mask and do not have an articulated medical reason.
- Consumers visiting a BABHA facility for non-clinical reasons, who refuse to wear a mask should be asked to wait outside the building while alternate arrangements are made to meet the consumer's needs.
- Visitors to a BABHA facility who refuse to wear a mask or cloth face covering without a medical reason for this should be asked to leave the building.
- Before meeting in-person with a consumer in the community or consumer home, determine the willingness of the consumer and other meeting participants to wear a face covering. If the consumer or other participants refuse to wear a face covering, explain why wearing a mask is important and discuss their concern. If refusal continues, but the consumer and others present do not answer "Yes" to any screening questions, proceed with the in-person meeting and ensure that a social distance of 6-feet is maintained throughout the meeting. Consider consultation with Supervisor or On-Call Nurse as needed.
- Consumers and visitors may be asked by screeners if they have a medical reason for not wearing a mask or cloth face covering. They may NOT be asked for any further information if they answer affirmatively.
-

C. Specific Situations with Protocols Beyond Those Above

- **Situations Where Medical Masks Are Required**
 - Masks provided by BABHA are required to be used in the following circumstances:
 - Horizon Home, North Bay Staff and other BABHA supported living sites will wear a cloth mask at minimum for their entire shift. However, if a symptomatic resident is identified in the home, or day program staff should switch to wearing a medical mask at minimum until COVID test is proven negative. The staff providing direct care to the isolated resident should wear N-95 or KN-95 respirator until negative test results are obtained.
 - All other staff reporting to worksites are required to wear agency- provided medical masks when close contact (3 feet) with consumers or other staff cannot be avoided.
 - All consumers admitted to Horizon Home and BABHA directly operated residential settings should be asked to wear a medical mask for the first 14 days they are residing in the facility. Masks may be removed to sleep, shower, and eat. Newly admitted consumers should eat separately from other residents for 14 days due to the impossibility of wearing a mask correctly while eating.

- If a consumer has active respiratory symptoms, they should be asked to reschedule if possible. If rescheduling is not an option the consumer should be asked to wear a medical mask at screening entry points, even if they have their own mask or face covering.
 - If a symptomatic consumer refuses to wear a mask, the following steps should be taken:
 - Isolate the consumer, ideally in a big room with a closed door.
 - Attempt to have the consumer utilize tissues instead of the mask to cover their mouth and nose.
 - Staff providing service to the consumer should utilize any available PPE including gowns, masks, gloves, and eye protection and maintain a distance of six feet.
 - If six feet of separation cannot be maintained, staff should wear a KN95 respirator, if available, in place of a medical mask.
- Face shields may also be worn in the circumstances identified above at the discretion of staff; strongly consider if contact with body fluids or splashing is likely and/or small children are present.
- **Be as brief as possible in determining the need of the consumer and when possible move to remote contact. In circumstances where mask use is required, the following guidance should be followed:**
 - While wearing a mask, do not touch the outside of the mask at any time.
 - In general, you should put the mask on at the beginning of your shift and leave it in place until the end of your shift.
 - Make sure you eat and drink before coming to work to avoid becoming dehydrated or overly hungry.
 - Whenever possible, during your lunch and formal breaks, you should leave your work area and go to your vehicle or a space designated by your supervisor where there are no other people in order to eat or drink. This may not be possible for Horizon Home Staff and apartment settings.
 - While wearing a mask at work, you should remove it only when absolutely necessary. Do not touch the outside of the mask. If you do, immediately perform hand hygiene.
 - If you must remove your mask during your shift, place a clean paper towel on a flat surface, then place the mask OUTSIDE SURFACE DOWN onto the paper towel while you are not wearing it. Perform hand hygiene immediately after removing your mask and immediately after re-donning it.
 - Staff with long hair should consider wearing it pulled back at work. This generally makes donning and doffing (removing) a mask much easier, and it decreases the chances of dragging your hair across the outside of the mask and contaminating your hair.

Medical mask reuse guidance: Medical masks intended for reuse should be carefully removed, folded so that the outside of the mask is touching itself and covering itself, then placed in a paper bag to be reused ONLY by the same staff member. A plastic bag should not be used, as it will not allow the mask to dry out.

- Immediately upon donning a previously used mask or doffing (removing) any mask, staff members should perform hand hygiene.
- If during the course of use of a mask, the mask becomes visibly soiled or difficult to breathe through, the mask should be replaced.

Situations Where N95 and/or KN95 Respirators Are Required

**BABH's supply of N-95 respirators should be reserved for use when a person is strongly suspected of or diagnosed with COVID-19. N-95 respirators are being prioritized primarily for use in the COVID positive isolation unit. BABH is following CDC guidance regarding PPE conservation strategies for high risk situations due to the limited availability of N-95 respirators.*

- N-95 respirators and face shields should be used when staff are caring for an individual with a diagnosis of COVID-19.
- N-95 respirators and face shields may be used when staff are caring for an individual with respiratory symptoms, fever until there is a confirmed diagnosis of COVID-19.
 - If the N95 or KN95 respirator does not fit properly, then a medical mask should be worn instead, except as below.
 - If a staff member has their own supply of N95 respirator and the agency provided masks do not fit correctly, the staff member may be permitted to wear their own N95 respirator on a case-by-case basis. Such masks must be approved prior to being worn on the job by BABHA Nursing Manager.
 - If providing care which requires direct physical contact or close contact for more than a moment or two with an individual with symptoms or a positive diagnosis of COVID-19 also use gloves, eye protection and gowns when available.
- If a resident in a group home utilizes CPAP or BiPAP or uses a nebulizer and exhibits symptoms of COVID-19 or has a formal diagnosis of COVID-19, the door to the room in which the CPAP/BiPAP is used should be kept closed at all times, except for someone to enter or exit. This is due to the risk, not yet definitively proven, that CPAP/BiPAP and nebulizers may create aerosols that are potentially more likely to transmit COVID-19 than standard droplets produced when breathing and coughing.
- In circumstances where N95 respirators use is required, the subsequent guidance should be followed:
 - While wearing a mask, do not touch the outside of the mask at any time.
 - In general, you should put the mask on at the beginning of your shift and leave it in place until the end of your shift. This applies to settings in which staff are working with the same consumers throughout the shift. In settings such as Horizon Home, Emergency Services, where staff are dealing with many different consumers, KN95 respirators need only been worn when caring for consumers with respiratory symptoms, fever, or COVID-19 diagnosis, as above.
 - Make sure you eat and drink before coming to work to avoid becoming dehydrated or overly hungry.
 - Whenever possible, during your lunch and formal breaks, you should leave your work area and go to your vehicle or a space designated by your supervisor where there are no other people in order to eat or drink.
 - If you are wearing a face mask (whether a medical mask or N95, as above, or a cloth mask, as below) at work, you should remove it only when absolutely necessary. Do not touch the outside of the mask. If you do, immediately perform hand hygiene.
 - If you must remove your mask during your shift, place a clean paper towel on a flat surface, then place the mask inside a paper bag with your name labeled on the bag onto while you are not wearing it. Perform hand hygiene immediately after removing your mask and immediately after re-donning it.
 - Staff with long hair should consider wearing it pulled back at work. This generally makes donning and doffing (removing) a mask much easier, and it decreases the chances of dragging your hair across the outside of the mask and contaminating your hair

