

Service Provider Checklist COVID-19

Reporting: Consumers & Staff

Definitions

Symptomatic: fever, chills, new persistent cough, runny nose or nasal congestion, sore throat, gastrointestinal upset, headache, muscle aches, unusual shortness of breath appearing as related to COVID-19. Find more information here: [CDC Clinical Care Quick Reference for COVID-19](#)

If a consumer is symptomatic:

Day programs and like providers should isolate the individual and adhere to their risk mitigation plan regarding returning the consumer home. Programs should follow up with the consumer to inquire if the consumer tested positive within 2 days of attending the program.

Residential providers should notify the consumer's healthcare professional. Test the consumer with an antigen test if available or schedule a PCR test appointment. Keep the consumer isolated until test results.

If a consumer tests positive for COVID-19 with a PCR or Antigen (at home) test:

Notify San Andreas Regional Center immediately of positive result.

If the program is [Community Care Licensing](#) (CCL) licensed, file an incident report with CCL.

All positive COVID-19 tests require that the service provider send a SIR along with the [SARC COVID-19 CONSUMER FORM](#) to SARC. Send to respective SIR email address as indicated on form.

Send a letter to families and care providers of other consumers **who were directly exposed (15 minutes or more in close contact of 6 feet or less) to a declared positive person** on <date> while in your facility/program explaining the exposure to COVID-19 and details around the agency's plan of action.

Develop a staffing plan (especially for SLS, ILS, and like programs), deep clean facility, reinforce hygiene practices, and continue signs and symptoms screening upon arrival to facility.

If an employee/staff member tests Positive for COVID-19 with a PCR or Antigen (at home) test:

Send a letter to families and care providers of consumers who **were directly exposed (15 minutes or more in close contact of 6 feet or less) to a declared positive staff** on < date> while in your facility/program explaining the exposure to COVID-19 and details around the agency's plan of action.

Develop a plan for backup staff, deep cleaning of facility, and reinforcement of hygiene practices and signs and symptoms screening upon arrival or before work.

***A reminder** - Providers licensed through DSS/CCL are responsible for meeting CCL's Covid 19 requirements, including submitting a LIC 624 form, notifying CCL of Covid 19 Positive staff/employees. Per Title 22, Providers are to simultaneously report the event to the regional center. Please email your report to: sirsanjose@sarc.org.

A Special Incident Report must be submitted for any of the following:

Consumer tests positive for a new case of COVID-19 ("New Case" means the first time someone becomes ill from COVID-19, or a subsequent illness after recovery from a prior COVID-19 illness. Please do not report every positive test result for the same instance of illness).

Consumer, whose death is attributed to COVID-19, either by confirmed COVID-19 positive testing or by medical diagnosis (Means a death described in the SIR as attributed to COVID-19).

All programs must have a plan for training staff around universal precautions and how to work with individuals who may have exposure to or active COVID-19 infection. The same plan should consider other infectious diseases. Resources are available on the [Centers for Disease Control and Prevention](#) and [California Department of Public Health](#) websites.