



SEEK Education, Inc.

CORONAVIRUS DISEASE (COVID-19) BEST PRACTICE GUIDELINES

SEEK is considered as ESSENTIAL BUSINESS as we provide therapy services to Individuals with Disabilities

Best Practices for Staff and Consumers Served (Updated: 10/11/2021)

SEEK Consumer Served Protective Procedures	
1.	<p>Daily health screening for consumers and their family members who have in-person sessions for that week is being conducted with the following questions:</p> <ol style="list-style-type: none"> <li>1. Have you or anyone in your household experienced cold/flu like or COVID-19 symptoms in the last 48 hours?</li> <li>2. Have you or anyone in your household been in “close contact” with an infectious person within the last 2 days (48 hours)?</li> <li>3. Have you or anyone in your household traveled into LA County from outside of California within the past 2 days (48 hours)?</li> </ol> <p>The Service Care Department will follow up on any questions answered “Yes.”</p> <p>If consumer and/or their family members have indicated that someone in the household is sick, has been exposed to someone positive for COVID, traveled out of California, SEEK reserves the right to put in-person services on hold (for up to 14 days) during the pandemic if there is a risk of spreading COVID-19. Providing empathy and sensitivity, SEEK will notify both the consumer and funding source immediately with the reason why in-person services were placed on hold. If in-person services are placed on hold, the consumer will be offered alternative means (e.g., telehealth) to continue services (if applicable and approved by funding source), and under what conditions the in-person service can resume.</p>
2.	<p>Consumers and family members are informed that starting 4/10/20, Los Angeles City <u>requires</u> all employees of essential businesses to wear face coverings as a means to reduce the spread of COVID-19. SEEK staff who is entering consumer’s home or school and conduct treatment sessions are required to wear a face covering.</p> <p>Consumers and all family members are also <b>required</b> to wear face coverings and practice social distancing, washing hands, and other necessary health practices during session time, to the greatest extent possible. Clinical Field Staff have been notified to let consumers and family members know directly if they are not abiding by this guideline and to submit a report to the Service Care Department immediately. References on how to make a face-covering were given to consumers/family members.</p> <p>If Clinical Field Staff observe that someone in the household is sick (regardless if symptoms lead to COVID-19 positive), Clinical Field Staff have been informed to notify the Service Care Department immediately during the current session. SEEK reserves the right to put in-person services on hold (for up to 14 days) during the pandemic if there is a risk of spreading COVID-19.</p>



3.	<p>Consumers and their families are informed to continue to engage in safety practices recommended by the CDC, including:</p> <ul style="list-style-type: none"><li>• Wear face coverings</li><li>• Washing hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing, or having been in a public place.</li><li>• Avoiding touching your eyes, nose, or mouth.</li><li>• Avoiding close contact with people who are sick.</li><li>• Staying away from work, school, and other people if you become sick with a fever, cough, or respiratory symptoms.</li><li>• Eliminate or minimizing visitors.</li></ul> <p>If anyone in the household begins experiencing symptoms above, consumer and their families should contact the Service Care Department immediately to cancel treatment sessions.</p>
4.	<p>Consumers and/or family members showing <u>related symptoms or positive COVID-19 test</u> must self-isolate (quarantine) regardless of vaccinated/unvaccinated status.</p> <p>Self-Isolation (quarantine) will be required for consumers and/or family members who have 1) demonstrated symptoms related to cold, flu, and/or COVID-19 or 2) obtained positive diagnosis of COVID-19.</p> <p>In-person sessions will be put on hold immediately until the individual completes the self-isolation (quarantine) requirement and has completed the recovery stage. Any necessary documentation required (e.g., SIR) by the funding source will be submitted within the required timeframe. Providing empathy and sensitivity, SEEK will notify both the consumer and funding source immediately with the reason why services were placed on hold. If services are placed on hold (for up to 14 days), the consumer will be offered alternative means (e.g., telehealth) to continue services (if applicable and approved by funding source), and under what conditions the in-person service can resume.</p> <p>Services will be able to resume once the quarantined individual meets <b>all</b> of the following criteria:</p> <p><u>Symptomatic with Positive COVID-19 results :</u></p> <ol style="list-style-type: none"><li>1. The individual is quarantined for a minimum 10 days from the <b>onset of symptoms.</b></li><li>2. At least 24 hours have passed since the individual is fever-free without the use of fever reducing medications.</li><li>3. The symptoms have improved.</li></ol> <p><u>Asymptomatic with Positive COVID-19 results:</u></p> <ol style="list-style-type: none"><li>1. The individual is quarantined for a minimum 10 days <b>after the date of the first positive diagnostic (viral) test.</b></li></ol>



