

SBC COVID PROTOCOL

The following Rooms are separate entities and have no close contact with individuals from room to room. Therefore, any individual who is ill (or tests positive to COVID) will only involve the staff / clients from the same room and not the other rooms.

These Rooms are:

1. Room 1
2. Room 2
3. Room 3
4. Room 4
5. Staff Room
6. SBC Annex
7. Virtual Program Room
8. Staff Room

If a client tests positive for COVID:

1. Guardians / Caregivers are to notify SBC immediately. Guardian / Caregiver will provide the test date, onset of signs and symptoms and expected date of return.
2. Client will isolate for 10 days from the start of symptoms, or until symptoms resolve, whichever takes longer.
3. SBC Manager will review health monitoring attendance for contact tracing.
4. SBC Manager will inform roommates' guardians / caregivers about a client being positive and will require their client to isolate for 14 days, to call 811 and to follow AHS guidelines.
5. SBC Manager will inform and require all staff from that specific room to quarantine for 14 days, to call 811 and to follow AHS guidelines including undergoing a COVID Testing.

If a client has a known exposure to COVID but tested negative:

1. Client is required to quarantine for 14 days, to call 811 and to follow AHS guidelines.
2. Guardians / Caregivers will notify SBC immediately.
3. SBC Manager will follow-up with the guardians/caregivers to determine the day of client's return to program.

If a client has signs and symptoms, tested negative and no known exposure to COVID:

1. Guardian / Caregiver will inform SBC.
2. Client will stay home until symptoms resolve.

If a staff tests positive for COVID:

1. Staff will notify SBC manager immediately by phone or email at any time of the day. Staff will provide the following info to SBC: test date, onset of signs and symptoms.
2. Staff will isolate for 10 days from the start of symptoms, or until symptoms resolve, whichever takes longer.
3. SBC Manager will review the health monitoring attendance for contact tracing.
4. SBC Manager will inform roommates' guardians / caregivers about a staff being positive and ask their individuals to quarantine for 14 days, call 811 and follow AHS guidelines including undergoing a COVID testing.
5. SBC Manager will inform and require all staff from that specific room to quarantine for 14 days, call 811 and follow AHS guidelines including undergoing a COVID testing.
6. SBC Manager will follow-up with the staff to determine the day of staff's return to program.

If a Staff has a known exposure to COVID but tested negative:

1. Staff is required to quarantine for 14 days.
2. Staff will notify SBC immediately.
3. SBC Manager will determine the day of staff's return to work.

If a Staff has signs and symptoms, tested negative and no known exposure to COVID:

1. Staff will inform SBC manager.
2. Staff will stay home until symptoms resolve.

If a staff is exposed to an individual having signs and symptoms of COVID who has not had COVID testing and lives in the same household:

1. Staff will inform SBC ASAP
2. Staff will stay home until the COVID test result is back for the individual manifesting signs and symptoms of COVID.
3. The staff is required to forward the email confirmation of the **COVID testing date** for the individual manifesting signs and symptoms of COVID.
4. The staff is required to inform SBC of the COVID test result immediately. If the result is positive, staff will follow protocols for COVID positive exposure. If negative, staff can report back to work on the following workday.
5. The staff is required to update SBC regularly regarding the household member's condition.
6. The staff's entitlements will not be affected.

List of Possible COVID 19 Signs and Symptoms:

- Fever
- New cough or chronic cough that is worsening
- New or worsening shortness of breath
- Sore throat
- Runny nose / stuffy nose
- Painful swallowing
- Headache
- Chills
- Muscle or joint aches
- Feeling unwell in general, or new fatigue or severe exhaustion
- Gastro-intestinal symptoms (nausea, vomiting, diarrhea or unexplained loss of appetite)
- Loss of sense of smell or taste
- Conjunctivitis, commonly known as pink eye