D. Additional Guidance on Cloth Masks/Face Coverings

- Cloth masks/face coverings do not take the place of medical masks, KN-95 or N95

respirators when current protocols, as above, state that those types of masks are required to be worn.

- Cloth masks/face coverings are not intended to, nor do they, protect the wearer. They are intended to decrease the spread of respiratory droplets that could contain the COVID-19 virus when the wearer of the mask coughs, sneezes, speaks, or breathes.
- Safe cloth mask/face covering use guidance:
 - Put on your mask/cloth face covering when you leave your home and, as much as possible, do not remove it until you return to your home.
 - If driving in a private vehicle either alone or only with members of your immediate household, you may choose to put on your mask when you leave your vehicle to start work and remove it when you return to your vehicle at the end of your shift.
 - Do not touch the outside of the mask at any time. If you must remove your mask, you should either place it outside surface down onto a clean paper towel or carefully fold it on itself with the outside surfaces touching, then place it in a paper bag, to prevent spreading potential contamination.
 - Individuals should be careful not to touch their eyes, nose and/or mouth when removing their cloth mask/face covering and should perform hand hygiene immediately after removing the mask/face covering.
 - Cloth masks/face coverings should be routinely washed depending on the frequency of use. Preferably, a cloth mask or face covering should be worn only for a single day before it is washed. A washing machine on high temperature setting with standard detergent should suffice in properly washing a cloth face covering.

E. Other PPE

Face Shields

- **In circumstances where agency provided face shields are suggested or required, the following guidance should be followed:**
 - Face shields are not meant to function as primary respiratory protection and should be used concurrently with a surgical mask, KN-95, or N-95 respirator as established in the [mask usage protocols](#).
 - A face shield should be dedicated to one staff person.
 - Carefully remove a face shield by grabbing the strap and pulling upwards and away from head. Do not touch the front of face shield.
 - Staff should take care not to touch their face shield. If they touch or adjust their face shield they must immediately perform hand hygiene.
- **Face shield reuse guidance:**
 - Face shields should be cleaned after each use, immediately if visibly soiled, and at least daily after each shift.
 - While wearing gloves, carefully wipe the inside, followed by the outside of the face shield or goggles using a clean cloth saturated with neutral detergent solution or cleaner wipe.
 - Carefully wipe the outside of the face shield using a wipe or clean cloth saturated with EPA-registered hospital disinfectant solution.
 - Wipe the outside of face shield with clean water or alcohol to remove residue.
 - Fully dry (air dry or use clean absorbent towels).
 - Remove gloves and perform hand hygiene.
 - After drying, a face shield should be stored in a transparent plastic container (baggie) and labeled with the staff person's name to prevent accidental sharing.
 - Face shields should be closely examined prior to each reuse to ensure the integrity of the foam pad, elastic strap, and clarity of the visor and be discarded if damaged.

Section 3: Screening

A. Screening of Staff/Consumer/Visitor Entering BABHA Facility

- **Staff Entering BABHA Facility**

- Follow the steps in the linked [Staff Screening Tool](#). This includes Arenac Staff.
- Any staff performing a face to face contact or entering a BABH facility is required to register for the Bay County Health Department COVID-19 Symptom Surveillance Program and report COVID-19 symptoms twice daily if identified when performing self-screening, including once before each shift.
- To register staff should copy and paste the link into web browser and follow instructions which currently include reporting twice daily: <https://tinyurl.com/bchd-covid19-hcw-forms>
- If the staff person answers all screening questions “No”, they may then proceed into the building.
- All staff will be provided a medical mask at screening stations upon request as needed, for use on-site. Unless otherwise required through established protocol, if staff prefer to wear their own cloth face covering instead of the provided medical mask, they may do so, but must adhere to the CDC cloth face covering guidance: [Click to View CDC Cloth Face Covering Guidance](#); [Click to View the BABHA Mask Protocol](#)
- If the staff person answers any screening question “Yes” for the initial or second screening, then the staff will do as follows:
 - Read the script at the bottom of the screening tool to further direct staff,
 - Contact the supervisor to inform them of the positive screen, and do not proceed until direction is received from supervisor.

- **Staff Going In-Person, Off-Site**

- Follow the steps in the linked [Staff Screening Tool](#). This includes Arenac Staff.
- Any staff performing a face to face contact or entering a BABH facility is required to register for the Bay County Health Department COVID-19 Symptom Surveillance Program and report COVID-19 symptoms twice daily if identified when performing self-screening, including once before each shift (only when providing face to face visit).
- To register staff should copy and paste the link into web browser and follow instructions which currently include reporting twice daily: <https://tinyurl.com/bchd-covid19-hcw-forms>
- If a need to meet with a consumer in-person, off-site is identified, staff will first complete the appropriate consumer screening over the phone with the consumer.
- The staff person will then call their immediate supervisor to consult regarding medical necessity of the face to face contact.
- Staff should check with their Supervisor prior to making any face to face visit to discuss medical necessity and ensure staff has the necessary PPE.

B. Screening of Consumers or Visitors

- **Consumer or Visitor Entering BABHA Facility**

- Use the linked screening tool: [Consumer On-Site Screening Tool](#).
- Screening will be completed verbally unless other methods are required due to consumer or visitor special needs.
- Each site will have a trained designated screener (can be receptionist, manager, etc.).
- The designated screener will ask each visitor or consumer entering the building the questions on the screening tool.

If the visitor or consumer answers all screening questions “No”, then they will proceed normally.

- If visitor or consumer does not have an appropriate mask/face covering offer one. Refer to the [BABHA Mask Protocol](#) for more detail.
- If the visitor or consumer answers any screening question “Yes”, then the designated screener will do as follows:
 - Give the visitor or consumer a mask,
 - If a consumer answers “Yes”, Call 989-895-2200 and ask to speak to a nurse to facilitate additional screening between the Nurse and the consumer after hours call 989-545-2821 to speak to the Nursing Manager.
 - OR, refer the consumer to the on-site Nurse for additional screening.

