

## COMMUNITY ACCESS UNLIMITED

Policy

Created: 03/2020

Reviewed: 03/2020

- I. **Title:** Preventing COVID-19 Coronavirus Exposures
- II. **Purpose:** To establish guidelines to minimize exposure to COVID-19 for CAU Members and staff at TOP programs.
- III. **Standards:**
  - A. This policy applies to all TOP - DCF funded Programs
  - B. Community Access Unlimited is expected to continue to serve our members during a designated State of Emergency. Proper precautions and appropriate pre-screening must be utilized.
  - C. CAU must ask all visitors the following three questions prior to entering all programs:
    - 1) In the last 14 days, have you or anyone in your household traveled to a country for which the CDC has issued a Level 2 or Level 3 travel designation?
    - 2) Have you or anyone in your household come into contact with any person under investigation (PUI) for exposure to the COVID-19 Coronavirus (high-risk and medium-risk under the NJ Department of Health guidelines), or anyone with known COVID-19?
    - 3) Do you have any symptoms of a respiratory infection (e.g. cough, fever or shortness of breath)?
- IV. **Sequential Steps:**
  - A. If the individual answers yes to Question 1 or 2 and no to question 3 (they have not exhibited symptoms of a respiratory infection), staff is to utilize the chain of command to notify their supervisor/on-call who will seek further guidance on the appropriate further steps.
  - B. If the individual answers “yes” to either Question 1 or 2 and is exhibiting symptoms similar to those of a respiratory infection, please inform the individual that you are unable to allow them to enter the program.
- V. **Staff Responsibilities:**
  - A. All staff shall be responsible for reporting all visitors to the program supervisor.
- VI. **Reporting and Recording:**
  - A. If a visitor is not allowed to enter the program, staff are required to complete an in house incident report as soon as possible and notify their supervisor/ on-call for further guidance.