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DATE: November 17, 2020 (Most Recent Revisions)  
FROM: Arc Wabash County President/CEO & Quality Assurance Team  
TO: Staff  
REGARDING: COVID Revisions Particularly for Staff

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The Arc Wabash County continues to make the health and well-being of our participants, staff, guardians, and community stakeholders our highest priority during the current COVID-19 epidemic. Arc's COVID protocols are instituted first and foremost to protect our participants, many of whom fall into the "most at risk" category due to age, chronic health conditions, underlying health conditions, or compromised immune systems. Though the latest statistics report a 99% recovery rate for COVID patients, the recovery rate is far lower for patients in a high risk category; in fact, a COVID diagnosis for a high-risk patient may be life-threatening. Therefore, Arc Wabash County continues to promote and practice all COVID safety guidelines from the CDC, the ISDH, BDDS, and FSSA.

The following are COVID Protocol Revisions to the initial Arc Wabash County COVID Protocols of July 20, 2020, determined by Arc Wabash County's President/CEO and the Quality Assurance Team. The following protocols are in place until further notice.

- Pre-Vocational workshop participants are working a Monday to Friday schedule.
- Pre-Vocational workshop participants are wearing masks when away from their work station.
- Pre-Vocational workshop participants have his/her own work station separated by 6 feet.
- Pre-Vocational workshop staff are required to wear masks when within 6 feet of any person.
- Pre-Vocational workshop participants have temperature check and wash hands when entering the building in the morning, and are encouraged to wash hands and use hand sanitizer throughout the day.
- Pre-Vocational workshop restroom facilities are disinfected hourly.
- Pre-Vocational transportation drivers and riders must wear face masks at all times in Arc vehicles.
- Pre-Vocational transportation services for participants shall commence effective immediately and participants must wear face masks at all times in Arc vehicles.
- Pre-Vocational transportation vehicles must be disinfected daily.
- Pre-Vocational delivery drivers and passengers must wear face masks at all times in Arc vehicles.
- All Arc staff must conduct a temperature check upon entering the building each morning.
- All Arc staff must wash hands immediately upon entering the building at any time.
- Supported Living Program residents may not have outside visitors in their homes except in the case of essential services, per the allowance of BDDS Appendix K.
- Supported Living Program residents may have visitors outside with social distancing and face masks.
- Supported Living Program residents may enjoy community outings with Arc residents, staff, and/or family and friends with social distancing, face masks, and handwashing.
- Supported Living Program residents may be asked to quarantine after an outside visit if it is deemed exposure to someone with COVID-19 occurred while outside the residence.
- Supported Living Program staff must conduct regular disinfecting cleaning while on duty.
- Supported Living Program staff and residents must wear face masks at all times while traveling in an Arc vehicle.