2. Consumer Meeting In-Person, Off-Site

- Use the linked screening tool: [Consumer Meeting In-Person, Off-Site Screening Tool](#).
- Screening will be completed verbally unless other methods are required due to consumer or visitor special needs.
- If the need to meet a consumer in-person, off-site is identified, staff will complete the appropriate consumer screening tool over the phone with the consumer.
- After completing the screening, the staff person will follow-up with their supervisor to determine next steps.

Optional Step: The staff person or supervisor may contact a clinic nurse or Nursing Manager at 989-895-2200 to determine next steps.

Section 4: Exposure Protocols – BABHA

A. Employees

- **With Symptoms, Diagnosis, or Positive Test**

- If an Employee does not pass screening, the employee must report to their Supervisor or HR that they have a symptoms or diagnosis of COVID-19. The Supervisor should then complete the [Employee Illness Form](#)
- In filling out the Employee Illness Form, the Supervisor will contact the employee and ask the following questions:
 - When did your symptoms begin? (*Management must not ask the employee what their symptoms are as this is PHI.*)
 - Please share with me, who have you interacted with (staff and/or consumers) from today and back to forty-eight (48) hours prior to the onset of your symptoms?
 - Did you have close contact (i.e. less than six (6) feet) with the individuals named from today and back to forty-eight (48) hours prior to the onset of your symptoms?
- Supervisor will ask the employee to follow up with their healthcare provider and advise that they may call the **MI COVID-19 hotline, 888-535- 6136**.
- Supervisor will log the conversation.
- Remote Worker:
 - If staff will be unavailable to work remotely, as of day four, HR will initiate the Leave Status Change/FMLA.
 - To return to remote work the employee must have supervisor approval.
- On-Site Worker:
 - If possible and desired, reassign to remote work.
 - An employee that is having any symptoms while at work will be sent home or to other location to isolate.
 - If reassignment is not an option, staff will be placed on leave; as of day four, HR will initiate the Leave Status Change.
 - To return to in-person work, staff must continue to work with HR who will follow the current CDC and local Health Department guidelines. ([Return to Work Criteria with Confirmed or Suspected COVID-19](#))
- Employee who has a positive COVID-19 diagnosis will notify Human Resources immediately and:
 - Follow [Consumer Exposure Notification](#) protocol.
 - Follow [Employee Exposure Notification](#) protocol.
 - HR will notify the Health Department of the positive result within 24 hours.

B. Consumers

- **Consumer With Symptoms - In Residential/Supported Living Setting**

- Care for the consumer:
 - Request that they wear a medical mask.
 - Isolate consumer as much as possible from all other residents.
 - Ideally, have consumer remain in their private room with the door closed.
 - Monitor other residents and staff for symptoms.
 - Keep consumer and other residents in the home.
- House Manager or designee will determine the following:
 - Identify when the consumer's symptoms began.
 - Identify who the consumer had close contact (i.e. less than six (6) feet), with (staff and/or consumers) from today and back to forty- eight (48) hours prior to the onset of the consumer's symptoms.

- House Manager or designee will contact consumer's guardian, if applicable.
- House Manager or designees will contact consumer's Primary Care Physician, identify that the consumer is living in a congregate setting and request the consideration of a COVID-19 test.
 - If the Doctor does not order test, notify BABHA Supervisor who will consult with the BABHA Medical Director.
 - If the Doctor orders a COVID-19 test, the Home Manager or designee will:
 - Notify (within 12 hours) all employees who work in the home.
 - Based on the date/time of the Doctor order for the COVID-19 test, appropriate enhanced pay shall apply for employees in the home.
 - Notify Supervisor.
 - Email Nursing Manager svanparis@babha.org the consumer's name and case number and report the symptoms.
 - Update the consumer's Medical record in Phoenix alerting Access and Emergency Services of the test ordered in response to symptoms in the event the consumer needs to go to ES.
 - Follow the [Caring for Medically Suspected/Known COVID protocol](#).
 - If test is positive:
 - ✓ Consult with Supervisor to coordinate contact with the local health department and follow their guidance regarding need for a quarantine of the facility or other public health orders.
 - ✓ Follow the [Consumer Exposure Notification Protocol](#).
 - ✓ Notify HR of positive COVID-19 test result. HR will then follow the [Employee Exposure Notification Protocol](#).
 - ✓ Update the consumer's medical; record in Phoenix alerting Emergency Services (CS) to the positive test in the event the consumer needs to go to CS.

2. Consumer With Symptoms - Not in Residential Setting

- Case Manager will:
 - Assist as needed with connection to healthcare provider and health department resources.
 - Consult with the BABHA Nurse line, if needed, to evaluate the need for emergency response.
 - Contact consumer's guardian, if applicable.
 - Suggest that the consumer/guardian contact consumer's Primary Care Physician, and request the consideration of a COVID-19 test.
 - Identify when the consumer's symptoms began.
 - Identify who the consumer had close contact (i.e. less than six (6) feet), with (staff and/or consumers) from today and back to forty- eight (48) hours prior to the onset of the consumer's symptoms.
 - Request that consumer/guardian notify the case manager if a test is ordered.
 - If the Doctor orders a COVID-19 test:
 - Notify their Supervisor.

- Update the consumer's medical record in Phoenix and send Phoenix message to ancillary staff to the positive test or diagnosis.
 - Follow the [Caring for Individual with Medically Suspected/Known COVID-19 protocol](#).
- If the COVID-19 test is positive:
 - Follow the [Consumer Exposure Notification Protocol](#).
 - Notify HR of positive COVID-19 test. HR will follow the [Employee Exposure Notification Protocol](#) if Employees were exposed.
- Update the consumer's medical record in Phoenix and send Phoenix message to ancillary staff to the positive test or diagnosis.
- Follow up with the consumer and/or guardian via telephone or telehealth to determine the appropriate frequency of contact to stabilize behavioral health concerns and the need for regular contact with our BABHA Nursing Manager.
- Continue to report the consumer's status to their manager.

