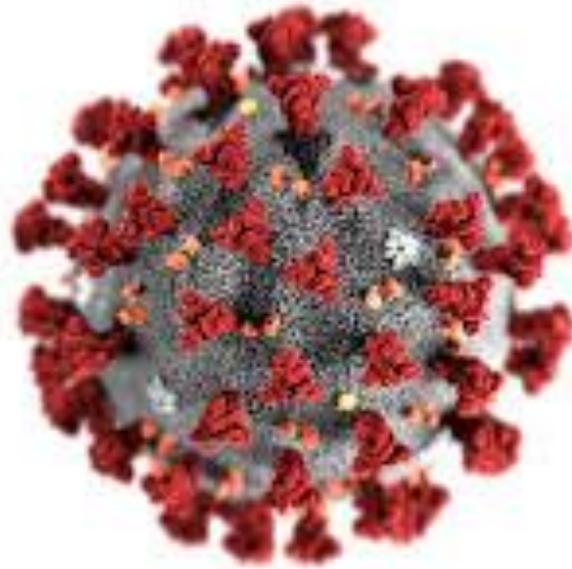


The Arc of Lehigh and Northampton Counties



COVID-19 Protocols



Updated: October 2022

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SCREENING

The Arc of Lehigh and Northampton Counties has implemented various protocols to help screen/monitor staff, participants and visitors for COVID-19 symptoms. These processes have been put into place to help prevent the transmission of COVID-19 during the provision of Community Participant Supports in the SPARC program. These guidelines are based upon guidance from The Arc of Lehigh and Northampton Counties' Return to Work Action Plan, The Arc of Lehigh and Northampton Counties' Employee Handbook, The Office of Developmental Programs (ODP), The Pennsylvania Department of Health (DOH), The Occupational Safety Health Administration (OSHA) and The Centers for Disease Control (CDC). These protocols are subject to change based on evolving guidance from these and other governing/regulatory entities.

Participants:

1. AT HOME SCREENING:

Every morning, at home and prior to receiving services from The Arc, participants should be assisted check their temperature and screened for symptoms.

If a participant has one of the following symptoms, he/she should call The Arc to cancel services for the day:

- a. A fever equal to or higher than 100.0 degrees Fahrenheit
 - b. Respiratory symptoms such as a new or worsening cough, shortness of breath, difficulty breathing, congestion, runny nose or a sore throat.
 - c. A potential exposure to someone with suspected or confirmed COVID-19.
 - d. Participant has muscle aches, chills, weakness, fatigue, headache or a change in baseline behavior without or prior to respiratory symptoms emerging.
 - e. Inability to smell or taste
 - f. Nausea, vomiting, and/or diarrhea
- *The Director of SPARC or surrogate will initiate the COVID-19 Suspected Infection Protocol when appropriate.*
 - *A participant may be asked to provide proof of medical clearance prior to returning to programming after such symptoms are observed.*
 - *Failure to report known COVID-19 symptoms/exposure may result in permanent suspension from SPARC and other Arc services.*

2. PRE-SERVICE SCREENING:

Participants will be screened every day **prior** to entering The Arc building, receiving services from The Arc, or entering an Arc owned/operated vehicle. Arc staff will discreetly perform the screening, **prior** to starting services. Arc staff will record screening findings on the COVID-19 Participant Screening Tool, which will be stored in a secured area until the end of the shift.

