# Tangram
## Reshaping the Idea of Disability

Pandemic Planning and Response Guidelines

COVID-19

12/06/2021 Edition

*Information about COVID-19 continuously evolves as health professionals and researchers learn more about the disease, its prevention, and its impact.  This document is considered a "living" document and will change to reflect the current guidance from medical experts.*

**Introduction**

Tangram has created this COVID-19 Planning and Response Plan to help guide the organization through the coronavirus pandemic and ensure that our employees have the information and resources they need to protect themselves and the health and safety of the individuals we serve. Tangram's services are essential to our clients, many of whom are at increased risk for contracting COVID-19. Tangram will rely on state, regional, and county data, as well as guidelines from authorities such as the Indiana State Department of Health and the Centers for Disease Control and Prevention, among others, to inform this plan and our organizational procedures.

**Safety Coordinators:**

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**Response Level**

Information from the Indiana Department of Health (the 2-metric score) will be used to determine the current level of response Tangram will implement.[1] Tangram will use the highest level of all counties we serve with more than 2 clients.

Counties served as of 10/14/2021:

| | |
|---|---|
| Allen | Johnson |
| Bartholomew | Lake |
| Boone | Madison |
| | Marion |
| Fountain | Montgomery |
| Hamilton | Morgan |
| Hancock | Shelby |
| Hendricks | Tippecanoe |
| | Warren |

**2- metric score**:

| | |
|---|---|
| Level 0 and .5 | Low/No Spread |
| Level 1 and 1.5 | Minimal Spread |
| Level 2 and 2.5 | Moderate Spread |
| Level 3 | Substantial Spread |

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[1] ISDH - Novel Coronavirus: Novel Coronavirus (COVID-19) (in.gov)

**Guidelines**

1. **Masking Requirements**

To reduce the risk of being infected with the Delta variant and possibly spreading it to others, the CDC currently recommends all individuals wear a mask indoors.[2]  Therefore:
   a. For Vaccinated
      i. Vaccinated individuals need to a wear a mask indoors at levels 2-3.  Vaccinated individuals not sharing an office may unmask in the individual's office while alone.  Vaccinated individuals may unmask during meetings as long as 6 feet of social distancing is feasible.
   b. For Unvaccinated
      i. Unvaccinated individuals need to wear a mask indoors at levels 1-3. Unvaccinated individuals not sharing an office may unmask in the individual's office while alone.
   c. Tangram will provide masks at all locations; cloth masks are currently acceptable. Masking guidelines are available in the footnotes.[3]

2. **Vaccine Incentives and Mandates**
   a. In general, people are considered fully vaccinated 1) Two weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or 2) Two weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine.[4]
   b. Tangram will provide PTO for time needed to receive the vaccine, and to recover.
   c. Tangram recognizes that incentives for vaccinations may be offered from time to time, and employees will be made aware of any incentives to receive the vaccine.  Reasonable alternatives for entry into the incentive program will be made available for individuals who are unable, or ineligible to receive the vaccine.[5]
   d. Fully vaccinated people can do many activities that were done prior to the pandemic.[6] At this time, due to the Delta variant, it is recommended to mask indoors.  Fully vaccinated individuals can quarantine for shorter periods or time, or not at all (see section on "What to do if you are exposed").
   e. COVID-19 vaccines are safe & effective, even against the Delta variant.  Once you are fully vaccinated, you can start doing more.  COVID-19 vaccination is a safer way to help build protection.  Please see the CDC's page on the benefits of vaccines here: Benefits of Getting a COVID-19 Vaccine | CDC. General information on the COVID-19 vaccine can be found here:  COVID-19 Vaccines | FDA
   f. Please also see the CDC's page on key things to know about vaccines here: Key Things to Know About COVID-19 Vaccines.
   g. Currently, the Pfizer vaccine is FDA approved for the prevention of COVID-19 for individuals 5 and older.  The Moderna and Johnson & Johnson vaccines are authorized under the emergency use authorization for individuals 18 and older.  All are effective against the prevention of COVID-19.

