



Guiding Decision-Making Factors

Pathfinder Services, Inc. values the health and safety of our team and everyone we serve and has instituted specific COVID-19 Health and Safety Protocols which outline the requirements and steps necessary to help reduce the risk of spreading COVID-19.

As we operate safely, we will seek input from families and IDT members to ensure a balance between health and safety issues and meaningful activities based upon specific circumstances.

Pathfinder Services, Inc. will adhere to the following guidance and guidelines in its decision-making process:

- Recommendations from the Centers for Disease Control and Prevention (CDC), Family and Social Services Administration (FSSA), the Indiana State Department of Health and other authorities;
- The needs, risk factors and abilities of our participants and staff;
- Available resources for PPE; staffing; training; and social distancing.

Pathfinder Services reserves the right to make changes in this policy as needed based on circumstances in each location that services are operated.

Safety Precautions in the Residential Homes

- We will continue to conduct assessments of persons to determine if they are showing symptoms. Daily temperatures will be taken of persons served. If a person has a new onset fever of >100.4 , dry cough and/or shortness of breath, persistent pain or pressure in the chest, new confusion or inability to arouse, bluish lips or face, notify nursing so that we may assist in evaluating the person. Nursing will assist in arranging a doctor visit or COVID testing as may be needed. AS ALWAYS, IF IT IS AN EMERGENCY, YOU ARE TO CALL 911 FOR EMS ASSISTANCE AND TRANSPORT.
- If a person needs to be seen in the ER, we will be utilizing EMS services for transport as appropriate. We will provide transport as needed. We will be staffing at the hospital on a case-by-case basis as allowed by the hospital protocol in place. At most facilities, if family is there to stay/care for the person, our staff will not be allowed to stay. If person has no family available or willing to stay and person needs 1:1 care, PFS will approve if we can provide staffing. Staffing of the homes will remain priority.
- Surgical face masks WITHOUT eye shields or cloth masks are to be used by our population that are showing symptoms of COVID-19 to protect others from being infected (unless they are unable to wear a mask, then the rest of the house should wear masks with eye shields if available instead). Staff are to wear N95 masks with goggles or face shields for personal protection from the virus if a person in the home has active symptoms.

Suspected or Confirmed COVID-19 in Residential Homes

Home care for a person with suspected or confirmed COVID-19 is the same as for influenza and is as follows:

- Isolate the person within the home to a room without common shared space, this includes keeping the person away from animals. Meals should be eaten in their bedrooms.
- Designate one (1) bathroom for use by the person in isolation
- Wear a facemask if ill to prevent others from exposure to droplets; if a person is unable to wear mask, then others in home should be masked
- Cover coughs and sneezes
- Encourage at least six (6) feet of personal space
- Perform frequent and adequate hand hygiene and avoid touching face
- Avoid sharing personal household items
- Disinfect common surfaces routinely
- Treat symptoms as needed (e.g. Tylenol for fever and pain as needed, cough syrup for cough, etc.)
- Encourage adequate rest and fluids
- Monitor symptoms and notify nurse and/or physician as needed and utilize emergency services when necessary (**e.g. an O2% of <90 and high fever are cause for immediate alarm**).

Ending Home Isolation

People with COVID-19 who have stayed home (are home isolated) can stop home isolation under the following conditions:

- They have had no fever for at least 24 hours **AND**
- Other symptoms have improved (for example, when their cough or shortness of breath have improved) **AND**
- At least 10 days have passed since their symptoms first appeared **OR**
- As instructed by a physician or other binding authority.

Operation of Day Services

Day Service sites will follow the same staff screening requirements. Decisions on operations of services will be made independently for each geographic area. Closures or limited services will be based on the presence of COVID 19 for that area. The CEO or COO will make the determination as to when to close Day services.

Visits for Possible Residential Placement/New Admits

The same screening for signs and symptoms will be completed for individuals visiting homes for possible placement in residential services. Anyone displaying symptoms or having a temperature of 100.4 or greater will not be allowed to complete the visit. Individuals who have been approved for admission to the home will also be screened. Testing will not be required, If individuals know they have been exposed to a person with a positive COVID 19 case in the past 5 days or are displaying possible symptoms, then testing will be required with a negative result before admission is completed.

Staff Screening

Staff should self monitor for signs of COVID-19 and should not report to work if they are experiencing a temperature of 100.4, or signs such as a runny nose or sore throat. Since there are many illnesses that have similar symptoms, if symptoms improve and staff are fever free without the use of medication for 24 hours, they may return to work.

If staff elect to receive a COVID-19 test and staff test positive but are asymptomatic, they should remain off duty from direct care for a minimum of 10 days. If a staff is positive for COVID-19 but is asymptomatic, they can work in a home with individuals who have tested positive for COVID-19. For staff testing positive and showing symptoms, they should remain off duty for a minimum of 10 days with improved symptoms and be fever free for 24 hours without the use of medication.

Staff Assignments

All attempts should be made to keep consistent staff working in a home with positive cases to avoid cross contaminating other locations for ten (10) days until the positive person is released from isolation. Staff who have worked in a home with positive cases can work in their local offices as long as they remain asymptomatic.

In situations of extreme staffing issues, when all individuals who reside in a home test positive for COVID, staff who also test positive for COVID may work with minor symptoms such as fatigue or loss of smell. This will be approved on a case by case basis, utilized only as a last resort, and must be approved in advance by the COO or CEO.

Visits in the Residential Homes or to Family Homes

ON-SITE VISITOR RESTRICTIONS: Based upon agreement of those living in each home and their IDT members, visitors are welcome to spend time with their family members and loved ones. All visits should be pre-arranged by calling the home.

- All visitors must wear masks.
- All visitors will have their temperature taken and will be required to complete a Health Screening Form for Visitors declaring that they do not have symptoms and have not been exposed to COVID-19.
- One resident at a time can receive a reasonable number of visitors inside the home; outdoor space can be used so that others living in the home can receive visitors at the same time.
- The Pathfinder Services COVID-19 Safety Protocols, including PPE and social distancing guidelines, must be followed at all times by residents, staff, and visitors.

VISITS TO FAMILY HOMES: Families are encouraged to take their loved ones to their home for day or overnight visits.

- Visits should be pre-arranged with the manager of the home to ensure each individual is protected from exposure to illness for their own well-being and the well-being of the other residents of the home.
- It is highly recommended that Pathfinder Services COVID-19 Safety Protocols, including PPE and social distancing guidelines, be followed during visits.
- A family representative will be asked to sign a Release of Liability.

Community Activities

COMMUNITY ACTIVITIES: Participation in community activities will be done in a conscientious manner to ensure that people supported remain healthy and safe. Follow recommendations of local Health Dept.

- Housemates, families, and team members will determine the group comfort level with community activities.
- Staff and people supported must wear PPE and follow COVID-19 Safety Protocols.
- Upon return to the home, it is highly recommended that safety protocols are followed to protect the others in the home.

GENERAL SAFETY PRECAUTIONS:

- Face masks and social distancing should be practiced in public.
- Frequent hand washing should occur, including upon returning home.
- Staff, residents, and visitors will be screened for symptoms upon entering the home.
- Face masks must be worn by staff at all times. The only exception is while eating during which time staff should be in an area at least 6 feet away from other people.
- Enhanced cleaning protocols will continue.

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