	<p>2. If symptoms develop during the quarantine, then apply the criteria from <u>Symptomatic with Positive COVID-19 results</u> (above). Note – the start of the 10 day quarantine is from the onset of symptoms when they were first detected.</p> <p><u>Symptomatic without COVID-19 results:</u></p> <ol style="list-style-type: none"><li>1. The individual is quarantined for a minimum 10 days from the <b>onset of symptoms</b>.</li><li>2. At least 24 hours have passed since the individual is fever-free without the use of fever reducing medication.</li><li>3. The symptoms have improved.</li><li>4. Diagnostic (viral) testing should be conducted as soon as possible to determine the presence/absence of COVID-19. We may inquire about the test outcomes as positive results may lead to <u>Symptomatic with Positive COVID-19 results</u> procedure (above).</li></ol>
5.	<p>Consumers and/or family members <u>exposed to COVID-19 Positive Individuals</u>.</p> <p>Consumers and/or family members who had <b>close contact</b> with individual(s) with confirmed diagnosis of COVID-19 would qualify under this protocol.</p> <p>Close Contact is defined as A) being within 6 feet of someone with COVID-19 for a total of 15 minutes or more over a 24-hour period. B) You had unprotected contact with the body fluids and/or secretions from someone with COVID-19. For example, you were coughed or sneezed on, you shared a drinking cup or eating utensils, you kissed, or you provided care to them without wearing the right protective equipment.</p> <p>In-person sessions will be put on hold immediately until the individual completes the 14 days self-isolation (quarantine) requirement based on the modified guidance. Within the 14-day period, the individual must quarantine for 10 full days from the <i>last contact</i> with the infected person. The quarantine requirement is irrespective of COVID-19 test results.</p> <p>As long as the exposed individual does not develop symptoms of COVID-19, then:</p> <ol style="list-style-type: none"><li>1. Self-isolation (quarantine) may end <b>after</b> Day 10 –or-</li><li>2. The exposed individual has taken a COVID-19 viral test <b>on</b> or after Day 5 and results are negative, then self-isolation (quarantine) may end <b>after</b> Day 7.</li></ol> <p>If the individual continues to have contact with the infected person (e.g., the individual lives with and/or cares for the person with COVID-19), the terms of the quarantine are modified according to the following conditions.</p> <ol style="list-style-type: none"><li>1. If the individual can avoid <i>close contact</i>, the last day of quarantine is after 10 days from when the person with COVID-19 started to follow the LADPH <i>Home Isolation Instructions</i>.</li><li>2. <u>But</u>, if you have <i>close contact</i> with them again while they are still in <i>isolation</i>, your 10-day quarantine period will have to restart from the last day that you had close contact.</li><li>3. If you cannot avoid close contact, your last day of quarantine is 10 days from the date that the person with COVID-19 was told their isolation ends.</li></ol>



	<p>Any necessary documentation required (e.g., SIR) by the funding source will be submitted within the required timeframe. Providing empathy and sensitivity, SEEK will notify both the consumer and funding source immediately with the reason why services were placed on hold. If services are placed on hold, the consumer will be offered alternative means (e.g., telehealth) to continue services (if applicable and approved by funding source), and under what conditions the in-person service can resume.</p> <p>The close contact quarantine requirements are waived if the individual fulfills <b>all</b> of the following criteria:</p> <ol style="list-style-type: none"><li>1. The individual is fully vaccinated (this means it has been 2 weeks or more since receiving the single-dose of the Johnson &amp; Johnson/Janssen vaccine or 2 weeks or more since getting the second dose of a Pfizer or Moderna vaccine) <b>and</b></li><li>2. The individual has finished the series of COVID-19 vaccine that has been listed for emergency use by the World Health Organization [WHO] <b>and</b></li><li>3. The individual has had no symptoms of COVID-19 since his/her close contact. <b>-or-</b></li><li>4. The individual has tested positive for COVID-19 within the past 3 months and recovered.</li></ol> <p>If consumers and/or family members are fully vaccinated and develop symptoms of COVID-19 within 14 days of their last close contact with the individual with a confirmed diagnosis of COVID-19, the consumer and/or family members must begin self-isolation (quarantine) immediately for a minimum of 10 days from the first date symptoms began. Self-isolation (quarantine) can end if:</p> <ol style="list-style-type: none"><li>A. At least 10 days have passed since the symptoms first started <b>and</b> COVID-19 symptoms have improved <b>and</b> at least 24 hours have passed since the individual is fever-free without the use of any fever reducing medications. <b>-or-</b></li><li>B. The individual has tested negative for COVID-19 with a test* (see qualifying criteria) collected <b>after</b> symptoms began and/or a physician had diagnosed the individual with another condition that was causing symptoms <b>and</b> individual has been fever-free for 24 hours without the use of any fever reducing medications.</li></ol> <p>*test must be an FDA approved viral COVID-19 test that is collected and performed in a healthcare setting or certified testing site*</p>
6.	<p>Consumers or any family members <u><i>engaging in travel outside California (including Interstate/International Travels).</i></u></p> <p>Unvaccinated consumers and/or any family members that reside/present in client homes who participate in traveling outside of California (by vehicle or airfare) will have to self-isolate (quarantine) for a minimum of 10 days.</p> <p>Consumers or family members must notify our Clinical Field Staff as soon as this is known. In-person service can/will be placed on hold upon the return date of</p>