C. Caring for Individual with Medically Suspected or Known COVID-19

- Staff should follow BABH's [Respiratory Protection Program Requirements](#) and required training.
- In all situations where staff are caring for individuals with medically suspected or known COVID-19, available Personal Protective Equipment (PPE) will be used while providing care. This includes, N-95/KN95 respirators (when available), gloves, gowns, safety goggles or face shields.
- If a staff member is working at a site caring for an individual or individuals with medically suspected or known COVID-19, every effort will be made to maintain consistent staffing at that site and avoid the need to send staff to multiple sites over the course of a day.
- If staffing shortages necessitate staff working at multiple sites over the course of the day, efforts will be made to avoid having staff work at a site caring for individuals with medically suspected or known COVID-19 immediately followed by working in a site that is not currently caring for individuals with medically suspected or known COVID-19.
- If staffing needs make it unavoidable and a staff member must go from a site where they are caring for individuals with medically suspected or known COVID-19 to another, PPE used at the first site should be disposed of properly and new PPE donned and worn while working in the new site.
 - [CDC Resource: Use PPE When Caring for Patients with Confirmed or Suspected COVID19](#)
 - [CDC Resource: Sequence for Putting On PPE](#)
 - [CDC Resource: Using Personal Protective Equipment](#)
- All staff will be screened prior to entry at each site they work at each day and are expected to follow prevention strategies such as adhering to social distancing, frequent handwashing or use of hand sanitizer, avoid touching their face, and proper use of masks and other PPE.

- The following best practice precautions should be taken by all staff providing face to face care with consumers when preparing to return home and must be followed if providing care to individuals with medically suspected or known COVID-19:
 - Wash your hands just before you leave your worksite and consider sanitizing your hands when you reach your vehicle.
 - Wash your hands as soon as you get home and sanitize any surfaces you touched prior to washing your hands.
 - When you return home, consider leaving your shoes at your door and change into other shoes. Immediately take off your work clothes, place them in the washer, and launder them. Be sure to wash your hands after removing your clothes and wipe down your washer if you touched it with un-sanitized hands.
 - If laundering your clothes immediately is not practical, place your clothes into a plastic bag and close it. When ready to launder, place the dirty clothes into the washer then throw away the plastic bag.
 - Consider showering immediately after returning home from work. We simply don't know enough yet about SARS-CoV-2, the virus that causes COVID-19, to know how long it survives on surfaces like hair.
 - Sanitize frequently touched surfaces in your home regularly.
 - If you live with someone who is at particular risk of severe illness should they be exposed to COVID-19, consider implementing as much social distancing as possible in your own home. This may mean sleeping in a different bedroom, eating at different times, asking another household member to assume all care of a vulnerable person for whom care is normally shared, or many other things – everyone's situation is different.

D. BABH Temporary Pandemic Protocol- Non-Essential Travel

- BABH has established the following protocol to protect employees, persons served and community stakeholders. Employees are strongly encouraged to limit their individual risk for the safety of their co-workers and the people we serve
- Traveling during a pandemic involves increased exposure for contracting and spreading COVID-19. Increased contact with larger number of persons who may be infected in venues such as airports, train stations, bus terminals, conferences, events, etc. may increase the chances of contracting COVID 19. No geographical area is free from the COVID-19 outbreak, although not all areas are restricted for travel. Please keep in mind, *traveling* to visit family or friends may be especially dangerous if members of your household are more susceptible and likely to get very ill from COVID-19.
- So that BABH may assess risks to co-workers and the people we serve, as well as determine the possible necessity of post-travel quarantine or other risk mitigation measures, BABH requests any person traveling outside of their normal home and/or work county to check the CDC list of high risk areas prior to departing and inform their supervisor of such travel. The CDC list of such areas may be found here:
<https://wwwnc.cdc.gov/travel/notices/warning/coronavirus-global>
- Travel to areas experiencing a significant outbreak** may result in mandatory self-quarantine with or without pay as determined by the employer (and/or based on availability of banked ETO).

- Per the BCHD Emergency Order 2020-3: **Significant outbreak areas include: any area/state with a positive test rate higher than 10 per 100,000 residents (i.e. 10% test positivity rate) over a seven day rolling average, as specified by Johns Hopkins University; (b) any country subject to an applicable CDC level 3 Travel Health Notice, with widespread ongoing transmission; and/or other areas of restricted travel identified by MDHHS or BCHD

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- In addition to the duty to report high risk travel, the following protocol applies to all employees who choose to travel for non-essential reasons for any period of time (collectively, "Returning Employees"). This protocol may be revised based upon changing circumstances:
- For the purposes of this protocol 'travel' refers to any destination that an employee is visiting outside of Bay and Arenac Counties, or their home county while on ETO or during an employee's personal unpaid time.
- **Prior to travel** it is the responsibility of the employee to:
 - Check the MI Safe Start Map at www.mistartmap.info to ensure the desired travel destination is not identified as high risk.
 - Check online prior to and after returning from a location to ensure that their travel destination is not designated by the CDC as high risk. **Check the CDC links below for additional information on travel and suggested practices.** *This information is subject to change without prior notice, including after the employee has departed for their destination.*
 - **Travel to a high risk area or other travel** may result in the 14-day mandatory self-quarantine for Returning Employees. *This is especially true if there is evidence of a resurgence of COVID-19 in the travel area or if recommended by the CDC or the County Health Officer.*
 - This link <https://wwwnc.cdc.gov/travel/notices> has information related to travel advisory areas around the globe where there is **widespread transmission**.
 - This link has the information on considerations for U.S. Travel: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>
 - This link has the information for international travel when permissible per CDC recommendations: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>
- Any BABH employee that is intending to travel will read this protocol and assure that the risks of traveling and risk of potential mandatory 14-day quarantine and associated travel risks are understood. Employees who are able to work remote may continue to do so with supervisory approval during a period of self-quarantine. Employees who are not able to work remotely will be required to use banked ETO and/or request approval for leave without pay.
- **Prior to returning to work** from travel:
 - *Returning Employees must self-screen and call the Supervisor if they answered 'Yes' to any self-screening questions*
 - *Returning Employees may be required by BABH to remain out of the office for fourteen (14) calendar days from the date the employee returned, as deemed necessary by BABH based upon CDC and other guidance of state and local health authorities.*
 - *Returning Employees should monitor their symptoms for 14 days and if they become ill and need to seek medical care, they should call ahead to their doctor's office and inform them of their recent travel or potential exposure and follow BABH's [Employee Exposure Notification Protocol](#)*
- **Employee Self Screening Upon Return from Traveling**

To protect persons served and other employees: If the Returning Employee becomes aware of the following circumstances after travel, they will inform their supervisor and not report to work, or if already at a work location will go home ASAP and report immediately to their supervisor:

1. A location that the Returning Employee visited while traveling (restaurant, grocery store, shopping center, amusement park, etc.) was closed due to COVID-19 shortly (within 48-72 hours) after the employee visited.
2. Someone that the employee was in close contact with while traveling is now COVID positive or symptomatic (48-72 hours after the employee had contact with the individual.)
3. Reports of an outbreak at a venue that the employee visited while traveling. (Within 48-72 hours of the employee's visit)
4. Reports of an outbreak on public transportation (air travel, bus, train, etc.) that the employee used during travel. (Within 48-72 hours of the employee's visit)

Potential 14-day quarantine upon return:

- If an employee is traveling to a CDC Warning Level 3 advisory area or where the CDC mandates a 14-day quarantine.
- If an employee is traveling to a high-risk area or venue or otherwise may have been exposed in the opinion of the CDC or local Health Department.