Prior to coming into The Arc building or entering an Arc operated vehicle, Arc staff will discreetly:

- a. Encourage participants to remain at least 6 feet apart during the screening process.
 - b. Check participants with a no touch thermometer to monitor for an elevated temperature, defined as 100.0 degrees Fahrenheit or greater.
 - c. Check for signs or reports of respiratory symptoms such as a new or worsening cough, shortness of breath, difficulty breathing, congestion, runny nose or a sore throat.
 - d. Check for signs or reports of muscle aches, chills, weakness, fatigue, headache or a change in baseline behavior without or prior to respiratory symptoms emerging.
 - e. Ask if the participant is experiencing an inability to smell or taste nausea, vomiting, and/or diarrhea
- **If an individual screens positive for any of the aforementioned checks, The Arc will not provide Community Participation Supports.** *The individual will be asked to return home and may be requested to provide written medical clearance from his/her medical practitioner prior to returning to service. The supporters identified in the participant's ISP Back Up Plan will be called upon to provide supports in lieu of The Arc.*
 - *Arc staff will document the results of the participant screening, on the COVID-19 Participant Screening Tool and immediately report any positive findings to the Director of SPARC. If the Director of SPARC is not available, a member of the Senior Leadership Team must be notified. The Screening Tool will be maintained in a confidential area and uploaded to an electronic file system.*
 - *The Director of SPARC or surrogate will initiate the COVID-19 Suspected Infection Protocol when appropriate.*

3. REGULAR MONITORING:

During the course of service provision, staff will continually monitor participants for changes in health and behavior every day. Concerns and atypical observations must be reported immediately to the Director of SPARC or a member of the Senior Leadership Team. The Director of SPARC or surrogate will initiate the COVID-19 Suspected Infection Protocol when appropriate. If an individual displays any symptoms of illness or atypical behavior, the supporters identified in the participant's ISP Back Up Plan will be called upon to provide supports in lieu of The Arc. The individual may be requested to provide written medical clearance from his/her practitioner prior to returning to service.

4. POST-SERVICES SCREENING:

Every day, prior to concluding services, Arc staff will repeat similar screening to what was conducted at the beginning of the day, and will log the results on the COVID-19 Participant Screening Tool. If an individual screens positive for any of the checks, Arc staff will immediately contact the Director of SPARC or a member of the Senior Leadership Team. The Director of SPARC or surrogate will initiate the COVID-19 Suspected Infection Protocol when appropriate. The individual may be requested to

provide written medical clearance from his/her practitioner prior to returning to service.

STAFF/ARC EMPLOYEES:

1. The Arc of Lehigh and Northampton Counties issued a Return to Work Action Plan that describes all of the safeguards and screening protocols put into place to prevent the transmission of COVID-19. These include a Temperature Check Program, screening for symptoms, and reporting transparency. Please refer to the plan for specifics.
2. Arc staff/employees are responsible to assure they have the necessary screening materials prior to leaving the facility for service provision. This includes but is not limited to: face covering/mask, no-touch thermometer, cell phone, and the COVID-19 Participant Screening Tool for each assigned individual.
3. All SPARC staff will receive training on screening processes, maintaining confidentiality and information collection/documentation.
4. The Arc will request that all employees volunteer information on employment at other provider agencies. This will help The Arc better understand opportunities for the employee to have been exposed to the virus and where possible limit the transmission of the virus.
5. SPARC staff will not be permitted to work if they are displaying symptoms of COVID-19. Please see The Arc of Lehigh and Northampton Counties Return to Work Action Plan for further guidance.

SCREENING PROCESSES:

1. Assigned Arc staff will be near the front entrance to screen individuals prior to entering the facility or an Arc operated/owned vehicle. Participants should remain in queue inside their vehicles to be screened.
2. Arc screening staff must remain 6 feet away from the participant until the COVID-19 Participant Screening Tool is completed and it is determined the participant is symptom free.
3. Arc screening staff should thoroughly and expeditiously conduct the COVID-19 Participant Screening Tool. Screening staff should make these interactions as brief as possible by limiting the interaction to screening questions only.
4. Individuals who may have difficulty answering the screening questions should be accompanied by a familiar supporter who is able to provide the relevant information. If an individual is unable to answer the screening questions and a supporter is not available, The Arc may decline to provide services until the COVID-19 Participant Tool can be completed.
5. If an individual has any of the identified symptoms on the COVID-19 Participant Screen Tool, the participant will not be permitted to enter the building or Arc vehicle. Staff will assure that the participant remains at least 6 feet away from other people and will discreetly notify the Director of SPARC or member of the Senior Leadership Team, so that the Suspected COVID-19 Infection Protocol can be initiated. Community Participation Supports will not be provided.
6. An individual with COVID-19 symptoms will be instructed to move to a location away from others, to prevent the transmission of the virus. The responding manager or