consumer(s) and/or any family member(s) until the individual completes the 10 days self-isolation (quarantine) requirement if they elect not to get COVID-19 tested. Self-isolation (quarantine) will be 7 days if they get tested and have a negative COVID-19 test result.

Providing empathy and sensitivity, SEEK will notify both the consumer and funding source immediately with the reason why services were placed on hold. If services are placed on hold, the consumer will be offered alternative means (e.g., telehealth) to continue services (if applicable and approved by funding source), and under what conditions the in-person service can resume.

The domestic travel quarantine requirements are waived if the individual is vaccinated and fulfills **all** of the following criteria (vaccination information will need to be provided for this to be waived):

1. The individual is fully vaccinated (this means it has been 2 weeks or more since receiving the single-dose of the Johnson & Johnson/Janssen vaccine or 2 weeks or more since getting the second dose of a Pfizer or Moderna vaccine) **and**
2. The individual has finished the series of COVID-19 vaccine that has been listed for emergency use by the World Health Organization [WHO] **and**
3. The individual has had no symptoms of COVID-19 since his/her return to Los Angeles County.

If consumer and/or family members participate in international travel:

Unvaccinated consumers and/or family members must:

1. Get tested with a viral test 3-5 days after travel **and** stay home and self-quarantine for full 7 days after travel.
2. If no test is taken, then quarantine for full 10 days after travel.
3. Must self-monitor for COVID-19 symptoms; isolate and get tested if develop symptoms.

Vaccinated consumers and/or family members must:

1. Get tested with a viral test 3-5 days after travel.
2. Self monitor for COVID-19 symptoms; isolate and get tested if develop symptoms.
3. Follow all state and local recommendations or requirements



SEEK Education’s Office Staff Protective Procedures	
1.	All SEEK’s office facilities follow the guidelines ordered by the County of Los Angeles Department of Public Health.
2.	SEEK’s office staff is informed to avoid entering the facility if they have a cough or fever and to maintain a minimum six-foot distance from one another. A poster of “Stop entering the facility if exhibit symptoms” is posted at each public entrance of the facility.
3.	Office staff who can carry out their work duties from home have been directed to do so.
4.	All SEEK office staff have been instructed not to come to work if sick.
5.	<p>A daily health screening for office staff is required with the following questions:</p> <ol style="list-style-type: none"> <li>1. Have you or anyone in your household experienced cold/flu like or COVID-19 symptoms in the last 48 hours?</li> <li>2. Have you or anyone in your household been in “close contact” with an infectious person within the last 2 days (48 hours)?</li> <li>3. Have you or anyone in your household traveled into LA County from outside of California within the past 2 days (48 hours)?</li> <li>4. Answering “Yes” to any one of questions 1-3 will be followed up with:               <ol style="list-style-type: none"> <li>a. Have you received the final dose of the COVID-19 vaccine?</li> <li>b. Date of the final dose.</li> </ol> </li> </ol> <p>The Human Resources department will follow up on any ”Yes” responses and follow the proper procedure to mitigate the spread of COVID-19. <i>Qualifying for the fully vaccinated (2 weeks after the final vaccine dose) may determine if quarantine is needed.</i></p>
6.	<p>A designated staff will be assigned to take and document all staff and visitor’s temperature who have entered the building. If staff/visitors have a temperature of 100.4 or higher (38 C or higher), and/or report is observed to have flu-like symptoms such as fever, shortness of breath/difficulty of breathing, and/or body aches and pain, they will be required to leave and will not be able to enter the building until further notice.</p> <p>For the West Covina office, the designated person will take all staff/visitor’s temperature at our lobby window. Staff/visitors will be provided the “health screening” questions after temperature check to ensure compliance of daily health screening. The designated person will wear PPE when taking individual’s temperature.</p> <p>For the San Gabriel office, the designated person will take all staff/visitor’s temperature at the main entrance. Staff/visitors will be provided the “health screening” questions after temperature check to ensure compliance of daily health screening. The designated person will wear PPE when taking individual’s temperature.</p>
7.	All SEEK office staff is provided with face coverings and face shield to be used at work at no-cost and are required to wear face coverings at all times (with the