If an employee answered yes to any of the screening questions.

- *BABH does not currently require all Returning Employees to be tested. However, testing for COVID 19 may be required at the discretion of BABH. If the Returning Employee is required to quarantine and chooses seek testing of their own volition and tests negative, he or she may be allowed to return to work prior to the end of the 14-day self- quarantine period.*
- *Returning Employees may also be required to provide medical certification that they are cleared to return to work, based on results of self-screening and/or COVID 19 testing. BABH HR Director or designee will notify employees of any additional return to work requirements.*

Certain paid leave benefits may be available to quarantining employees. However, if exhausted, such leave in order to quarantine may be granted as ETO or be unpaid if qualified.

Section 5: Exposure Protocols – Contracted Residential/Supported Living Providers

A. Direction for BABHA Residential (Or Other Related) Supervisors

- If a consumer has medically suspected or confirmed diagnosis of COVID-19 and resides at a contracted residential or supported living site:
 - Provider should contact the consumer's case manager and the Nursing Manager and/or Director of Integrated Services ASAP.
 - If any other BABHA staff are notified by the provider, they should refer the provider to the notify Nursing Manager or Director of Integrated Services.
- BABHA Nursing Manager or Director of Integrated Care should do as follows:
 - Ask the provider about their access to PPE and their ability to use the PPE.
 - If any BABHA employees were identified by the provider as being exposed to someone with a medical diagnosis of COVID-19, email bsmith@babha.org or mspellerberg@babha.org to report staff exposure and follow the [Employee Exposure Notification Protocol](#).
 - Email svanparis@babha.org to report the medically suspected or confirmed diagnosis of COVID-19.
 - Update the consumer's medical record in Phoenix alerting Emergency Services of the medically suspected or confirmed diagnosis in the event the consumer needs to go to ES. If testing is completed in response to symptoms, update the medical record with test results accordingly.
 - Consider daily follow-up with the provider to check-in and ensure notifications have been made, assess supply of PPE, inquire how the consumer is doing, monitor the symptoms of other consumers or staff, and to help manage staffing issues (follow-up can be completed by the clinical programs and/or by the appropriate BABH Clinical Director.).

B. Direction for Contracted Residential/Supported Living Providers

- If consumer (any individual) has medically suspected or confirmed diagnosis of COVID-19 and resides at a contracted residential site or supported living:
 - Provider should contact the consumer's assigned home nurse or Nursing manager, the case manager and the applicable BABH Supervisor ASAP.
- **Provider should then do as follows:**
 - Follow protocols as outlined in their COVID-19 plan around sanitation, use of PPE, and staff guidelines, etc., including:
 - To provide service to the consumer:
 - Request that they wear a medical mask.
 - Isolate consumer as much as possible from all other residents.
 - Ideally, have consumer remain in their private room with the door closed.
 - Monitor other residents and staff for symptoms.
 - Keep consumer and other residents in the home.
 - Determine the following:
 - Identify when the consumer's symptoms began.

- Identify who the consumer may have had close contact (less than six (6) feet for more than a few minutes) with (staff and consumers) from today and back to forty-eight (48) hours prior to the onset of their symptoms.
- Contact the guardian of the symptomatic consumer, if applicable.
- Contact the Primary Care Physician of the symptomatic consumer, identify that the consumer is living in a congregate setting and request the consideration of a COVID-19 test.
 - If the Doctor does not order test, notify the BABHA Supervisor who may consult with the BABHA Medical Director.
 - Please refer
 - If a COVID-19 test is recommended or completed:
 - ✓ Notify the BABHA Director of Integrated Services (or designee),
 - ✓ Follow the [Caring for Individual with Medically Suspected or Known COVID-19 protocol](#).
 - If the COVID-19 test is positive:
 - ✓ Notify the BABHA Nursing Manager and appropriate Director of Integrated Services (or designee) of positive test.
 - ✓ Contact the local health department and follow their guidance regarding need for a quarantine of the facility or other public health orders.
 - ✓ Notify the other residents and/or their guardians of a potential exposure.
 - ✓ Notify the impacted employees of a possible exposure and request that employees self-monitor for symptoms. If they have symptoms they need to stay home and contact a healthcare provider. Also, provide **the MI COVID-19 hotline 888-535-6136**.
 - ✓ Notify the BABHA Director of Integrated Services (or designee) if any BABHA staff were in contact with the consumer in the past 48 hours (nurse, case manager, etc. who may have come to home).
 - ✓ Monitor other residents and staff for symptoms and notify case managers and the appropriate Supervisor and BABHA Director of Integrated Services if any other BABH consumer begins to show symptoms.
 - ✓ If the consumer or other residents leave the facility, the provider will follow any guidance given by the health department or the consumer's medical provider regarding notification.

Attachments:
Screening Tool – Of Consumer Entering Facility On-Site

Three questions asked by NON-Medical Staff person:

1. What are you here for today?
2. Do you have any fever, cough, or flu-like symptoms today or in past 24 hours?
3. Have you had contact with anyone who is ill?

If answer is **YES** to 2 or 3:

- ☐ If Nurse On-Site: Refer to Nurse on-site for phase two questions. Give person a mask. Refer to the [consumer mask protocol](#) if the consumer refuses to wear a mask.
- ☐ If **NO** Nurse On-Site: Call the Nursing Manager at 989-545-2821 for phase two questions. Give person a mask. Have individual sit at least six feet from others in the waiting area.

Screening Tool – Of Consumer for Meeting In-Person-OFF Site

If meeting in the consumer's home, screening questions should be asked for anyone currently living in the home. If meeting in the community, screening questions should be asked of anyone who will be participating in the meeting.