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[2] When You've Been Fully Vaccinated | CDC
[3] Your Guide to Masks | CDC, Use Masks to Help Slow Spread | CDC,  Improve How Your Mask Protects You | CDC, Types of Masks | CDC
[4] When You've Been Fully Vaccinated | CDC
[5] Policy: HR 0001, COVID Vaccine Policy
[6] When You've Been Fully Vaccinated | CDC

h. Currently, the CDC recommends booster shots for all adults 18+ after being fully vaccinated for six months.
i. Tangram will ask for vaccine status upon hire. Tangram will ask for proof of vaccine such as the COVID-19 Vaccination Record Card.
   i. The Equal Employment Opportunity Commission has stated that employers do not violate the ADA or GINA by inquiring about vaccination status because the question is not a disability related inquiry or a medical examination.[7]
j. If you need to get a vaccination certificate, you can go here: https://www.in.gov/access/available-services.html or here: My Vax Indiana (in.gov)
k. To sign up to receive the vaccine, you can go here: ISDH - Novel Coronavirus: Vaccine Information and Planning
l. General questions from the public or healthcare provider inquiries about COVID-19 may be directed to the state Department of Health COVID-19 Call Center at the toll-free number: 877-826-0011 (8 a.m. to 5 p.m. Monday to Friday).
m. The Occupational Safety and Health (OSHA) Act provide for criminal penalties associated with knowingly supplying false statements or documentation on vaccination and testing. Please see OSHA's statement on the fact: Information for Employees on Penalties for False Statements and Records.

3. **What To Do If You:**
   a. Are directly exposed (in "close contact") *to a client* with COVID-19
      i. For Fully Vaccinated
         1. Inform your supervisor and HR.
         2. You do not need to quarantine after contact unless you have symptoms.
         3. Get tested 3-5 days after exposure, even if you don't have symptoms.[8] When working with clients, exposure ends after:
            a. at least 10 days **and**
            b. The client is fever free for 24 hours without fever-reducing medication **and**
            c. Has improved symptoms.
         4. Monitor for symptoms for 14 days after exposure.
      ii. Not fully vaccinated
         1. Inform your supervisor and HR.
         2. Quarantine from work. At this time, if you are able to work remotely, you may do so.
         3. If you do not take a COVID-19 test, you can end your quarantine after 10 days (continue to monitor for symptoms for 14 days)
         4. You may end quarantine after day 7 if you take a test (on day 5 or later) and it is negative.[9]
         5. Monitor for COVID-19 symptoms.

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[7] What You Should Know About COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws | U.S. Equal Employment Opportunity Commission (eeoc.gov)
[8] Interim Public Health Recommendations for Fully Vaccinated People | CDC
[9] COVID-19 Quarantine and Isolation | CDC

b. Are showing symptoms
   i. Symptoms are defined as[10]:
      1. Fever or chills
      2. Cough
      3. Shortness of breath or difficulty breathing
      4. Fatigue
      5. Muscle or body aches
      6. Headache
      7. New loss of taste or smell
      8. Sore throat
      9. Congestion or runny nose
      10. Nausea or vomiting
      11. Diarrhea
      12. This list is not all possible symptoms.  Please call your medical provider for any other symptoms that are severe or concerning to you.
   ii. Fully Vaccinated and Not Fully Vaccinated:
      1. Quarantine from work.  At this time, if you are able to work remotely, you may do so.
      2. Inform your supervisor and HR.
      3. Get tested.  See "tested positive for COVID-19" below.
         a. While waiting for test results, quarantine from work, and it is recommended to isolate from those living in your household.
         b. Test is negative
            i. Tangram wants you to be well before returning to work, even if you do not have COVID-19.  You may return to work after symptoms are improving and you have been fever-free (without the use of fever-reducing medications) for 24 hours.
            ii. Inform HR and supervisor of test results.
         c. Test is positive
            i. Inform HR and your supervisor.  HR may ask you to fill out a brief questionnaire when you are feeling well enough to do so.
            ii. It is recommended to isolate.
            iii. You may return to work 10 days after symptoms first appeared **AND** 2 hours with no fever (without the use of fever-reducing medications **AND** other symptoms of COVID-19 are improving (Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation).[11]
c. Are taking a COVID-19 Test for any situation
   i. Inform HR of the results by emailing or calling an HR representative.  Be prepared to provide results with a screenshot, printout, etc.

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[10] Symptoms of COVID-19 | CDC
[11] COVID-19 Quarantine and Isolation | CDC

       d. Tested positive for COVID-19
- i. Quarantine from work.
- ii. Inform HR. HR will report COVID-19 positive cases (confirmed via a COVID-19 test) **and** all COVID-19 related deaths via online at COVID-19 employee reporting form.
- iii. You may return to work 10 days after symptoms first appeared AND 2 hours with no fever (without the use of fever-reducing medications AND other symptoms of COVID-19 are improving (Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation).[12]