	exceptions of being on break/lunch or having a private office that is not shared with another individual)
8.	All desks or individual workstations are separated by at least six feet from each other.
9.	Break rooms and restrooms are being disinfected at least once a day Monday through Friday.  The cleaning crew disinfects work stations, break rooms, restrooms, and common areas once a week at our San Gabriel office and twice a month at our West Covina office.
10.	Disinfectant and related supplies are available to all staff at their own station and the supplies room.
11.	Hand sanitizer effective against COVID-19 is available to all staff at each staff's own station.
12.	Soap and water are available to all staff in restrooms, break rooms, and sink stations.
13.	Staff is allowed frequent breaks to wash their hands.
14.	Visitors are by appointments only and have to complete the health screening and temperature check at the lobby window before being allowed into the facility. All visitors are required to wear face coverings at all times while inside our facility.
15.	Staff are informed to engage in safety practices, including: <ul style="list-style-type: none"><li>• Wearing face covering during work hours (except during breaks outside of their office area).</li><li>• Washing hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, sneezing, or having been in a public place. Poster of proper handwashing is posted in all restrooms and available sinks.</li><li>• Avoiding touching your eyes, nose, and/or mouth.</li><li>• Avoiding close contact with people who are sick.</li><li>• Staying away from work, school, and other people if you become sick with a fever, cough, or respiratory symptoms.</li><li>• Eliminate or minimize visitors.</li></ul>
16.	Staff who come in sick will be sent home immediately.  The Human Resources department will follow up with the staff and implement proper procedures to ensure the staff is symptoms free before returning to work.
17.	Staff who get admitted and discharged from a medical facility for non-COVID-19 related issues will be required to submit clearance of discharge from the medical facility to be cleared to resume regular duties to the Human Resources department.
18.	Staff and/or any family member(s) who reside or live in same household who are showing <u>related symptoms or positive COVID-19 test</u> must self-isolate (quarantine) regardless of vaccinated/unvaccinated status.  Self-Isolation (quarantine) will be required for staff and/or family members who have 1) demonstrated symptoms related to cold, flu, and/or COVID-19 or 2) obtained positive diagnosis of COVID-19 regardless of vaccinated/unvaccinated status.



	<p>For staff, a diagnostic (viral) testing will be required to be conducted as soon as possible to determine the presence/absence of COVID-19 for staff. Test results are required to be submitted to our Human Resources department for review and clearance to resume in person office work.</p> <p>Staff will be provided all necessary equipment to work from home during self-isolation period and will be able to resume in person office work once the quarantined individual meets <b>all</b> of the following criteria:</p> <p><u>Symptomatic with Positive COVID-19 results (regardless of COVID vaccination):</u></p> <ol style="list-style-type: none"><li>1. The individual is quarantined for a minimum 10 days from the <b>onset of symptoms</b>.</li><li>2. At least 24 hours have passed since the individual is fever-free without the use of fever reducing medications.</li><li>3. The symptoms have improved.</li></ol> <p><u>Asymptomatic with Positive COVID-19 results (regardless of COVID vaccination):</u></p> <ol style="list-style-type: none"><li>1. The individual is quarantined for a minimum 10 days <b>after the date of the first positive diagnostic (viral) test</b>.</li><li>2. If symptoms develop during the quarantine, then apply the criteria from <u>Symptomatic with Positive COVID-19 results</u> (above). Note – the start of the 10 day quarantine is from the onset of symptoms when they were first detected.</li></ol>
19.	<p>Staff and/or family members <u>exposed to COVID-19 Positive Individuals</u>.</p> <p>Staff and/or family members who had <b>close contact</b> with individual(s) with confirmed diagnosis of COVID-19 would qualify under this protocol.</p> <p>Close Contact is defined as A) being within 6 feet of someone with COVID-19 for a total of 15 minutes or more over a 24-hour period. B) You had unprotected contact with the body fluids and/or secretions from someone with COVID-19. For example, you were coughed or sneezed on, you shared a drinking cup or eating utensils, you kissed, or you provided care to them without wearing the right protective equipment.</p> <p>Unvaccinated staff and/or family members who has been determined to be exposed to COVID-19 positive individual must begin self-isolation (quarantine) as soon as they were notified of exposure. Staff will <u>be required</u> to take a COVID-19 viral test result between days 5 through 7 of quarantine and submit results to our Human Resources department to be cleared to resume in person office work.</p> <p>Staff will be provided all necessary equipment to work from home during self-isolation period and will be able to resume in person office work once the quarantined individual meets <b>all</b> of the following criteria based on the modified guidance. Within the 10-day period, the individual must quarantine for 10 full days from the <i>last contact</i> with the infected person. The quarantine requirement is irrespective of COVID-19 test results.</p> <p>As long as the exposed individual does not develop symptoms of COVID-19, then:</p>



1. Self-isolation (quarantine) may end **after** Day 10 –or–
2. The exposed individual has taken a COVID-19 viral test **on** or after Day 5 and results are negative, then self-isolation (quarantine) may end **after** Day 7.

