



Empowering people with disabilities

January 18, 2021

To: All Community Care Connections, Inc. Employees

From: Brenda Cole, Executive Director

Re: Out-of-State Travel Policy Revision

This has been a tough year with many COVID-19 changes happening often and sometimes very quickly. In order to meet those changes and be prepared to protect the health, safety and wellbeing of both the individuals we serve and all of our staff, the following revision to the **Out-of-State Travel** Policy will take effect immediately.

Please understand that taking time away from work is very important to each employee's health, wellness and productivity. The work we do can be stressful and demanding at times, it is important to take time for yourself. The vacation time benefits you have been given may not roll over. Please make use of vacation time even if that time is not able to be spent traveling as you may have done prior to the pandemic.

The Family First Coronavirus Recovery Act (FFCRA) expired as of December 31, 2020. The FFCRA had required up to 80 hours of quarantined time off to be paid for *any* COVID-19 related work loss. Even though the FFCRA has expired, CCC will continue to pay for COVID-19 related illness or exposure quarantines for up to 80 hours.

**Moreover, the following changes will now be in effect for quarantine related to the state mandated 14 day quarantine after traveling outside of Pennsylvania:**

- Prior to traveling outside of Pennsylvania, the employee must request approval from the Executive Director to be paid for up to 80 hours of the required 14 day quarantine following travel outside of Pennsylvania. Approved paid time will only be for hours that would normally have been worked during that time period.
- Particular consideration for paid time off requests to meet travel quarantine mandates, following out-of-state travel, will be given to first time requests and travel out-of-state due to an emergency or similar situation. Documentation of emergency situations may be requested.
- The quarantine period is not to be considered additional time to continue your vacation. The quarantine period will not begin until the employee returns to Pennsylvania.
- It will be expected that the employee will accept and readily comply with the request to perform work from home during a paid quarantine, if appropriate work, training or projects are available for the employee.
- If appropriate work-from-home projects cannot be provided to cover regularly scheduled work hours during a post travel quarantine, or if the employee refuses to work from home, it is likely CCC will consider the use of other available paid time off, including the use of available sick time or additional vacation time. If the staff does not have available paid time off, post-travel quarantine could be unpaid time off.

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United Way of  
Southwestern Pennsylvania  
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Fayette and Southern Armstrong Counties

## COMMUNITY CARE CONNECTIONS

### POLICY AND PROCEDURES

#### MANAGING COVID-19

November 18, 2020

**Purpose:** To establish mitigation protocols in order to lessen the risks of contracting and spreading COVID-19, by staff or participants. Close adherence to these guidelines assures greater safety for participants and staff.

To develop the protocols, guidance was used from the Centers for Disease Control (CDC), the Pennsylvania Department of Health (PA DOH), the Office of Developmental Programs (ODP), the Office of Long-Term Living (OLTL), the Office of Child Development and Early Learning (OCDEL) and the Administrative Entities of the County Departments of Human Services in which Community Care Connections (CCC) provides services.

**For the purposes of these guidelines, the following definitions will be used:**

*Close contact* – people who have been within 6 feet of a person with documented COVID-19 infection for at least 15 minutes. Or, possibly, who have been in within 6 feet of a person with a documented COVID-19 infection for a cumulative 15 minutes over the course of a work day.

*CCC Workplace* – 114 Skyline Drive, Go Center (Whitestown Road), all nine CCC community homes, while providing services in the community including while transporting a participant or other staff member.

*All Individuals* – includes staff, participants and guests

**Mitigating Risks of COVID-19 in the Workplace:**

- All individuals who enter a CCC Workplace, must pass the established screening protocol prior to entering the facility including temperature screening and completing a checklist of potential exposure. Specific protocol may vary CCC Workplace. Each location will post required screening protocol.
- Any individual who fails a screening protocol must follow the posted guidelines at that location.
- If an individual's temperature reads higher than 100.4, an interval of 10-15 minutes is permissible, followed by a retake of that person's temperature. A temperature that remains at 100.4 or higher, after a second screening, is considered a failed screening.
- All individuals **MUST WEAR A MASK, that covers the mouth and nose**, while at all CCC Workplaces for the duration of their time in that facility. The only exceptions are
  - While a staff member is at their desk, and they are distanced by at least six feet from all other persons.
  - While outside and socially distanced by at least six feet.
- **ALL STAFF MUST WEAR A MASK, THAT COVERS THE MOUTH AND NOSE, FOR THE DURATION OF THE TIME THEY ARE PROVIDING FACE TO FACE SERVICES TO A PARTICIPANT.**

