

October, 2022

Covid Reporting Procedures for Staff

Non Residential Staff – Day, Contract Services, Administration, Operations, etc.

If you test positive for Covid-19:

- Report that you are positive by emailing The Covid Team Covidteam@thearcbaltimore.org with your results and contact information, including your phone number
- Covid Team will contact you with your instructions and will follow the CDC Chart below:

	Exposed to Covid-19 w/o Symptoms	Exposed & Experiencing Symptoms	Test Positive	Test Negative but Experiencing Symptoms
Fully Vaccinated Beyond 5 Months	Quarantine for 5 days, test on day 5 and wear mask for additional 5 days	Test ASAP, wear mask, stay home until symptom-free for 24 hours	Stay home, isolate for 5 days, If no symptoms, or symptoms are improving (fever-free for 24 hours), you may end isolation, but should wear mask for 5 more days If you still have symptoms after day 5, isolate for additional 5 days	Test again on day 5, wear mask for 10 days
Fully Vaccinated and Boosted	Wear mask 10 days, and test on day 5	Test on day 5, wear mask, stay home until symptom-free for 24 hours		Test again on day 5, wear mask for 10 days
Unvaccinated (wear masks)	Quarantine for 5 days, test on day 5 and wear mask for additional 5 days	Test ASAP, stay home, test on day 5, wear mask for 10 days, require negative test		Stay home, isolate and test on day 5, wear mask for 10 days

If you have been exposed to Covid-19:

- Report that you have been exposed by emailing The Covid Team Covidteam@thearcbaltimore.org include your contact information and phone number
- Covid Team will contact you with your instructions and will follow the CDC Chart below for Non-Residential staff:

	Exposed to Covid-19 w/o Symptoms	Exposed & Experiencing Symptoms	Test Positive	Test Negative but Experiencing Symptoms
Fully Vaccinated Beyond 5 Months	Quarantine for 5 days, test on day 5 and wear mask for additional 5 days	Test ASAP, wear mask, stay home until symptom-free for 24 hours	Stay home, isolate for 5 days, If no symptoms, or symptoms are improving (fever-free for 24 hours), you may end isolation, but should wear mask for 5 more days If you still have symptoms after day 5, isolate for additional 5 days	Test again on day 5, wear mask for 10 days
Fully Vaccinated and Boosted	Wear mask 10 days, and test on day 5	Test on day 5, wear mask, stay home until symptom-free for 24 hours		Test again on day 5, wear mask for 10 days
Unvaccinated (wear masks)	Quarantine for 5 days, test on day 5 and wear mask for additional 5 days	Test ASAP, stay home, test on day 5, wear mask for 10 days, require negative test		Stay home, isolate and test on day 5, wear mask for 10 days

Covid-19 At-Home or Rapid Tests for Non-Residential Staff Only Guidelines

- Upon receipt of notification of exposure, the HR Covid Team will contact the employee to discuss their best testing option, either At Home Test Kit or Rapid Test.
 - At-home test kit requirements:
 - FDA Approved
 - QR code with compatibility to upload test results using smartphone through Apple or Goggle Play applications.
- Based on onset of Covid exposure, the HR Covid Team will communicate your required test date. At-Home test or Rapid Test results should be uploaded within two hours of taking test and HR will follow-up with next steps.
- Employees will follow the guidance on the Chart on Page 2 of this document
- If At-Home kit or Rapid Test reveals positive results, do not report to work and visit your nearest urgent care or physician to get PCR test immediately.

Community Living Staff/Supported Individual Reporting Procedures:

If you test positive for Covid-19:

- Please inform your CL Coordinator, CL Director immediately that you have a positive test result
- The CL Coordinator/CL Director will immediately notify the Covid Team via the covidteam@thearcbaltimore.org email.
 - CL Coordinator/CL Director will provide the staff name, address of CL home, the contact information and phone number of positive staff
- The Covid Team will directly contact the positive staff person with further instructions

If you are exposed to Covid-19:

- Please inform your CL Coordinator, CL Director immediately that you have been exposed to covid either personally (family/friends, etc.) or professionally (workplace).
- The CL Coordinator/CL Director will immediately notify the Covid Team via the covidteam@thearcbaltimore.org email.
 - CL Coordinator/CL Director will provide the staff, address of CL home, the contact information and phone number of exposed staff
- The Covid Team will contact the exposed staff person with further instructions

International Travel Guidelines Residential and Non Residential (All Staff)

- International travelers, must report their travel details to the Covid Team via email and/or notify your manager and/or Director who will notify the Covid Team.
 - Please send travel dates prior to travel for confirmation of your test date
- Upon receipt of notification, the HR Covid Team will contact the employee to provide a test date & discuss At-Home Test or Rapid Test.
 - At Home Test Kit requirements:
 - FDA Approved
 - QR code with compatibility to upload test results using smartphone through Apple or Goggle Play applications.
- The test date will be no less than 5 days following international travel. At-Home or Rapid Test results must be received on the agreed upon test date and should be uploaded within two hours of taking test.
- Employees may continue to work on site upon return from travel, if symptom free:
 - with Face Mask and,
 - the At-Home Test Results must be received by the Covid team on agreed test date.
- If test reveals positive results, do not report to work and report the positive result to the covidteam@thearcbaltimore.org email address.

Wellness Check Procedures:

- Upon entering all The Arc Baltimore locations:
 - Visitors and Staff will be required to complete a Heath Screening questionnaire and have their temperature taken