If the individual continues to have contact with the infected person (e.g., the individual lives with and/or cares for the person with COVID-19), the terms of the quarantine are modified according to the following conditions.

1. If the individual can avoid *close contact*, the last day of quarantine is after 10 days from when the person with COVID-19 started to follow the LADPH *Home Isolation Instructions*.
2. But, if you have *close contact* with them again while they are still in *isolation*, your 10-day quarantine period will have to restart from the last day that you had close contact.
3. If you cannot avoid close contact, your last day of quarantine is 10 days from the date that the person with COVID-19 was told their isolation ends.

The close contact quarantine requirements are waived (including COVID-19 testing) if the individual fulfills **all** of the following criteria:

1. The individual is fully vaccinated (this means it has been 2 weeks or more since receiving the single-dose of the Johnson & Johnson/Janssen vaccine or 2 weeks or more since getting the second dose of a Pfizer or Moderna vaccine) **and**
2. The individual has finished the series of COVID-19 vaccine that has been listed for emergency use by the World Health Organization [WHO] **and**
3. The individual has had no symptoms of COVID-19 since his/her close contact.  
**-or-**
4. The individual had tested positive for COVID-19 within the past 3 months and recovered

If staff and/or family members are fully vaccinated and develop symptoms of COVID-19 within 14 days of their last close contact with the individual with a confirmed diagnosis of COVID-19, the staff and/or family members must begin self-isolation (quarantine) immediately for a minimum of 10 days from the first date symptoms began. Self-isolation (quarantine) can end if:

- A. At least 10 days have passed since the symptoms first started **and** COVID-19 symptoms have improved **and** at least 24 hours have passed since the individual is fever-free without the use of any fever reducing medications. **-or-**
- B. The individual has tested negative for COVID-19 with a test\* (see qualifying criteria) collected **after** symptoms began and/or a physician had diagnosed the individual with another condition that was causing symptoms **and** individual has been fever-free for 24 hours without the use of any fever reducing medications.

\*test must be an FDA approved viral COVID-19 test that is collected and performed in a healthcare setting or certified testing site\*

20. Staff or any family members *engaging in travel outside California (including Interstate/International Travels)*.



Unvaccinated staff and/or any family members that reside in the same home who participate in traveling outside of California (by vehicle or airfare) will have to self-isolate (quarantine) for a minimum of 10 full days following the first day of returning home if they elect to not get COVID-19 tested upon return to Los Angeles County. Self-Isolation (quarantine) can be reduced to minimum 7 days if COVID-19 viral test is taken upon return on Days 3 through 5 of quarantine after travel.

Staff will be provided all necessary equipment to work from home during self-isolation period and will be able to resume in person office work once the quarantined individual meets all of the following criteria based on the modified guidance.

Unvaccinated staff will be required to take a COVID-19 viral test result between days 3 through 5 of quarantine and submit results to our Human Resources department to be cleared to resume in person office work. If results are negative, then staff will be cleared to resume in person office work on Day 8 following the first day of quarantine.

If results are positive, staff will be able to resume in person office work once the quarantine individual meets all of the following criteria:

Symptomatic with Positive COVID-19 results (regardless of COVID vaccination):

1. The individual is quarantined for a minimum 10 days from the **onset of symptoms**.
2. At least 24 hours have passed since the individual is fever-free without the use of fever reducing medications.
3. The symptoms have improved.

Asymptomatic with Positive COVID-19 results (regardless of COVID vaccination):

1. The individual is quarantined for a minimum 10 days **after the date of the first positive diagnostic (viral) test**.
2. If symptoms develop during the quarantine, then apply the criteria from Symptomatic with Positive COVID-19 results (above). Note – the start of the 10 day quarantine is from the onset of symptoms when they were first detected.

The domestic travel quarantine requirements are waived (including COVID-19 testing) if the individual fulfills **all** of the following criteria:

1. The individual is fully vaccinated (this means it has been 2 weeks or more since receiving the single-dose of the Johnson & Johnson/Janssen vaccine or 2 weeks or more since getting the second dose of a Pfizer or Moderna vaccine) **and**
2. The individual has finished the series of COVID-19 vaccine that has been listed for emergency use by the World Health Organization [WHO] **and**
3. The individual has had no symptoms of COVID-19 since his/her return to Los Angeles County.