surrogate will assist the individual to move to an alternative area where he/she can remain 6 feet away from other individuals. Weather permitting, the individual will stay outside at the picnic tables, with appropriate supervision. If the weather is not conducive to staying outside, the individual will be taken to the Classroom #1 for isolation. If this space is not available, the individual will be taken to another non-programming area. The Arc will assure the appropriate supervision level is maintained until a caregiver/supporter arrives. If The Arc is unable to reach a caregiver/supporter, an ambulance may be called. This will be done at the discretion of the Chief Executive Officer or surrogate.

7. The Arc will report any suspected or confirmed COVID-19 cases to all mandated entities.
8. The Director of SPARC or surrogate will initiate the COVID-19 Suspected Infection Protocol when appropriate.
9. If a participant refuses screening, The Arc will not be able to provide supports to the individual.
10. If a participant or supporter knowingly fails to disclose a suspected or confirmed COVID-19 infection/exposure, The Arc may terminate services.
11. The Arc's Screening process will be in place until governing and regulatory entities determines it is no longer necessary to monitor for COVID-19 symptoms.
12. All visitors will be subjected to COVID-19 symptom screening, including temperature checks.

COVID-19 SUSPECTED INFECTION PROTOCOL

The Arc of Lehigh and Northampton Counties has implemented various protocols to help keep individuals and staff safe when participants screen positive for potential signs and symptoms of COVID-19. These processes have been put into place to help prevent the transmission of COVID-19 during the provision of Community Participation Supports in the SPARC program. These guidelines are based upon guidance from The Arc of Lehigh and Northampton Counties' Return to Work Action Plan, The Arc of Lehigh and Northampton Counties' Employee Handbook, The Office of Developmental Programs (ODP), The Pennsylvania Department of Health (DOH), The Occupational Safety Health Administration (OSHA) and The Centers for Disease Control (CDC). These protocols are subject to change based on evolving guidance from these and other governing/regulatory entities.

1. Staff will monitor individuals for symptoms before, during and just before ending the provision of Community Participation Supports. Information regarding the screening will be documented on the COVID-19 Participant Screening Tool. This Tool will be kept in a secured area and due to the volume of documentation collected, these forms will be electronically filed, in accordance with HIPPA mandates.
2. If an individual screens positive for any of the symptoms noted on the COVID-19 Participant Screening Tool, **staff should immediately notify the Director of SPARC or member of the Senior Leadership Team. The individual should not be permitted to board any Arc owned vehicles or enter any program areas, if a concern is identified PRIOR to service provision. The individual should remain 6 feet away from others.**
3. When in the facility, the responding Director will take immediate action by assisting the individual to move to an alternative area where he/she can remain 6 feet away from other individuals. Weather permitting, the individual will stay outside at the picnic tables, with appropriate supervision. If the weather is not conducive to staying outside, the individual will be taken to the Classroom #1 for isolation. If this space is not available, the individual will be taken to another non-programming area. This will be done at the discretion of the responding Director, taking into consideration air exchange while minimizing exposure to others. Staff will provide supervision to maintain the immediate safety of the participant. The supporting staff will be provided with eye protection and a surgical mask or KN95. Supports will be limited to maintaining the immediate health and safety of the participant. Access to bathrooms and common areas may be restricted to individuals who screen positive on the COVID-19 Participant Screening Tool, to prevent the possible transmission of COVID-19. If symptoms develop while providing service in the community, the supporting staff will take all measures to keep the individual at least 6 feet away from the other participants and staff. If possible, the group should remain outside to prevent the

transmission of COVID-19. A relief staff may be deployed, so that proper isolation measures can be implemented, while maintaining supervision for safety. This will be done at the discretion of the responding Director.