- All eating and drinking should be done at your own desk. Staff, if they do not have a desk at which to eat and/or drink, should assure they are socially distanced from other staff and participants when eating or drinking.
- Participants are discouraged from eating and drinking while at any day programs. Participants who must eat or drink should do so in a manner that follows established mitigation protocols.
- All individuals are advised to engage in adequate distancing, mask wearing, handwashing, coughing into their elbow and cleaning any areas they are in prior to leaving those areas.
- **TRAVEL** - If an individual enters Pennsylvania from another state or country, they must have a negative COVID-19 test within 72 hours prior to entering or reentering the Commonwealth or quarantine for 14 days upon entry into Pennsylvania. As case numbers have increased nationwide, specific states are no longer indicated. A person may return to work/program if they produce a negative COVID-19 test that was taken within 72 hours prior to entering Pennsylvania or, they must complete a 14 day quarantine. If test results are not obtained 72 hours prior to entry or reentry into the Commonwealth, the traveler must remain isolated with those with whom they have traveled, until test results are obtained.
  - This is not vacation time. On the contrary, **ALL** staff who are required to quarantine after travel must be provided with adequate work from home projects and materials to cover their regular work hours. This time is paid and must, therefore, be work from home. Department Managers, Program Directors/Coordinators are responsible for knowing where their staff are planning to travel AND for providing at home work projects for them to do if that is necessary. *If* adequate work from home projects or trainings cannot be found, CCC will consider requiring the employee to use available paid time off to cover the required quarantine period.
- All staff who are experiencing symptoms related to COVID-19 or, who believe they have had direct exposure to COVID-19 should report those concerns to their Department Manager, Program Director or Program Coordinator who will report the issue to Nancy Ritenour, Payroll/HR Manager to assure a standard response. **See below for guidance that will be used to determine suggested quarantines related to exposure.**
- Prior to reporting a COVID-19 exposure/illness, Department Managers, Program Directors and Program Coordinators may consult symptom comparison charts to differentiate between likely symptoms of COVID-19 and other illnesses such as seasonal flu, cold and allergies.

### Responding to COVID-19 Exposure and/or Illness:

- If an individual has had close contact with a person (including family members) who is suspected of or who is later diagnosed as COVID-19 positive, CCC will respond by:
  - Requiring that the individual quarantine at home for 14 days from two days prior to the onset of the potentially COVID-19 positive individual's symptoms. Upon the expiration of quarantine, the individual may return to the workplace/program if they have not become symptomatic themselves and, **if they have tested negative.**

- The PA DOH recommends seeking testing if close contact occurs with a confirmed or suspected COVID-19 case, regardless of the presence of symptoms.
  - The PA DOH suggests testing may also be advised for individuals who were in a substantial transmission zone and attended a gathering of more than 10 people without universal mask wearing and physical distancing.
  - Asymptomatic individuals with a known possible exposure should wait at least 2-3 days before being tested to increase the likelihood that the test will detect if virus is present.
  - A single negative COVID-19 test does not mean the individual will remain negative. The full quarantine time must be completed regardless of a negative test.
  - Specific CCC programs may have additional protocols to follow dependent upon their funder.
- If an individual, who has been in a CCC workplace, tests positive for COVID-19, CCC will respond by:
    - Requiring the individual testing positive for COVID-19 remain at home until they have been fever free for 24 hours (without use of fever reducing medications), all symptoms have abated and at least 14 days have passed since two days prior to the onset of the person's symptoms. Generally, a COVID-19 test will be requested to confirm suspected infection if that has not already occurred. The same protocol will be followed in the event an individual tests positive for COVID-19 but is asymptomatic.
    - Tracking and notifying employees and/or participants who may have come in close contact with the COVID-19 positive individual.
    - Instructing potentially exposed staff and/or participants to quarantine in their homes for at least 14 days from the two days prior to the onset of symptoms of the COVID-19 positive individual.
    - Conducting extensive cleaning in the areas in which the COVID-19 positive individual would have been prior to their diagnosis. This may require closing portions or all of a building for 24-48 hours to allow sufficient time to pass for the virus to become inactive, prior to conducting cleaning.
    - Specific CCC programs may have additional guidelines dependent upon that program's funders.