- Supported Living Program staff must wear face masks when within 6 feet of residents in the home while on duty.
- Supported Living Program staff must conduct a temperature self-check upon arrival to his/her shift and upon the end of his/her shift; and must wash hands immediately upon entering the residence at any time.
- Supported Living Program homes will continue to have staff purchase and deliver groceries, household, and personal items, or utilize pick up services from vendors.
- Supported Living Program residents will continue to avoid crowded venues of ten or more people within close quarters.
- CSP will continue to conduct facility activities only, until further notice.
- PAC activities shall commence effective immediately; however, PAC activities may not be community-based until further notice; PAC activities must be conducted at the participant's residence
- Respite services shall commence effective September 28, 2020, following all COVID safety measures such as handwashing, face masks, social distancing, and avoiding overcrowded venues and activities.
- Art classes for participants shall commence effective immediately, practicing social distancing and other COVID health guidelines.
- Wellness Service for Supported Living Program participants shall commence effective immediately, following all COVID health guidelines.
- Essential meetings for participants shall be conducted either virtually or in-person at Arc of Wabash facilities, following all COVID health guidelines.
- The main front door at Arc of Wabash County shall be unlocked and all vendors and customers must be greeted at the door, immediately wash hands, wear a face mask, and sign in at the front window.
- Visitors and vendors to Arc Wabash County shall be limited to essential services.
- According to the CDC and the ISDH, "isolated" is a term that refers to a person who has tested positive for COVID-19, and "quarantine" is a term that refers to a person who has been exposed to someone who has tested positive for COVID-19; a person who has tested positive for COVID-19 must isolate for 10 days from the onset of symptoms and if no symptoms have appeared, he/she must isolate for 10 days from the date of the positive COVID-19 test result; a client receiving Arc services who has been exposed to someone who is positive for COVID-19 must quarantine for 14 days from the date of the last exposure to the person who has tested positive for COVID-19; Arc staff who have been exposed to someone who has tested positive for COVID are encouraged to get tested and continue to report to work if asymptomatic because staff are considered an essential service.
- According to the CDC and the ISDH, the term "exposure" refers to someone who has been within 6 feet of a person who has tested positive for COVID-19, for a minimum of 15 minutes within any 24 hour period, regardless of wearing a facemask.
- In the case of a positive COVID test result by a Day Service participant, the positive individual will not be allowed to return to services for a period of 10 days from the onset of symptoms; participants who have been exposed to the person who has tested positive, must quarantine for 14 days from the date of the most recent exposure; those persons exposed to the positive COVID-19 individual should be tested 3-5 days after the exposure date, and may return to services and/or work after the 14 day quarantine period per CDC and ISDH guidelines; having been declared by Governor Holcomb and the ISDH as essential employees, staff who state they have been exposed to someone who has tested positive for COVID outside of the workplace are expected to continue to report to work if they are asymptomatic, and are encouraged to get tested 3-5 days after the stated date of exposure; if a staff person is exposed to a Day Services participant who has tested positive for COVID, that staff person is encouraged to get tested 3-5 days after the exposure and is expected to continue to report to work if asymptomatic; when a participant must leave work due to suspected COVID symptoms, that participant must attain a documented COVID test result or official doctor's notice of patient condition and enter the proper isolation period if necessary, or return to work in the case of a negative COVID-19 test result and the absence of symptoms; when a staff person must leave work due to suspected COVID symptoms, that staff must attain a documented COVID test result in a reasonably timely

manner, or a doctor's notice of patient condition, and is expected to return to work upon receiving a negative test result and with the absence of symptoms.

- In the case of a positive COVID test result by a Supported Living Program participant or staff, the positive individual will not be allowed to return to Day Services or work for a period of 10 days from onset of symptoms; the positive Supported Living Program participant must isolate for 10 days from the onset of symptoms in his/her room; assuming all others in the home have been exposed to the virus, all other residents in the home of the positive test result must quarantine at home for 14 days from the last date of exposure; the resident testing positive or other residents living in a home in which a positive test has occurred may/may not be moved to an alternate location during the 10 days of isolation of the positive resident; having been declared by Governor Holcomb and the ISDH as essential employees, Supported Living Program staff are expected to report to work in the case of a resident testing positive with COVID-19 and to utilize the full array of PPE while working at that time; Supported Living Staff may choose to isolate and/or quarantine in the SLP residence with the COVID-19 positive resident or quarantine with the other residents at an alternate location if an alternate location is used; when staff must leave work due to suspected COVID symptoms, staff must attain a documented COVID test result in a timely manner or official doctor's notice of patient condition and enter the proper isolation period if necessary, or return to work in the case of a negative COVID-19 test result and the absence of symptoms; if Supported Living Staff state they have been exposed to someone who has tested positive for COVID-19, other than an SLP resident, that staff is expected to continue to report to work if she/he is asymptomatic, and is encouraged to get tested.

Arc's COVID Protocols will continue to be monitored and reviewed by the President/CEO and Quality Assurance Team in order to guard the health and well-being of all persons. These protocols are a "fluid work in progress" and may need to be revised at a future time.

Thank You,  
Jeff Patton  
President/CEO  
Arc Wabash County