Details to Establish Before Meeting:

- Maintain Social Distancing (6-feet)
 - Discuss where you will meet and what options are available. Try to identify spaces where social distancing can be maintained such as a porch, park, or larger room.
 - Ask who will be present at the meeting and try to minimize the number of people.
 - Develop a plan with the consumer/family to best manage social distance and consider challenges specific to each consumer/family (will small children be present, etc.).
- Masks/Face Coverings & Face Shields
 - Make sure the consumer knows you will be wearing a mask and may be wearing a face shield. Talk with the family about the need for face coverings.
 - If preferred, staff may wear their own face covering instead of the BABHA issued mask if a distance of 6-feet can be maintained during the meeting.
 - Staff may wear a face shield in addition to their mask if it is determined that 6-distance cannot be maintained.
 - Ask if they and others present during the meeting have masks/face coverings and if they will be wearing them.
 - If the consumer or others present do not have masks/face coverings staff can provide BABHA issued face coverings for use during the meeting.
 - If the consumer or others present refuse to wear a mask, explain why wearing a mask is important and discuss their concern. If refusal continues, but the consumer and others present do not answer "Yes" to any screening questions, proceed with the in-person meeting and ensure that a social distance of 6-feet is maintained throughout the meeting.
 - Consider consultation with Supervisor or Nurse Manager, as needed.
 - Infants, children under two years of age, and anyone unable to remove their own face covering, should not wear a face covering.

Screening Questions:

1. Have you (or anyone else in your home) in the last 24 hours experienced any of the following symptoms?
 - Fever > 100.4* or feeling like you have a fever? __Yes __ No
** If an employee does not own a thermometer and one is not available, they may report whether or not they have felt feverish.*
 - New Cough? __Yes __ No
 - Shortness of breath/breathing difficulties? __Yes __ No
2. In the last 14 days, have you (or anyone else in your home) been in close contact (face-to face contact within 6 feet) with someone who has tested positive for COVID-19? __Yes __No

If **YES** to any of the above items, consult as follows:

- Contact Supervisor to sort through the steps to address their behavioral need.
- Optional Step: Contact the Clinic Nurse to help you sort next steps
 - (989-895-2200) 8-5 M-F
 - (989-545-2821) After hours to speak with the Nursing Manager

Additional Notes:

- During the course of a visit, if someone shows symptoms, quickly triage the situation and conclude the community or homebased meeting. If more time is needed, call the consumer from your car to continue to triage and make a safety plan and identify next steps. Consult with your supervisor to sort through the steps to address their behavioral need.
- If the consumer or someone else in their home answers "Yes" to screening questions and the consumer presents urgent mental health needs that include imminent risk to self or others, you may need to direct them to McLaren or alternate Emergency Department. If you are aware that a consumer is going to the ED with imminent risk to self or others, the supervisor will contact the Emergency Services Supervisor to determine next steps to assess behavioral health needs.

Screening Tool – Of Staff – All Purposes

1. In the last 24 hours have you experienced any of the following symptoms?
 - Fever > 100.4 or feeling like you have a fever? ☐ Yes ☐ No
 - New or worsening cough? ☐ Yes ☐ No
 - Shortness of breath/breathing difficulties? ☐ Yes ☐ No

 - Diarrhea without known medical cause? ☐ Yes ☐ No
 - Or two (2) or more of the following: ☐ Yes ☐ No
 - Sore throat?
 - Chills?
 - Muscle aches?
 - Headache?
 - Loss of taste or smell?

2. In the last 14 days, have you been in close contact (face-to-face contact within 6 feet) with someone who has tested positive for COVID-19? ☐ Yes ☐ No

3. In the last 14 days, have you traveled outside of Michigan or internationally? ☐ Yes ☐ No

If **YES** to number #1 or #3, call your supervisor, return home, follow CDC guidelines and follow up with your Primary Care Provider as needed. CDC guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html> and <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>

If **YES** to number #2, and answered **NO** to #1 and #3, notify your supervisor, follow the [Employee Exposure Protocol](#), and wear a BABHA issued medical mask while at work for the next 14 days. Self-monitor for symptoms and do not report to work if you experience any symptoms of illness.

BABH Face Covering/Mask Protocols Quick Reference

No Face Covering:

- If you are alone at your desk in an office or cubicle & 6-feet distance is maintained

Cloth Face Covering – Staff can choose to wear their own cloth face covering in these situations, but can obtain a BABH issued surgical mask at screening upon request as available:

- Navigating around the building, no direct contact anticipated
- Working with non-symptomatic consumer & 6-feet distance is maintained

Medical Mask:

- 24/7 Programs –Residential and Supported Living sites
- Working with non-symptomatic consumer & contact is closer than 6-feet
- Face shield may also be worn at the discretion of staff; strongly consider if contact with body fluids or splashing is likely and/or small children are present.

Respirator (N-95/KN-95) and Face Shield:

- Note* Due to N-95 shortages worldwide BABH is following CDC guidelines for PPE conservation strategies, thus N-95 respirators should be reserved for staff working with COVID positive consumers.
- Working with consumer who answers “Yes” to any screening question or diagnosed with COVID-19 & 6-feet distance is maintained
- When nurse is providing injections to a consumer, even when asymptomatic and negative screen. (gloves always required for injections)

Respirator and Full PPE – *Full PPE includes face shield, gloves, and gown:*

- Working with consumer who answers “Yes” to any screening question or diagnosed with COVID-19 & contact is closer than 6-feet
- **If person has tested positive- N-95** should be worn unless unavailable due to supply shortages.
- **KN-95** may be worn if the person has tested COVID positive, but only if there are no N-95’s available. KN-95 may also be worn if consumer has answered yes to screening questions and not able to maintain 6 feet if person has NOT tested positive and is NOT symptomatic. And as long as there are no N-95 available.
- Medical mask may be worn with full PPE as a last resort if respirators are unavailable due to supply shortages.

Mask Use Tips:

- While wearing a mask, do not touch the outside of the mask at any time. If you do, immediately perform hand hygiene.
- If you remove your mask, place a clean paper towel on a flat surface, then place the mask, outside surface down, on the paper towel. Perform hand hygiene immediately before and after removing your mask and immediately after putting it back on.

Consumer/Others Face Covering Use:

- Consumers on-site at BABH facilities or participating in community or homebased meetings will be asked to wear face coverings, unless unable to wear a face covering for medical reasons.
- If a consumer or others present at a meeting refuse to wear a mask, explain why wearing a mask is important and discuss their concern. If refusal continues, but the consumer and others present do not answer “Yes” to any screening questions, proceed with the in-person meeting and ensure that a social distance of 6-feet is maintained throughout the meeting.