\*Note: Traveling is not restricted by LACDPH, so quarantine/isolation does not qualify for COVID Supplemental Sick Pay.

If staff and/or family members participate in international travel:



Unvaccinated staff and/or family members must:

1. Get tested with a viral test 3-5 days after travel **and** stay home and self-quarantine for full 7 days after travel.
2. If no test is taken, then quarantine for full 10 days after travel.
3. Must self-monitor for COVID-19 symptoms; isolate and get tested if develop symptoms.

Vaccinated staff and/or family members must:

1. Get tested with a viral test 3-5 days after travel.
2. Self monitor for COVID-19 symptoms; isolate and get tested if develop symptoms.
3. Follow all state and local recommendations or requirements



SEEK Clinical Field Staff Protective Procedures	
1.	The Clinical Field Staff can carry out their work duties from home and provide services to consumers using telehealth/remotely when approved.
2.	All Clinical Field Staff have been instructed not to come to work if sick.
3.	<p>Daily health screening for Clinical Field Staff who have in-person sessions for that day is being conducted with the following questions:</p> <ol style="list-style-type: none"> <li>1. Have you or anyone in your household experienced cold/flu like or COVID-19 symptoms in the last 48 hours?</li> <li>2. Have you or anyone in your household been in “close contact” with an infectious person within the past 2 days (48 hours)?</li> <li>3. Have you or anyone in your household traveled into LA County from outside of California within the past 2 days (48 hours)?</li> <li>4. Answering “Yes” to any one of questions 1-3 will be followed up with:               <ol style="list-style-type: none"> <li>a. Have you received the final dose of the COVID-19 vaccine?</li> <li>b. Date of the final dose.</li> </ol> </li> </ol> <p>The Human Resources department will follow up on any ”Yes” responses and follow the proper procedure to mitigate the spread of COVID-19. <i>Qualifying for the fully vaccinated (2 weeks after the final vaccine dose) may determine if quarantine is needed.</i></p>
4.	<p>Starting 4/10/20, Los Angeles City requires all employees of essential businesses to wear face coverings as a means to reduce the spread of COVID-19.</p> <p>Instruction of wearing a face-covering during an in-person session and how to make a face-covering was given to all Clinical Field Staffs.</p>
5.	Face coverings, face shields, and hand sanitizers are made available and distributed at no-cost to Clinical Field Staff.
6.	<p>Clinical Field Staff are informed to continue to engage in safety practices recommended by the CDC, including:</p> <ul style="list-style-type: none"> <li>• Wearing face covering during work hours.</li> <li>• Washing hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, sneezing, or having been in a public place.</li> <li>• Staff must wear protective gear (i.e., gloves and face masks) if providing assistance with client toileting and grooming lessons).</li> <li>• Avoiding touching your eyes, nose, and/or mouth.</li> <li>• Avoiding close contact with people who are sick.</li> <li>• Staying away from work, school, and other people if you become sick with a fever, cough, or respiratory symptoms.</li> <li>• Eliminate or minimize visitors.</li> <li>• Not to report to the consumer’s home and contact the Service Care Department immediately if experiencing any symptoms described above.</li> </ul>



7.	<p>For the Youth and Adult Services, use the same procedures as the in-person session. When taking the consumer out to the community, staff and consumers must wear a face covering and remain at least 6 feet away from one another. Go to the location that provides handwashing stations and use hand sanitizer with at least 60% alcohol if soap and water are not available.</p> <p>When transporting the consumer to the community, the consumer should be sitting in the back seat of the vehicle instead of the passenger seat. Vehicle windows should be rolled down when possible to improve ventilation in the car. Disinfect the high touch surfaces in the vehicle with a disinfectant spray before and after transporting the consumer.</p> <p>Disinfectant sprays and supplies are made available and distributed at no cost to the Clinical Field Staff.</p>
8.	<p>Clinical Field Staff are informed to report to the Service Care Department immediately if there are any potential COVID-19 symptoms, known COVID-19 exposure, or potential individual/family travel plans – either observed or reported by the consumers/family they serve.</p> <p>Mitigation plans in response to each situation will be developed case-by-case following the best practices and recommendations given by the CDC/LACDPH.</p>
9.	<p>Clinical Staff who get admitted and discharged from a medical facility for non-COVID-19 related issues, will be required to submit clearance of discharge from the medical facility to be cleared to resume regular duties.</p>
10.	<p>Clinical Field Staff and/or any family member(s) who reside or live in same household who are showing <i>related symptoms or positive COVID-19 test</i> must self-isolate (quarantine) regardless of vaccinated/unvaccinated status.</p> <p>Self-Isolation (quarantine) will be required for staff who have 1) demonstrated symptoms related to cold, flu, and/or COVID-19 or 2) obtained positive diagnosis of COVID-19.</p> <p>For clinical field staff, a diagnostic (viral) testing will be required to be conducted as soon as possible to determine the presence/absence of COVID-19 for staff. Test results are required to be submitted to our Human Resources department for review and clearance to resume in person field work.</p> <p>If remote work is available, staff will be provided all necessary equipment to work from home during self-isolation period. Staff will be able to resume in person work once the quarantined individual meets <b>all</b> of the following criteria:</p> <p><u>Symptomatic with Positive COVID-19 results (regardless of COVID vaccination):</u></p> <ol style="list-style-type: none"><li>1. The individual is quarantined for a minimum 10 days from the <b>onset of symptoms.</b></li><li>2. At least 24 hours have passed since the individual is fever-free without the use of fever reducing medications.</li></ol>