4. The responding Director will assign someone to contact the supporter(s) listed in the Individual's Back Up Plan of the ISP. It is expected that the supporter or surrogate immediately come to pick up the individual at their location. The individual must consult with his/her medical practitioner and provide documentation that he/she is free of signs or symptoms of COVID-19 infection, before being able to return to SPARC.
5. The responding Director will notify the individual's Supports Coordinator, respective AE and any other pertinent team members.
6. If the individual's supporter(s) is/are not available or does not come to pick up the individual, EMS will be contacted at the discretion of the Chief Executive Officer or surrogate. EMS will be informed of the individual's symptoms and concerns of suspected COVID-19 infection.
7. Other individuals who are receiving services may be relocated to another area of the facility if it is deemed necessary.
8. If someone has a confirmed case of COVID-19 in our facility or in one of our fleet vehicles, a professional COVID-19 cleaning will be done on all affected areas. The responding manager will close off areas visited by the ill person and make all attempts to increase ventilation in the area after participants have left the building. The facility may temporarily close if needed for safety and sanitation.
9. Please consult The Arc of Lehigh and Northampton Counties Return to Work Action Plan for protocols that will be implemented for suspected employee infections.
10. This protocol will be in place until governing and regulatory entities determines it is no longer necessary to monitor for COVID-19 symptoms.

SOCIAL/PHYSICAL DISTANCING

The Arc of Lehigh and Northampton Counties has implemented various protocols to help keep individuals and staff from contracting COVID-19 during the provision of Community Participant Supports in the SPARC program. These guidelines are based upon guidance from The Arc of Lehigh and Northampton Counties' Return to Work Action Plan, The Arc of Lehigh and Northampton Counties' Employee Handbook, The Office of Developmental Programs (ODP), The Pennsylvania Department of Health (DOH), The Occupational Safety Health Administration (OSHA) and The Centers for Disease Control (CDC). These protocols are subject to change based on evolving guidance from these and other governing/regulatory entities.

The Arc recognizes that DSPs and other agency personnel cannot limit or restrict the movement of participants and/or violate rights. However, during the COVID-19 pandemic, all citizens, regardless of disability, have been called upon to alter their regular activities to protect themselves and others. All individuals will receive information about COVID-19 protocol changes, recommendations, and responsibilities prior to resuming in person services. If an individual is not cooperative with COVID-19 protocols, he/she may be asked to suspend services until a team meeting is held. The individual with his/her team will determine if SPARC services are appropriate and develop strategies for everyone's safety.

FACILITY BASED SERVICES:

- When possible, maintain a distance of 6 feet between people, combined with indoor mask wearing by people who choose this, to reduce transmission risk.
- Cohorts (keeping people together in a small group and having each group stay together throughout an entire day) will be used to limit the number of participants, volunteers, and staff who come in contact with each other. The Arc will not cohort people by vaccination status.

COMMUNITY BASED SERVICES:

Stay 6 feet away from others, when possible

Avoid poorly ventilated spaces and crowds

- If indoors, bring in fresh air by opening windows and doors, if possible.
- If you are at increased risk of getting very sick from COVID-19, avoid crowded places and indoor spaces that do not have fresh air from the outdoors

When providing transportation in an agency vehicle, it may not be possible to keep individuals 6 feet apart. During these times staff should:

- a. Encourage participants to sit as far apart as possible.
- b. Assure appropriate ventilation in the vehicle. When possible, keep windows open or run air conditioning/heat by using settings to promote the exchange of outside air. Avoid recycling the interior air of the vehicle.

This protocol will be in place until governing and regulatory entities determines it is no longer necessary to monitor for COVID-19 symptoms.