Face covering, mask, and other PPE usage protocols are based on the most current guidance from the CDC, the State of Michigan and local Health Departments.

Exposure Protocol Checklists for Managers/Supervisors – Version 1, Updated 5-27-20

	Employee	Consumer – Not in Residential	Consumer – Res. or Supported Living Setting
Reports Contact w/ Someone w/ Positive COVID-19 Diagnosis or Test	<input type="checkbox"/> If contact was outside of work: <ul style="list-style-type: none"> <input type="checkbox"/> Consider reassignment to remote work <input type="checkbox"/> If on-site work is required, instruct staff to monitor days from exposure, wear a mask, and participate w/ screening protocols closely for symptoms for 14-days from the exposure 	<input type="checkbox"/> If contact was not while receiving services: <ul style="list-style-type: none"> <input type="checkbox"/> Notify consumer/guardian (as appropriate) <input type="checkbox"/> Provide MI COVID hotline, 888-535-6136 <input type="checkbox"/> If meeting in-person, ask that they wear a surgical mask and maintain 6-feet of social distance <input type="checkbox"/> Advise that they pay attention for any symptoms for 14-days from the exposure 	<input type="checkbox"/> If contact was not while receiving services: <ul style="list-style-type: none"> <input type="checkbox"/> Notify consumer/guardian (as appropriate) <input type="checkbox"/> Provide MI COVID hotline, 888-535-6136 <input type="checkbox"/> Ask that they wear a surgical mask and maintain 6-feet of social distance <input type="checkbox"/> Advise that they pay attention for any symptoms for 14-days from the exposure
With Symptoms of COVID-19	<input type="checkbox"/> Ask the employee to follow-up w/ their healthcare provider and advise they may call the MI COVID-19 hotline, 888-535-6136 <input type="checkbox"/> Identify and document when their symptoms began by filling out the Employee Illness form <input type="checkbox"/> Identify and document who they had recent, close contact with (staff or consumer, within 6 feet, in the past 48 hours prior to symptom onset) on the Employee Illness form <input type="checkbox"/> If working remotely, work with HR to determine when in-person work is allowed. <input type="checkbox"/> If working on-site <ul style="list-style-type: none"> <input type="checkbox"/> Staff should not work on site with symptoms, consider reassignment to remote work. <input type="checkbox"/> Work with HR to determine when in-person work is allowed. 	<input type="checkbox"/> Ensure the consumer/guardian contact the consumer's Primary Care Physician and request the consideration of COVID-19 test. <input type="checkbox"/> If meeting in-person, ask that they wear a surgical mask and maintain 6-feet of social distance. <input type="checkbox"/> Contact consumer's guardian, if applicable. <input type="checkbox"/> Identify and document when the consumer's symptoms began. <input type="checkbox"/> Identify and document who they had recent, close contact with (staff or consumer, within 6 feet, in the past 48 hours prior to symptom onset). <input type="checkbox"/> Request that the consumer/guardian notify the case manager if a test is ordered and the results. <input type="checkbox"/> Notify supervisor. <input type="checkbox"/> If the doctor orders a COVID-19 test: <ul style="list-style-type: none"> <input type="checkbox"/> Email svanparis@babha.org the consumer's name, case number, and report the symptoms <input type="checkbox"/> Update the consumer's Phoenix record, alerting Supervisor and Nursing Manager of the test ordered in response to symptoms. 	<input type="checkbox"/> Care for the consumer and take safety precautions as identified in protocol. <input type="checkbox"/> Identify and document when the consumer's symptoms began. <input type="checkbox"/> Identify and document who they had recent, close contact with (staff or consumer, within 6 feet, in the past 48 hours prior to symptom onset) <input type="checkbox"/> Contact the consumer's guardian, if applicable. <input type="checkbox"/> Notify supervisor. <input type="checkbox"/> Contact the consumer's Primary Care Physician, identify that the consumer is living in a congregate setting and request the consideration of a COVID-19 test. <ul style="list-style-type: none"> <input type="checkbox"/> If the doctor does not order test, notify supervisor who will consult with the medical director. <input type="checkbox"/> If the doctor orders a test: <ul style="list-style-type: none"> <input type="checkbox"/> Notify (w/in 12 hours) all employees who work in the home. <input type="checkbox"/> Email svanparis@babha.org the consumer's name, case number, and report the symptoms. <input type="checkbox"/> Update the consumer's Phoenix record, alerting Supervisor and Nursing Manager of the test ordered in response to symptoms. Follow the Caring for Medically Suspected/Known COVID protocol.
With Positive COVID-19 Diagnosis or Test	<input type="checkbox"/> Follow steps above re: Employees w/ Symptoms of COVID-19, if not already complete. <input type="checkbox"/> Report to HR and HR will follow the Employee Exposure Notification protocol. <input type="checkbox"/> Notify consumers and their guardians who may have been exposed: <ul style="list-style-type: none"> <input type="checkbox"/> Provide them w/ the MI COVID-19 hotline, 888-535-6136 <input type="checkbox"/> Send employees and consumers that have had close contact 48 hours prior to onset the Consumer Exposure Letter 	<input type="checkbox"/> Follow steps above re: Consumer – Not in Res. w/ Symptoms of COVID-19, if not already complete. <input type="checkbox"/> Notify consumers and their guardians who may have been exposed: <ul style="list-style-type: none"> <input type="checkbox"/> Provide them w/ the MI COVID-19 hotline, 888-535-6136 <input type="checkbox"/> Send the Consumer Exposure Letter <input type="checkbox"/> Let staff know if they were exposed, report to HR and HR will follow the Employee Exposure Notification protocol. <input type="checkbox"/> Update the consumer's Phoenix record and send Phoenix message to ancillary staff to the positive test or diagnosis. 	<input type="checkbox"/> Follow steps above re: Consumer – In Res. w/ Symptoms of COVID-19, if not already complete. <input type="checkbox"/> Consult with Nursing Manager to coordinate contact with the local health department. <input type="checkbox"/> Notify consumers and their guardians who may have been exposed: <ul style="list-style-type: none"> <input type="checkbox"/> Provide them w/ the MI COVID-19 hotline, 888-535-6136 <input type="checkbox"/> Send the Consumer Exposure Letter <input type="checkbox"/> Let staff know if they were exposed, report to HR and HR will follow the Employee Exposure Notification protocol. <input type="checkbox"/> Update the consumer's Phoenix record and send Phoenix message to ancillary staff to the positive test or diagnosis.