4. **What To Do If Client (Also see section 9 – Contract Tracing):**
- a. Is directly exposed (with and without symptoms)
  - i. DSPs will still continue to serve with as little physical contact as feasible.
  - ii. For Fully Vaccinated client
    1. Inform your supervisor.
    2. The client does not need to quarantine after contact unless the clients has symptoms.
    3. Client should get tested 3-5 days after exposure, even if the client doesn't have symptoms.[13]
    4. Monitor for symptoms for 14 days after exposure.
  - iii. Not fully vaccinated
    1. Inform your supervisor and HR.
    2. Quarantine the client from work.
    3. If the client does not take a COVID-19 test, the client can end the quarantine after 10 days (continue to monitor for symptoms for 14 days)
    4. The client may end quarantine after day 7 if the client takes a test (on day 5 or later) and it is negative.[14]
    5. Monitor for COVID-19 symptoms.
- b. Is showing symptoms
  - i. Notify Program Manager and Individual Support Team.
  - ii. Client should be tested for COVID 3-5 days after exposure for fully vaccinated clients, and if the client does not take a COVID-19 test, the client can end the quarantine after 10 days (continue to monitor for symptoms for 14 days). The client may end quarantine after day 7 if the client takes a test (on day 5 or later) and it is negative.[15] For fully vaccinated clients, If the client does not take a COVID-19 test, the client can end the quarantine after 10 days (continue to monitor for symptoms for 14 days). The client may end quarantine after day 7 if the client takes a test (on day 5 or later) and it is negative.[16]
  - iii. Employees should increase PPE usage (including N95, face shields or goggles, and gowns and gloves).

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[12] COVID-19 Quarantine and Isolation | CDC
[13] Interim Public Health Recommendations for Fully Vaccinated People | CDC
[14] COVID-19 Quarantine and Isolation | CDC
[15] COVID-19 Quarantine and Isolation | CDC
[16] COVID-19 Quarantine and Isolation | CDC

iv. As much as possible, the individual with symptoms should be isolated from others living in the home (isolate individual to their bedroom for 72 hours or until test result comes back negative).

v. Minimal contact should be had with the client when providing personal care.

vi. If possible, serve meals in the bedroom.

vii. Increase temperature monitoring to every two hours.

viii. If the test results are negative, staff should continue with increased PPE usage for 10 days from the onset of symptoms, until the client is fever-free for 24 hours without the assistance of fever-reducing medications, and symptoms have improved. Individuals living in the home should follow social distancing guidelines.

ix. **If test results are positive**, staff should follow protocols for isolating and caring for an individual positive for COVID-19 found in "[Disinfecting, housekeeping procedures, and PPE]"

   1. Covid positive cases (confirmed via a COVID-19 test) and all deaths must be reported by Program Managers, Employment Consultants, or Behavior Consultants accordingly (or another Operations designee via BDDS online incident reporting system.

   2. The Program Manager must complete an IR within 24 hours. The Program Manager or Nurse will contact the client's physician.

x. When to Seek Emergency Medical attention – call 911 if:

   1. Trouble breathing
   2. Persistent pain or pressure in the chest
   3. New confusion
   4. Inability to wake or stay awake, or changes in consciousness
   5. Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone
   6. A fever that does not respond to fever-reducing medication.
   7. This list is not all possible symptoms. Please call the client's medical provider for any other symptoms that are severe or concerning to you.

xi. At onset of symptoms (non-life-threatening)

   1. Take a full set of vitals and document.
   2. Notify Tangram Nurse and Program Manager.
   3. All employees in the home have been exposed/suspected of exposure.
   4. Follow instructions from the physician and Tangram Nurse on client care.
   5. Set up a cleaning station outside of the client's bedroom. The station should include the following:
      a. Trash can
      b. Personal Protective Equipment (PPE)
      c. Disinfectant
   6. Immediately wash hands when leaving the client's room. PPE should be changed before working with other individuals in the home.
   7. Employees working with COVID-19 positive individuals will not work with individuals who are not COVID-19 positive.

c. Is taking a COVID-19 test for any situation

   i. Inform Program Manager of the results by emailing or calling. Be prepared to provide results with a screenshot, printout, etc.

    ii. The Program Manager should save the results into Provide.
  d. Tests positive for COVID-19
    i. Follow instructions for "[Client Tests Positive](#)"

5. **Anti-retaliation measures**
  a. As part of the OSHA ETS from June 2021, Tangram employees have a right to the protections outlined in the OSHA ETS.  It can be found here: [Workers' Rights under the June OSHA ETS](#)
  b. A web form on MyHub is available to report anonymous concerns.  It is located here: [COVID-19 (myhubintranet.com)](#)