The Arc of Lehigh and Northampton Counties

COVID-19 PARTICIPANT SCREENING TOOL

Participant Name: _____ Date of Service: _____

PRE-SERVICE SCREENING:

Date _____ Time _____ Staff Name/Title: _____

Body Temperature: _____

Does the participant have an elevated temperature (100.0 degrees F or greater)? YES NO

Does the participant report or present respiratory symptoms such as a new or worsening cough, shortness of breath, difficulty breathing, congestion, runny nose or a sore throat? YES NO

Does the participant have muscle aches, weakness, chills, weakness, fatigue, headache, or a change in baseline behavior? YES NO

Is the participant experiencing an inability to taste or smell? YES NO

Is the participant experiencing nausea, vomiting and/or diarrhea? YES NO

IF YOU ANSWER YES TO ANY OF THE ABOVE QUESTIONS, PLEASE ASSUME THE PERSON IS POTENTIALLY INFECTED. IMMEDIATELY NOTIFY THE DIRECTOR OF SPARC OR A MEMBER OF THE SENIOR LEADERSHIP TEAM. DO NOT PERMIT THE INDIVIDUAL TO BOARD OUR VAN OR ENTER THE BUIDLING.

REGULAR MONITORING:

Date _____ Staff Name/Title: _____

During service provision, were there any changes in health or did the individual display atypical behavior? YES NO

IF AN INDIVIDUAL'S HEALTH OR BEHAVIORAL STATUS CHANGES DURING SERVICE PROVISION, IMMEDIATELY NOTIFY THE DIRECTOR OF SPARC OR A MEMBER OF THE SENIOR LEADERSHIP TEAM

The Arc of Lehigh and Northampton Counties
COVID PARTICIPANT SCREENING TOOL

Participant Name: _____ Date of Service: _____

POST-SERVICES SCREENING

Date _____ Time _____ Staff Name/Title: _____

Body Temperature: _____

Does the participant have an elevated temperature (100.0 degrees F or greater)? YES NO

Does the participant report or present respiratory symptoms such as a new or worsening cough, shortness of breath, difficulty breathing, congestion, runny nose or a sore throat? YES NO

Does the participant have muscle aches, weakness, chills, weakness, fatigue, headache, or a change in baseline behavior? YES NO

Is the participant experiencing an inability to taste or smell? YES NO

Is the participant experiencing nausea, vomiting and/or diarrhea? YES NO

IF YOU ANSWER YES TO ANY OF THE ABOVE QUESTIONS, PLEASE ASSUME THE PERSON IS POTENTIALLY INFECTED. IMMEDIATELY NOTIFY THE DIRECTOR OF SPARC OR A MEMBER OF THE SENIOR LEADERSHIP TEAM.

For management use only

Reviewed by: _____ Date: _____

Notes: _____

Total

Facility 1:1 _____ minutes

Facility 1:1 _____ minutes

Facility 1:3 _____ minutes

Community 1:1 _____ minutes

Facility 1:6 _____ minutes

Community 2:3 _____ minutes

Facility 2:1 _____ minutes

MASK USE

The Arc of Lehigh and Northampton Counties realizes that COVID-19 can affect anyone, and the disease can cause symptoms ranging from mild to very severe. Understanding the risk of COVID-19 for yourself and those around you can help you make informed decisions to keep you safe and healthy. The Arc of Lehigh and Northampton Counties encourages you to discuss a risk mitigation plan with your healthcare provider, to determine what precautions make sense for you.

Upon request, The Arc of Lehigh and Northampton Counties can help you receive training on COVID-19 and risk mitigation.

SPARC participants, staff and visitors are no longer required to wear masks, unless it is indicated by CDC guidance, specifically following illness and exposure to COVID-19.

The Arc requires masking for individuals:

- 1) After a confirmed exposure to COVID-19
<https://www.cdc.gov/coronavirus/2019-ncov/your-health/if-you-were-exposed.html>
- 2) Following isolation, due to a confirmed case of COVID-19
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

Universal masking may be re-implemented when COVID-19 rates are high in our community, or if public health guidance changes.

