

Service Provider Checklist for Exposure and Infection of COVID-19

If a consumer is exposed or becomes actively sick:

Service provider should notify the individual's healthcare professional and keep the individual isolated until instructions are received from the healthcare professional

Notify San Andreas Regional Center immediately

Submit a Special Incident Report

If the program is licensed with Community Care Licensing (CCL), an incident report must be filed with CCL

If COVID-19 is confirmed, a call should be made to the Department of Public Health

Submit a staffing plan for meeting the individual's needs, especially if this is an SLS, ILS, or like program

Provide a letter to families explaining when the exposure happened, if it was exposure or if someone was diagnosed with COVID-19, and details around the agency's plan of action

If a staff member is exposed or becomes actively sick:

Provide a letter to families explaining when the exposure happened, if it was exposure or if someone was diagnosed with COVID-19, and details around the agency's plan of action

Exposed staff should not be in the facility nor work directly with individuals for at least 14 days

Develop a plan for backup staff

Develop a plan for deep cleaning of facility

Reinforce hygiene practices

If facility closes, notify SARC immediately with date of closure and names of people affected

Develop a plan for the reopening of the facility

Inform San Andreas Regional Center of who will be the service provider's primary contact through this period

All programs must have a plan for training their staff around universal precautions and how they are to work with individuals who may have exposure to or active COVID-19 infection. The same plan should consider other infectious diseases.