	<p>3. The symptoms have improved.</p> <p><u>Asymptomatic with Positive COVID-19 results (regardless of COVID vaccination):</u></p> <ol style="list-style-type: none"><li>1. The individual is quarantined for a minimum 10 days <b>after the date of the first positive diagnostic (viral) test.</b></li><li>2. If symptoms develop during the quarantine, then apply the criteria from <u>Symptomatic with Positive COVID-19 results</u> (above). Note – the start of the 10 day quarantine is from the onset of symptoms when they were first detected.</li></ol>
11.	<p>Clinical Field Staff and/or family members <u>exposed to COVID-19 Positive Individuals.</u></p> <p>Clinical Field Staff and/or family members who had <b>close contact</b> with individual(s) with confirmed diagnosis of COVID-19 would qualify under this protocol.</p> <p>Close Contact is defined as A) being within 6 feet of someone with COVID-19 for a total of 15 minutes or more over a 24-hour period. B) You had unprotected contact with the body fluids and/or secretions from someone with COVID-19. For example, you were coughed or sneezed on, you shared a drinking cup or eating utensils, you kissed, or you provided care to them without wearing the right protective equipment.</p> <p>Unvaccinated Clinical Field Staff and/or family members who has been determined to be exposed to COVID-19 positive individual must begin self-isolation (quarantine) as soon as they were notified of exposure. Clinical Field Staff will <u>be required</u> to take a COVID-19 viral test result between days 5 through 7 of quarantine and submit results to our Human Resources department to be cleared to resume in person work.</p> <p>If remote work is available, staff will be provided all necessary equipment to work from home during self-isolation period. Staff will be able to resume in person work once the quarantined individual meets all of the following criteria based on the modified guidance. Within the 10-day period, the individual must quarantine for 10 full days from the <i>last contact</i> with the infected person. The quarantine requirement is irrespective of COVID-19 test results.</p> <p>As long as the exposed individual does not develop symptoms of COVID-19, then:</p> <ol style="list-style-type: none"><li>1. Self-isolation (quarantine) may end <b>after</b> Day 10 –or-</li><li>2. The exposed individual has taken a COVID-19 viral test <b>on</b> or after Day 5 and results are negative, then self-isolation (quarantine) may end <b>after</b> Day 7.</li></ol> <p>If the individual continues to have contact with the infected person (e.g., the individual lives with and/or cares for the person with COVID-19), the terms of the quarantine are modified according to the following conditions.</p> <ol style="list-style-type: none"><li>1. If the individual can avoid <i>close contact</i>, the last day of quarantine is after 10 days from when the person with COVID-19 started to follow the LADPH <i>Home Isolation Instructions.</i></li><li>2. <u>But</u>, if you have <i>close contact</i> with them again while they are still in <i>isolation</i>, your 10-day quarantine period will have to restart from the last day that you had close contact.</li></ol>



3. If you cannot avoid close contact, your last day of quarantine is 10 days from the date that the person with COVID-19 was told their isolation ends.

The close contact quarantine requirements are waived (including COVID-19 testing) if the individual fulfills **all** of the following criteria:

1. The individual is fully vaccinated (this means it has been 2 weeks or more since receiving the single-dose of the Johnson & Johnson/Janssen vaccine or 2 weeks or more since getting the second dose of a Pfizer or Moderna vaccine) **and**
  2. The individual has finished the series of COVID-19 vaccine that has been listed for emergency use by the World Health Organization [WHO] **and**
  3. The individual has had no symptoms of COVID-19 since his/her close contact.
- or-**
4. The individual had tested positive for COVID-19 within the past 3 months and recovered

If staff and/or family members are fully vaccinated and develop symptoms of COVID-19 within 14 days of their last close contact with the individual with a confirmed diagnosis of COVID-19, the staff and/or family members must begin self-isolation (quarantine) immediately for a minimum of 10 days from the first date symptoms began. Self-isolation (quarantine) can end if:

- A. At least 10 days have passed since the symptoms first started **and** COVID-19 symptoms have improved **and** at least 24 hours have passed since the individual is fever-free without the use of any fever reducing medications. **-or-**
- B. The individual has tested negative for COVID-19 with a test\* (see qualifying criteria) collected **after** symptoms began and/or a physician had diagnosed the individual with another condition that was causing symptoms **and** individual has been fever-free for 24 hours without the use of any fever reducing medications.