COVID-19 Employee Illness Form



COVID-19 Employee Illness Form (Symptoms or COVID-19 Testing)

The safety of our employees, consumers, community partners and their families remain Bay Arenac Behavioral Health priority. To reduce the potential risk of exposure to our workforce and consumers, we are requesting management complete this form.

If an Employee reports they are symptomatic or have been diagnosed with COVID-19, management will submit this completed form to HR.

Employee Name: _____ Job Title: _____
Supervisor: _____ Contact Phone #: _____

1. When did the Employee's symptoms begin? _____

Management must not ask the employee what their symptoms are as this is PHI.

2. Did the Employee interact with staff and/or consumers in the (48) hours prior to the onset of your symptoms? ☐ Yes ☐ No

3. Did the Employee have close contact (i.e. face to face, less than six (6) feet for more than a 15 minutes) with staff or consumers in the (48) hours prior to the onset of your symptoms?

☐ Yes ☐ No

If Yes, please list who:

4. Can the Employee work remotely? ☐ Yes ☐ No

Positive COVID-19 diagnosis: HR will notify impacted employees and Clinical Management will notify impacted consumers and their guardians of a possible exposure.

- HR Email: bsmith@babha.org or mspellerberg@babha.org
- Nurse Manager Sarah Van Paris: 989-895-2292, After Hours: 989-545-2821
- MI COVID-19 Hotline: 888-535-6136
- Bay County Health Department: 989-895-4009
- Arenac County Health Department: 989-846-6541

Employee Exposure Notification Protocol

Employee Exposure Notification Protocol

- Notify HR of employees who had potential exposure in the course of their work (had as close contact (i.e. less than six (6) feet) with an Individual with Medically Suspected or Known COVID- 19).
- Human Resources will notify the employees who may have been exposed. If they have symptoms, they should contact a healthcare provider. HR will also provide the employees with the MI COVID-19 hotline, 888-535-6136.
 - If the employee is not experiencing symptoms, as a safety precaution, the employee will be requested to work remotely if possible. If the employee cannot work remotely:
 - They will be screened as per agency protocols.
 - They will be required to wear a BABHA provided medical mask at work the next (14) calendar days to reduce the potential risk of exposure to coworkers and consumers.
 - If they become sick during the workday, they must immediately report to their supervisor, and will be sent home.
 - Their work space will be thoroughly cleaned and disinfected (inform facilities).
 - To return to in-person work staff must continue to work with HR who will follow the current criteria for return to work. ([Return to Work Criteria with Confirmed or Suspected COVID-19](#))

Consumer Exposure Notification Protocol

Consumer Exposure Notification Protocol

- Management will:
 - Attempt to notify consumers and their guardians who may have been exposed and send the [Consumer Exposure letter](#)
 - Provide them with the MI COVID-19 hotline, 888-535-6136.
 - If unable to reach the consumer, send the [Consumer Exposure letter](#).

Consumer Exposure Letter



BEHAVIORAL HEALTH

Consumer Name: _____ Case #: _____ Date: _____

IMPORTANT INFORMATION REGARDING COVID-19 EXPOSURE

A person who has had contact with Bay-Arenac Behavioral Health Authority (BABHA) has recently disclosed they have been diagnosed with COVID-19. BABHA, in collaboration with Bay and Arenac County Health Departments, want to ensure that any persons in close contact with an individual with COVID-19 are identified and evaluated.

You have been identified as someone who has been in close contact with this person. COVID-19 is a virus that is spread through close contact with another person (within 6 feet) or through respiratory droplets when a person with COVID-19 coughs or sneezes. It also may be possible to get COVID-19 by touching a surface that has the virus on it and then touching your mouth, nose or eyes. People with COVID-19 are likely to pass the virus on to another person when they are the most symptomatic (the sickest).

The safety of our employees, consumers, community partners and their families remain BABHA's highest priority. As a safety precaution, we are encouraging you to remain in your home for the next (14) calendar days to reduce the potential risk of exposure to others.

It is important that you and all other individuals who have had close contact (within 6 feet) with this person continue to monitor your health to determine if testing may be necessary. Symptoms may include fever, cough, shortness of breath and diarrhea. If you have concerns regarding your specific health and well-being please contact your health care provider.

Attached is a general COVID-19 information sheet for your review. If you have any questions, please call your primary care provider to determine if further evaluation is required.

Sincerely,

Enclosed: COVID-19 Symptoms/Prevention (CDC)

Send copy to Records
Consumer Exposure letter 5/18/20

10 things you can do to manage your health at home

If you have possible or confirmed COVID-19:

1. **Stay home** from work, school, and away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.



2. **Monitor your symptoms** carefully. If your symptoms get worse, call your healthcare provider immediately.



3. **Get rest and stay hydrated.**



4. If you have a medical appointment, **call the healthcare provider** ahead of time and tell them that you have or may have COVID-19.



5. For medical emergencies, call 911 and **notify the dispatch personnel** that you have or may have COVID-19.



6. **Cover your cough and sneezes.**



7. **Wash your hands often** with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



8. As much as possible, **stay** in a specific room and **away from other people** in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a facemask.



9. **Avoid sharing personal items** with other people in your household, like dishes, towels, and bedding.



10. **Clean all surfaces** that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.



CS-210822-A 03/01/2020

Please go to www.cdc.gov/covid19-symptoms for information on COVID-19 symptoms.

For more information: www.cdc.gov/COVID19



Return to Work Criteria with Confirmed or Suspected COVID-19 (revised 05-04-2020)

Employees may not work in the office or face to face with consumers until:

- At least 72 hours have passed since recovery defined as resolution of fever (less than 100.4) without the use of fever-reducing medications **and**
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
- At least ten (10) days have passed since symptoms first appeared.

If the employee was never tested for COVID-19 but has an alternate diagnosis (e.g., tested positive for influenza), criteria for return to work should be based on that diagnosis.

Return to Work Practices and Work Restrictions

When approved to return to in-person work, employee should:

- Wear an agency-provided facemask (not a cloth face covering) at all times while at work until all symptoms are completely resolved or until 14 days after illness onset, whichever is longer
- Maintain proper social distancing when in the workplace
- Be restricted from contact with severely immunocompromised consumers (e.g., transplant, hematology-oncology) until 14 days after illness onset
- Adhere to hand hygiene, respiratory hygiene, and cough etiquette in [CDC's interim infection control guidance](#) (e.g., cover nose and mouth when coughing or sneezing, dispose of tissues in waste receptacles)
- Self-monitor for symptoms, and seek re-evaluation if respiratory symptoms reoccur or worsen