### **Enhanced Cleaning Procedures to Mitigate the Spread of COVID-19**

- To reduce the possibility that the COVID-19 virus could be spread via contact with surfaces, CCC has increased cleaning procedures including:
  - Twice weekly deep cleaning of Skyline Drive by a contracted company. This includes the use of an electrostatic device used to eliminate viruses.
  - Requiring surface cleanings to take place in all CCC Workplaces after any individual has been in an area. Spray bottles with disinfectant and paper towels have been placed throughout CCC Workplaces to facilitate the cleaning.
  - Requiring that program locations develop a scheduled cleaning protocol designed to eliminate the spread of the virus.
  - Using a touch-free temperature taking device at the 114 Skyline Drive Workplace

- Requiring that staff use sanitizing wipes to clean vehicles after use.

**To further mitigate the potential spread of COVID-19 virus CCC has:**

- Required that staff with underlying conditions who are at risk of serious complications if infected with the virus, work from home until such a time that the CDC or the PA DOH indicates it is safe for all individuals to return to the workplace.
- Encouraged all staff to consider work from home whenever possible. If entry to a CCC Workplace is required, Managers, Program Directors and Program Coordinators have been instructed to establish a schedule that assures the fewest number of staff will be in that program's 'area,' at a given time. Staggered work schedules, outside of a traditional 8-4 workday are also encouraged.
- Provided all staff with the necessary hardware and software to assure that they have full access to the materials they need to successfully complete their assigned work.
- Provided face coverings for all staff and to others who have been unable to acquire face coverings.
- Empowered all individuals to encourage other individuals to follow COVID-19 mitigation protocols at CCC.

**If a staff member is unable to work due to complications related to COVID-19, they should:**

- Contact Nancy Ritenour, CCC Payroll and Human Resources Manager to learn of options available to them via Family First Coronavirus Relief Act or other available resources.

Finally, Community Care Connections recognizes that a side-effect of the isolation associated with COVID-19 protocols can lead to anxiety and depression. All staff and their family members should be aware that a free resource available to them is the Employee Assistance Program, a counseling and assistance program provided by the Butler Health System. EAP may be contacted by dialing 724-284-4471 or 800-525-9206 (24/7).

## **Community Care Connections - COVID-19 Policy/Protocols:**

Following discussions with John Reilly, Human Resource Consultant, the Company will be following the below protocols as it relates to COVID-19:

The parties (CCC/UFCW) agree to the termination of supplemental hazard pay effective July 3, 2020 (This agreement replaces the current hazard pay agreement).

1. Staff providing face to face support in the residential homes or face to face support in the community will no longer receive a differential per hour for hours worked in face to face supports.
2. If one of our residential homes or community-supported individuals have significant symptoms as diagnosed by their PCP or a confirmed COVID-19 test, staff working in that home or face to face with that individual shall receive a differential equivalent to **ten dollars (\$10) per hour**, in addition to their regular base hourly rate of pay, for hours worked in face to face supports.
3. In addition, based on guidelines on limiting access to residential properties from the agency providing our state licensure, any additional shifts shall be offered to employees within the house first, prior to offering to staff from other houses. This item will be reviewed on or around October 1, 2020.

As always thank you for your assistance and cooperation in these matters.

Stay Safe

John C. Reilly

The Company stated they are committed to continuing dialogue as any matter(s) arise and the environment/circumstances change.

### Community Care Connections - COVID-19 Policy/Protocols:

Following discussions with John Reilly, Human Resource Consultant, the Company will be following the below protocols as it relates to COVID-19:

The parties (CCC/UFCW) agree to the following supplemental hazard pay effective May 31, 2020 (This agreement replaces the current hazard pay agreement).

1. Staff providing face to face support in the residential homes or face to face support in the community will receive a differential equivalent to **five dollars (\$5)** per hour, in addition to their regular base hourly rate of pay, for hours worked in face to face supports.
2. If one of our residential homes or community-supported individuals have significant symptoms as diagnosed by their PCP or confirmed with COVID-19, staff working in that home or face to face with that individual shall receive a differential equivalent to **ten dollars (\$10)** per hour, in addition to their regular base hourly rate of pay, for hours worked in face to face supports.
3. In addition, any additional shifts shall be offered to employees within the house first, prior to offering to staff from other houses.
4. The Employer (CCC) reserves the right to discontinue this supplemental hazard pay by providing the Union (UFCW) a five-calendar day notice in writing.

The Company stated they are committed to continuing dialogue as any matter(s) arise and the environment/circumstances change.