Please let The Arc know if you have specific requests or concerns about masking.

PERSONAL PROTECTIVE EQUIPMENT (PPE) AND SUPPLIES

The Arc of Lehigh and Northampton Counties recognizes the importance of having adequate and accessible supplies of protective equipment and sanitizing products to help prevent the transmission of COVID-19 during the provision of Community Participant Supports in the SPARC program. Protocols for usage and storage have been developed based upon guidance from The Arc of Lehigh and Northampton Counties' Return to Work Action Plan, The Arc of Lehigh and Northampton Counties' Employee Handbook, The Office of Developmental Programs (ODP), The Pennsylvania Department of Health (DOH), The Occupational Safety Health Administration (OSHA) and The Centers for Disease Control (CDC). These protocols are subject to change based on evolving guidance from these and other governing/regulatory entities.

1. To assure the proper use and monitoring of PPE and sanitizing supplies, these items will be stored and locked in the facility. At the beginning of each shift, it is the responsibility of the DSP to assure they request any materials they will need to remain safe during the course of their shift. Necessary materials will be removed by the SPARC Administrative Assistant, Program Specialist, Community Coordinator, Director of SPARC, or a member of the Senior Leadership team. As items are pulled from the stockpile, the usage will be tracked to assure that all staff are properly and adequately using the materials. Additionally, it will help management staff assure supplies are reordered as they are used.
2. During the course of service provision, staff must have access to: hand sanitizer, surface disinfectant rated to kill COVID-19(<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>) and disposable gloves. Additional PPE and supplies will be made available as needed. Gowns, respirators, and other PPE will be reserved for situations deemed as an emergency by an Arc manager.
3. When staff and/or participants are done utilizing sanitizers and other products, they should be safely secured to prevent misuse. For participants who are unable to safely use poisons, such materials should be locked when not in use. In the facility, each program room has a locking cabinet to secure these poisons. When in the community, staff will be equipped with a locking bag or box to assure these items are not accessible to those who cannot safely use them.
4. The Arc has established cleaning protocols for both the facility and the community. Daily cleaning is performed by a professional cleaning service. If someone should become sick in the facility or a program van, professional sanitizing will be performed

on the affected areas. During times when COVID rates are high, the facility may be professionally fogged for additional sanitization.

5. Staff and SPARC participants should engage in regular, thorough, and frequent handwashing throughout the day. All staff and SPARC participants will receive training on proper hand washing. Circumstances where handwashing must occur:
 - a. After sneezing, coughing, or blowing one's nose
 - b. After using the restroom
 - c. Before and after eating and/or drinking
 - d. Upon arriving to the facility
 - e. Before departing the facility
 - f. Any times hands are soiled
 - g. Before and after providing personal care to an individual

If a sink is not available, hand sanitizer should be used until facilities become available. Upon gaining access to a sink, hands should be washed at the first available opportunity.

6. The delivery of services in SPARC is contingent upon having adequate supplies of PPE and sanitizers. If national product shortages occur, thus preventing The Arc from being able to secure the necessary supplies to keep participants and staff safe, services may be temporarily suspended until the materials are re-stocked.

COMMUNICATION PLAN

The Arc of Lehigh and Northampton Counties recognizes the importance of communicating information, changes and concerns to staff, participants, supporters and stakeholders. As guidance is altered by governing entities, The Arc will adapt protocols and policies accordingly. When this occurs, The Arc will communicate these changes promptly to pertinent parties and will take into consideration the most recent guidance from The Arc of Lehigh and Northampton Counties' Return to Work Action Plan, The Arc of Lehigh and Northampton Counties' Employee Handbook, The Office of Developmental Programs (ODP), The Pennsylvania Department of Health (DOH), The Occupational Safety Health Administration (OSHA) and The Centers for Disease Control (CDC). All protocols are subject to change based on evolving guidance from these and other governing/regulatory entities.

