



## **Advocates Mentors: COVID-19 Work Guidance**

Updated 11/16/20

Advocates COVID-19 Work Guidance is an agency safety measure intended to reduce the spread of COVID-19 in our community while prioritizing the health and safety of the people and families that we support and our employees. This is adapted for the Advocates workforce from guidance issued by OPWDD on 7/29/20 and Department of Health recommendations.

### **Definitions:**

**Confirmed/Positive** – Person has tested positive for COVID-19 within the last 14 days.

**Suspected** – Person has been directly exposed to someone else who has tested positive within the last 14 days AND one or more of the following:

- Has been instructed to quarantine by the Department of Health or a healthcare authority (healthcare authority may include a COVID-19 testing site) and/or;
- Has been tested for COVID-19 and is awaiting test results and/or;
- Has had an exposure to someone else who has had an exposure to a confirmed case within the last 14 days and IS symptomatic.

Example of Suspected case: Mentor's child is exposed in school to another student who is confirmed positive. The Mentor is not symptomatic. The Mentor IS getting a COVID-19 test and is awaiting test results. The Mentor is considered to have a suspected case while they are awaiting test results.

**Secondhand exposure** – Person has been exposed to someone else who was directly exposed to someone with a confirmed case of COVID-19. The person is not considered to have a suspected case of COVID-19 because they have NOT been directly exposed to a confirmed case AND:

- Is NOT symptomatic and;
- Is NOT pending test results and;
- Has NOT been instructed by a healthcare authority to quarantine.

Example of Secondhand exposure: Mentor's child is exposed in school to another student who is confirmed positive. The Mentor has not been instructed to quarantine, has not been tested awaiting test results and is not symptomatic. This Mentor is considered to have a secondhand exposure, they are NOT considered to have a suspected case.

## **Advocates Mentors: COVID-19 Work Guidance**

### **If Mentor has a Confirmed Case of COVID-19:**

- Advocates prohibits any mentor with confirmed COVID-19 from working until they are cleared to return to work by a healthcare professional/authority.

### **If Mentor has a Suspected Case of COVID-19:**

- Advocates prohibits any mentor with suspected COVID-19 from working until they are cleared to return to work by a healthcare professional/authority.

### **If Individual Receiving Services has a Confirmed Case of COVID-19:**

- Advocates will work with the Care Manager and Planning Team to implement the individual's emergency back-up plan to suspend in-person Advocates' services until they are cleared by a healthcare professional/authority.

### **If Individual Receiving Services has a Suspected Case of COVID-19:**

- Advocates will work with the Care Manager and Planning Team to implement the individual's emergency back-up plan to suspend in-person Advocates' services until they are cleared by a healthcare professional/authority.

### **If Mentor has a Direct Exposure to a Person with a Confirmed Case of COVID-19:**

- Any mentor who has been directly exposed to a confirmed case of COVID-19 will be prohibited from working for 14 days from the date of her/his last direct exposure to the COVID-19 positive person.

### **If Mentor has a Direct Exposure to a Person with a Suspected Case of COVID-19:**

- Any mentor who has been directly exposed to a suspected case of COVID-19 will be prohibited from working for 14 days from the date of his/her last direct exposure to the person suspected of having COVID-19 or until such time as the person is cleared by a healthcare professional/authority, whichever comes first.
- Only the mentor directly exposed to the person with suspected or confirmed COVID-19 will be prohibited from working. Other mentors working with the individual may continue to work. If the original mentor becomes a confirmed case of COVID-19, then all mentors directly exposed to that mentor will be prohibited from working for 14 days from the date of her/his last direct exposure to the COVID-19 positive mentor.

**If Individual Receiving Services has a Direct Exposure to a Person with a Confirmed Case of COVID-19:**

- Advocates will work with the Care Manager and Planning Team of any individual directly exposed to a confirmed case of COVID-19 to implement their emergency back-up plan to suspend in-person Advocates' services for 14 days from the date of his/her last direct exposure to the COVID-19 positive person.

**If Individual Receiving Services has a Direct Exposure to a Person with a Suspected Case of COVID-19:**

- Advocates will work with the Care Manager and Planning Team of any individual directly exposed to a suspected case of COVID-19 to implement their emergency back-up plan to suspend in-person Advocates' services for 14 days from the date of her/his last direct exposure to the person suspected of having COVID-19 or until such time as the person is cleared by a healthcare professional/authority, whichever comes first.

All mentors, individuals and families/designees will be informed when someone they work with has been directly exposed to a suspected or confirmed case of COVID-19 so that each may make an informed decision about continuing to provide or receive services.