\*test must be an FDA approved viral COVID-19 test that is collected and performed in a healthcare setting or certified testing site\*

12. Clinical Field Staff or any family members *engaging in travel outside California (including Interstate/International Travels).*

Unvaccinated Clinical Field Staff and/or any family members that reside in the same home who participate in traveling outside of California (by vehicle or airfare) will have to self-isolate (quarantine) for a minimum of 10 full days following the first day of returning home if they elect to not get COVID-19 tested upon return to Los Angeles County Self-Isolation (quarantine) can be reduced to minimum 7 days if COVID-19 viral test is taken upon return on Days 3 through 5 of quarantine after travel.

If remote work is available, Clinical Field Staff will be provided all necessary equipment to work from home during self-isolation period. Clinical Field Staff will be able to resume in person work once the quarantined individual meets all of the following criteria based on the modified guidance. The quarantine requirement is irrespective of COVID-19 test results.



Unvaccinated Clinical Field Staff will be required to take a COVID-19 viral test result between days 3 through 5 of quarantine and submit results to our Human Resources department to be cleared to resume in person work. If results are negative, then staff will be cleared to resume in person work on Day 8 following the first day of quarantine.

If results are positive, staff will be able to resume in person work once the quarantine individual meets all of the following criteria:

Symptomatic with Positive COVID-19 results (regardless of COVID vaccination):

1. The individual is quarantined for a minimum 10 days from the **onset of symptoms**.
2. At least 24 hours have passed since the individual is fever-free without the use of fever reducing medications.
3. The symptoms have improved.

Asymptomatic with Positive COVID-19 results (regardless of COVID vaccination):

1. The individual is quarantined for a minimum 10 days **after the date of the first positive diagnostic (viral) test**.
2. If symptoms develop during the quarantine, then apply the criteria from Symptomatic with Positive COVID-19 results (above). Note – the start of the 10 day quarantine is from the onset of symptoms when they were first detected.

The domestic travel quarantine requirements are waived (including COVID-19 testing) if the individual fulfills **all** of the following criteria:

1. The individual is fully vaccinated (this means it has been 2 weeks or more since receiving the single-dose of the Johnson & Johnson/Janssen vaccine or 2 weeks or more since getting the second dose of a Pfizer or Moderna vaccine) **and**
2. The individual has finished the series of COVID-19 vaccine that has been listed for emergency use by the World Health Organization [WHO] **and**
3. The individual has had no symptoms of COVID-19 since his/her close contact.

\*Note: Traveling is not restricted by LACDPH, so quarantine/isolation does not qualify for COVID Supplemental Sick Pay (CA SB 95).

If Clinical Field Staff and/or family members participate in international travel:

Unvaccinated Clinical Field staff and/or family members must:

1. Get tested with a viral test 3-5 days after travel **and** stay home and self-quarantine for full 7 days after travel.
2. If no test is taken, then quarantine for full 10 days after travel.
3. Must self-monitor for COVID-19 symptoms; isolate and get tested if develop symptoms.

Vaccinated Clinical Field Staff and/or family members must:

1. Get tested with a viral test 3-5 days after travel.
2. Self monitor for COVID-19 symptoms; isolate and get tested if develop symptoms.
3. Follow all state and local recommendations or requirements



References:

County of Los Angeles Department of Public Health

<http://publichealth.lacounty.gov/media/Coronavirus/>

<http://www.publichealth.lacounty.gov/media/Coronavirus/traveladvisory.htm>

<http://publichealth.lacounty.gov/acd/docs/COVHomeQuarantine.pdf>

[https://www.cdc.gov/vaccines/covid-19/clinical-considerations/covid-19-vaccines-us.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fvaccines%2F covid-19%2Finfo-by-product%2Fclinical-considerations.html](https://www.cdc.gov/vaccines/covid-19/clinical-considerations/covid-19-vaccines-us.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fvaccines%2F covid-19%2Finfo-by-product%2Fclinical-considerations.html)

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel-during-covid19.html#fully-vaccinated-people>