1. The Director of SPARC and members of the Senior Leadership Team are responsible for reporting and communicating changes. Management will work concurrently with The Arc's Safety Committee and will assess if additional education is needed for staff, supporters and participants.
2. The Arc will utilize a variety of communication methods to convey changes. This includes, but is not limited to: social media posts, email communications, phone calls and letters.
3. Prior to resuming services, each participant and their supporting team will be discuss preferences for COVID-19 risk mitigation and these choices will be added to the ISP.
4. Stakeholders are encouraged to keep themselves apprised of the most recent CDC guidance. Suggested links

Quarantine and Isolation:

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>

COVID-19 Vaccination:

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/your-vaccination.html>

COVID-19 County Check/Masking Recommendations

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

CONTINGENCY PLANNING

The Arc of Lehigh and Northampton Counties has implemented a best practices protocol with regard to contingency planning for unforeseen COVID-19 emergencies. These guidelines are based upon guidance from The Arc of Lehigh and Northampton Counties' Return to Work Action Plan, The Arc of Lehigh and Northampton Counties' Employee Handbook, The Office of Developmental Programs (ODP), The Pennsylvania Department of Health (DOH), The Occupational Safety Health Administration (OSHA) and The Centers for Disease Control (CDC). These protocols are subject to change based on evolving guidance from these and other governing/regulatory entities.

1. Should governing officials impose more restrictive risk mitigation regulations/mandates, thus making in-person facility or community services not possible, The Arc may be able to offer remote services (using technology such as Zoom) and/or in home Community Participation Supports (CPS) during this time.
2. Prior to resuming to in-person CPS, teams should identify two supporters who will be able to provide supervision to an individual, should SPARC need to cancel or abruptly end services for a COVID-19 related emergency. If an individual does not have two supporters, the team must develop a back-up plan that offers alternatives for supervision should a COVID-19 emergency exist. Each participant's back up plan will be updated to reflect the most recent information and contingency plan for services. Supports Coordinators will be notified, so that the Crisis Support plan section of the ISP details this information.
3. Due to The Arc's commitment to provide safe in-person supports, consistent staff assignments will be made. Doing so creates a challenge when staff are sick, on vacation or do not report for their shift. Teams and participants are being informed of the potential for "last minute" and planned cancelations to services. If the assigned staff does not report to work, services may be canceled and the backup plan will be implemented. If participants and teams feel comfortable, a substitute staff may be deployed when available and appropriate.
4. The Arc is always evaluating staffing patterns to assure there are enough Direct Support Professionals to meet the needs of participants. In the event of staffing shortages, administrative SPARC staff or Arc staff from other departments will be trained and utilized until new staff are recruited.

COVID-19 VACCINE

The Arc of Lehigh and Northampton Counties strongly encourages all eligible participants to obtain the COVID-19 vaccine from their health care provider.

1. Please provide The Arc with documentation of COVID-19 vaccine for your records.
2. If you are unable/unwilling to have the vaccine, please consult with your health care professional for guidance on how to stay safe. Please share this information with The Arc of Lehigh and Northampton Counties, so that we can incorporate these recommended strategies to help keep participants and staff safe.
3. Information about vaccine administration will be considered protected health information and may not be shared with parties outside of The Arc, without expressed consent to do so.
4. All staff of The Arc of Lehigh and Northampton Counties will be encouraged to take the vaccine and all recommended boosters.
5. The Arc of Lehigh and Northampton Counties recommends that everyone stay up to date with COVID-19 vaccination, including all primary series doses and boosters for their age group.

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html#recommendations>

Scheduling Your COVID-19 Vaccines

Find a COVID-19 vaccine or booster: Search vaccines.gov, text your ZIP code to 438829, or call 1-800-232-0233 to find locations near you.

IN-HOME CPS

During the COVID-19 Pandemic, The Office of Developmental Programs has secured approval to allow for the provision of alternative service models using Home and Community Wavier funding. Appendix K explains the exceptions to services during the COVID-19 pandemic.

