

Covid-19 Information & Guidance

Organizational Procedures

More detail in “For Employee” document.

- A. Observe all participants and staff for changes in physical and behavioral health.
- B. Report and document any observed changes to Supervisor and/or RN.
- C. All health information and documentation must remain confidential.
- D. If it is suspected that an individual has contracted Covid-19, staff must contact the delegating nurse.
- E. If an individual is diagnosed by a practitioner as having COVID-19 the RN will inform the department director, and other concerned parties. An Incident Report will need to be completed and submitted per the DDA Policy on Reportable Incidents.

If Staff is diagnosed with Covid 19- follow the Personnel Guidelines #765 and #766 and communicate with your Supervisor. Staff must call Supervisor and verbal give details to obtain verbal approval to use leave or Workers compensation.

If someone an employee lives with has been diagnosed with Covid- 19 the employee must report this to their supervisor. An evaluation will be conducted and decisions about returning to work will be made on a case by case basis.

- F. All staff working directly with the participant will be notified once examinations and diagnostics are resulted if an acquired communicable disease is confirmed by Health Practitioner.
- G. The RN will communicate with the HCP and obtain information regarding notifications to the appropriate county Communicable Disease Control Center.

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H. The individual's stakeholders will be notified in writing of any confirmed communicable diseases as deemed appropriate by Director of Programming.

I. I. TRAVEL -

You should not book any new work-related trips, conferences, etc., that involve:

- taking public transportation, located outside of your normal work jurisdiction, OR is in congregate settings where the virus may be more easily contracted.
- Due to fast-moving developments, supervisors will need to use discretion to determine whether it's feasible for you to attend these trips. For events that are already booked and scheduled to take place within the next two weeks, please discuss with your supervisor considering COVID-19 developments. Once you and your supervisor agree that you should attend, your supervisor should get final approval from the Director of your Department.

The COVID-19 developments are very fluid so please use your best judgment whether to attend meetings, conferences, seminars, job fairs, etc. In person or substitute it with conference calls, attending webinars or other remote means of participation.

J. Telework may be granted by the Directors to allow a sick employee or an employee caring for a sick family member to stay home. Teleworking may not be feasible due to the scope of an employee's responsibilities and/or due to security and technology limitations.

K. If COVID-19 becomes a community health Crisis, The Arc of Southern Maryland will restrict all community activities.

We will share additional updates with families and people supported through email addresses and through posts to this page on our website: <https://thearcsomd.org/news-events/COVID19>