**Criteria for Exception (Direct Exposure to a Suspected Case of COVID-19):**

Advocates will allow mentors who have **been directly exposed to a suspected case of COVID-19** to work **only** if the mentor 's absence would result in a significant risk to the health and safety of the person(s) receiving services and all other back-up options have been exhausted as per the conditions stated below:

1. The Mentor is **asymptomatic**.
2. The mentor self-monitors twice a day (i.e. temperature, symptoms), and undergoes temperature monitoring and symptom checks at the beginning of each shift and at least every 12 hours during a shift. (Paper screening forms, a link to the online screening form and a punch in/punch out option will be explained to the mentor.)
3. The mentor must wear a face mask while working.
4. Mentors will only be allowed to work with individuals at lower risk for severe complications, as opposed to those at higher risk as determined by the individual, his/her Planning Team and Advocates' leadership.
5. Mentors allowed to return to work under these conditions should maintain self-quarantine when not at work.
6. At any time, if the mentor working under these conditions develops symptoms consistent with COVID-19, she/he should immediately stop work, isolate at home and contact his/her physician regarding possible testing.

## Travel:

### NY State Travel Advisory

- New York State requires individuals to quarantine for 14-days upon arriving in NY State if they are traveling from areas impacted by the NY State Travel Advisory.
- As of 11/4/2020, impacted areas include all states that are not contiguous to New York State. Contiguous states include; New Jersey, Connecticut, Vermont, Pennsylvania and Massachusetts. All other states are impacted by the NY State Travel Advisory and subject to the rules below.

### Advocates instructions to employees on the NY State Travel Advisory and Mandatory Quarantine

- Employees must notify Human Resources if they or the person that they support have traveled outside of New York State.
- While the Executive Order includes a provision for essential employees, Advocates is taking the additional precaution of requiring our employees to quarantine for 14-days or to “test out” early after traveling outside of NY State.
- Employees may not provide services in any state that is not contiguous to New York State.
- Employees may not provide community-based support for 14 days if the person they work with is returning from traveling from outside of NY State. The exception to this is if the person being supported “tests out” early of the 14-day quarantine requirement.
- Employees who complete the “test out” requirements must provide required documentation (as listed below) to Human Resources. Employees may not return to work prior to the 14-day quarantine period until cleared in writing by Human Resources.

### “Testing Out” Early of the 14-day Quarantine (Source: <https://coronavirus.health.ny.gov/covid-19-travel-advisory>)

Effective 11/4/2020: New guidelines allow out-of-state travelers to New York to “test out” of the mandatory 14-day quarantine. For any traveler to New York State from out of state, exempting the contiguous states, the new guidelines for travelers to test-out of the mandatory 14-day quarantine are below:

- For travelers who were in another state for more than 24 hours:
  - Travelers must obtain a test within three days of departure from that state.
  - The traveler must, upon arrival in New York, quarantine for three days.
  - On day 4 of their quarantine, the traveler must obtain another COVID test. If both tests come back negative, the traveler may exit quarantine early upon receipt of the second negative diagnostic test.
- For travelers who were in another state for less than 24 hours:
  - The traveler does not need a test prior to their departure from the other state, and does not need to quarantine upon arrival in New York State.
  - However, the traveler must fill out the NYS Traveler Health Form upon entry into New York State, and take a COVID diagnostic test 4 days after their arrival in NY.

Please contact Human Resources at (315) 802-3117 or [hr@advocatesincorporated.org](mailto:hr@advocatesincorporated.org) with any questions on Advocates COVID-19 Safety Measures.

### **Criteria for Exception (Travel):**

Advocates will allow mentors to work and individuals to receive services if they have traveled internationally or to a state on the travel advisory list in the past 14 days **only** if the mentor 's absence would result in a significant risk to the health and safety of the person(s) receiving services and all other back-up options have been exhausted as per the conditions stated below:

1. The mentor is asymptomatic.
2. The mentor received diagnostic testing for COVID-19 within 24 hours of arrival in New York State.
3. The mentor self-monitors twice a day (i.e. temperature, symptoms) and receives temperature monitoring and symptom checks at the beginning of each shift and at least every 12 hours during a shift. (Paper screening forms, a link to the online screening form and a punch in/punch out option will be explained to the mentor.)
4. The mentor must wear a face mask while working.
5. Mentors will only be allowed to work with individuals at lower risk for severe complications, as opposed to those at higher risk as determined by the individual, his/her Planning Team and Advocates' leadership.
6. Mentors allowed to return to work under these conditions should maintain self-quarantine when not at work.
7. At any time, if the mentor working under these conditions develops symptoms consistent with COVID-19, she/he should immediately stop work, isolate at home and contact his/her physician regarding possible testing.

9/15/20; revised 9/17/20, 9/18/20, 11/9/20 & 11/16/20 CG, AD

Adapted for the Advocates' workforce from OPWDD 7/29/20 guidance and Dept. Of Health guidance