Click the link below for more details:

<https://www.dhs.pa.gov/coronavirus/Pages/ODP-Operational-Guide-for-Appendix-K-Version-2.aspx>

As a result, The Arc of Lehigh and Northampton Counties may offer in-home CPS to individuals who qualify for this service under the provisions set forth by Appendix K. An Arc DSP will provide CPS in the comfort of your home or your community, as decided on by the team.

In an effort to help keep our staff and participants safe during the provision of in-home supports, it is required that supporters immediately notify The Arc if anyone living in the home has been exposed to, shows symptoms of or tests positive for COVID-19. Failure to disclose such information may result in a permanent suspension of services from The Arc of Lehigh and Northampton Counties. Any and all symptoms and exposures must be reported - no exceptions. It is strongly encouraged that anyone in the household wears a mask or face covering during the provision of services. The Arc of Lehigh and Northampton Counties reserves the right to decline the provision of services if it is determined that the home environment poses a COVID-19 risk.

In-home CPS, much like our other in-person services, will be delivered consistently by the same assigned staff. Consequently, if the assigned staff becomes sick, takes time off or is unavailable to work for any reason, this will affect our ability to provide the service. All participants should identify a backup supporter, in the event that Arc staff is not able to provide the service as scheduled. The Arc will strive to make arrangements ahead of the absence but realizes that such occurrences may not always be scheduled and advanced notice may not be provided.

In-home CPS is a temporary provision, during the COVID-19 pandemic. It will be offered to interested parties, as long as Appendix K is in place and ODP endorses this service model.

EXPOSURE/ISOLATION

If you have tested positive or are showing symptoms of COVID-19, [isolate immediately](#).

Isolation & Exposure

If you were exposed to the virus that causes COVID-19 or have been told by a healthcare provider or public health authority that you were exposed, here are the steps that you should take, regardless of your vaccination status or if you have had a previous infection. Learn how COVID-19 spreads and the [factors that make risk of spread higher or lower](#).

After Being Exposed to COVID-19

START PRECAUTIONS

Immediately

Wear a [mask](#) as soon as you find out you were exposed

Start counting from Day 1

- Day 0 is the day of your last exposure to someone with COVID-19
- **Day 1 is the first full day** after your last exposure

CONTINUE PRECAUTIONS

10 Full Days

You can still develop COVID-19 up to 10 days after you have been exposed

Take Precautions

Wear a high-quality [mask](#) or respirator (e.g., N95) any time you are around others inside your home or indoors in public¹

- Do not go places where you are unable to wear a mask. For travel guidance, see CDC's [Travel](#) webpage.

Take [extra precautions](#) if you will be around people who are [more likely to get very sick from COVID-19](#).

Watch for symptoms

- fever (100.4° F or greater)
- cough
- shortness of breath
- [other COVID-19 symptoms](#)

If you develop symptoms

- [isolate immediately](#)
- [get tested](#)
- stay home until you know the result

If your test result is positive, follow the [isolation recommendations](#).

GET TESTED

Day 6

Get tested at least 5 full days after your last exposure

Test even if you don't develop symptoms.

If you already had COVID-19 within the past 90 days, see [specific testing recommendations](#).

IF YOU TEST

Negative

Continue taking precautions through day 10

- Wear a high-quality mask when around others at home and indoors in public

You can still develop COVID-19 up to 10 days after you have been exposed.

IF YOU TEST

Positive

[Isolate immediately](#)

*About negative test results

As noted in the Food and Drug Administration labeling for authorized over-the-counter antigen tests, negative test results do not rule out SARS-CoV-2 infection and should not be used as the sole basis for treatment or patient management decisions, including infection control decisions.

If you have COVID-19 symptoms or have a confirmed case of COVID-19, The Arc of Lehigh and Northampton Counties will ask for documentation from your

health care professional, releasing you back to SPARC when you are able to safely return.

Failure to report known COVID-19 symptoms/exposure may result in permanent suspension from SPARC and other Arc services.