6. **Travel**
  a. Fully vaccinated – Domestic Travel[17]
    i. Do not need to get tested before or after domestic travel, unless testing is required by local, state or territorial health authorities.  At this time, testing is not required locally, by the state, or by territory.
    ii. Do not need to self-quarantine following domestic travel.
    iii. Self-monitor for covid-19 symptoms, and isolate and get tested if symptoms develop.
    iv. Tangram asks that all employees who travel wear a mask, especially when required, avoid crowds, wash hands often, or use appropriate hand sanitizer while travelling.
  b. Unvaccinated - Domestic Travel
    i. Get tested with a viral test 3-5 days after travel and stay home and self-quarantine for 7 days after travel.  Even if you test negative, stay home and self-quarantine for the full 7 days.  If your test is positive, please alert HR, and isolate yourself to protect others from getting infected.  If you do not get a test, stay home and self-quarantining for 14 days after travel while monitoring for symptoms.
    ii. Tangram asks that all employees who travel wear a mask, especially when required, avoid crowds, wash hands often, or use appropriate hand sanitizer while travelling.
  c. Fully Vaccinated – International Travel[18]
    i. Get tested with a viral test 3-5 days after travel.  Self-monitor for COVID-19 symptoms.
  d. Not Fully Vaccinated – International Travel
    i. Get tested with a viral test 3-5 days after travel and stay home and self-quarantine for a full 7 days after travel (even if you test negative).
    ii. If you don't get tested, stay home and self-quarantine for 14 days after travel.
    iii. Self-monitor for COVID 19 symptoms.

7. **Visitor protocols for clients**
  a. Currently, Tangram is allowing an Individual's Support Team to make the decision on whether visitors are allowed in a client's home.  Tangram is not currently "locking down" any homes or buildings.

8. **Health screenings to identify and isolate those with symptoms**
  a. Clients
    i. Temperatures will be taken based on-site specific needs.

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[17] [Domestic Travel During COVID-19 | CDC](#)
[18] [After International Travel | CDC](#)

  ii. Social distancing is encouraged whenever possible and should be evaluated by each site.

  iii. Hands should be washed or disinfected with hand sanitizer frequently.

  iv. Operations employees should monitor clients for symptoms.

 b. Employees

  i. Tangram is required to:

   1. Ask employees to self-monitor for symptoms of COVID

   2. Provide testing, when employer-required, at no cost to the employee

   3. Require each employee to promptly notify the employer when the employee is COVID-19 positive, suspected of having COVID-19, or experiencing certain symptoms

   4. Notify, within 24 hours, certain employees if a person who has been in the workplace is COVID-19 positive

   5. Follow requirements to remove employees who have suspected or confirmed COVID-19, certain COVID-19 symptoms, or have had close contact to a person who is COVID-19 positive in the workplace. This includes making decisions on returning employees to work in accordance with guidance from a licensed health care provider or specified CDC guidance

    a. Continue to pay employees removed from the workplace in most circumstances

   6. Employees are still expected to consider prevention protocols as a requirement for their work.  If employees do not compy with these protocols, they will receive written disciplinary action.

**9. Contract tracing for employees exposed to COVID positive client or Tangram employee**

 a. Upon notification of an exposure, Tangram will:

  i. Obtains a list of all employees that were in direct contact with the COVID positive individual up to 2 days prior to the onset of their symptoms.  Employees are contacted immediately and the [What to do if you are Exposed](#) protocols are initiated.

  ii. HR Benefits Coordinator to conduct screening interviews on all listed employees in an attempt to determine the origin of the exposure.  The results of the screening interviews are recorded on the contact tracking spreadsheet.

  iii. HR to file an Illness report with the Workers Comp carrier for all work related exposure claims.[19]

  iv. Listed employees are scheduled for testing and instructed in accordance with CDC issued guidance on exposure to COVID positive individuals:

  A. Vaccinated staff **no symptoms**:

   1. Do not need to quarantine after contact unless they are experiencing symptoms (can continue to work)

   2. Should be tested 5-7 days after exposure

   3. Wear a mask while inside for 14 days following exposure or until their test results is negative

  B. Vaccinated staff **with symptoms**:

   1. Isolate AND

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2. Test 2 days after exposure - If negative, test again 5-7 days after exposure.
     C. Unvaccinated staff:
        1. Allow off for 14 days
        2. Test 2 days after exposure - If negative, test again 5-7 days after exposure.
     v. Quarantined staff are instructed to check in daily to provide updates on their health status.
10. **Disinfecting & housekeeping procedures**
    a. Clean Regularly[20]
        i. Cleaning with a household cleaner that contains soap or detergent reduces the number of germs on surfaces and decreases risk of infection from surfaces. In most situations, cleaning alone removes most virus particles on surfaces.
    b. When and how to clean surfaces in a client's home (day-to-day)
        i. Clean high-touch surfaces regularly (for example, daily) and after there have been visitors in the home.
        ii. Focus on high-touch surfaces such as doorknobs, tables, handles, light switches, and countertops.
        iii. Clean other surfaces in the home when they are visibly dirty or as needed. Clean them more frequently if people in the household are more likely to get very sick from COVID-19. You might also choose to disinfect.
        iv. Clean surfaces using a product suitable for each surface, following instructions on the product label.
    c. Reduce contamination of surfaces
        i. Take steps in your home to limit contamination of surfaces from airborne particles or from touching surfaces with contaminated hands.
        ii. Isolate people who are sick with COVID-19.
        iii. Have everyone in the household wash hands often, especially when returning from outside activities.
    d. Proper handwashing[21]
        i. Key Times to wash your hands
            1. Before, during, and after preparing food
            2. Before and after eating food, or assisting a client with eating activities
            3. Before and after caring for someone who is sick with vomiting or diarrhea
            4. Before and after treating a cut or wound
            5. After using the toilet, or assisting a client with toileting
            6. After changing diapers
            7. After blowing your nose, coughing, or sneezing, or assisting a client with blowing nose, coughing, or sneezing
            8. After touching an animal, animal feed, or animal waste
            9. After handling pet food or pet treats
            10. After touching garbage
        ii. Wash your hands with soap and water for at least 20 seconds or use a hand sanitizer with at least 60% alcohol to clean hands before and after:

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[20] [Cleaning and Disinfecting Your Home | CDC](#)
[21] [When and How to Wash Your Hands | Handwashing | CDC](#)

1. Touching your eyes, nose, or mouth
2. Touching your mask
3. Entering and leaving a public space
4. Touching an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens.

11. **PPE (Personal Protective Equipment)**

Tangram has provided employees with needed PPE, including, but not limited to surgical masks, gloves, N95 respirator masks, gowns, face shields, and goggles. Hand sanitizers and thermometers have also been provided. In the event of a shortage or increased need, Tangram will continue to do due diligence in procuring PPE for employees.

   a. A link to how to use PPE properly is here:  [Coronavirus disease 2019 (COVID-19) Factsheet (cdc.gov)](#)
      i. Gowns:
         1. Gowns are to be worn when completing tasks with splashes and sprays such as g-tube, nebulizer treatments or when completing high contact care (dressing, bathing, transfer, changing briefs) on a client with symptoms, presumed positive or tested positive for COVID-19, or as directed by hospital or County Health Department. A gown may not be indicated if there is minimal risk of coming into direct contact with linens or body fluids such as an ambulatory client who requires minimal hands on care. Staff involved in providing care as described above will label and reuse gown until soiled or damaged.
         2. Label the inside of the gown with staff name. This identifies the clean side of the gown.
         3. Follow On/Off guidelines, except after removal, then hang on designated hook.
      ii. To put a gown on:
         1. With the opening in the back, secure the gown at the neck and waist.
         2. If the gown is too small for full coverage, use two; the first with the opening in the front, and the second placed over it with the opening in the back.
         3. When a gown or full PPE is worn, PPE should be removed at the doorway to a patient room or in an anteroom.
      iii. To remove a gown:
         1. Unfasten the ties.
         2. Peel the gown away from the neck and shoulder.
         3. Turn the contaminated side (the outside) toward the inside.
         4. Fold or roll the gown into a bundle.
         5. Discard in designated receptacle.
      iv. Option if gowns are not available:
         1. Disposable/washable aprons, raincoat, change of clothing.
   b. N95 facemasks:
      i. When to use: for the care of known or suspected COVID-19 clients when supplies are available.
      ii. Use 1 mask per staff
      iii. Wear all shift
      iv. Store in a paper bag labeled with staff name for reuse

     v. Dispose when mask is obviously damaged or hard to breathe through

     vi. Discard bag when soiled, torn, or when replacing respirator

c. Surgical masks:
   i. When to use: to be used by symptomatic client if they can tolerate.
   ii. By staff, if within six (6) feet while caring for symptomatic or positive client or if splashes or sprays are anticipated during treatment (nebulizer, g-tube). Use when instructed to by hospital or County Health Department.
   iii. Use 1 mask per staff per day
   iv. Throw away at the end of the shift
   v. Surgical masks may be utilized when N95 masks are not available for presumed or positive COVID-19 clients
   vi. If available, use face shield over the mask to reduce surface contamination
   vii. If a mask was worn by a client during care to minimize exposure and as directed by the nurse, the mask should be removed, folded with the inside or contaminated part of the mask touching and place in a paper bag labeled with the client's name that is kept in the client's bedroom.
   viii. Check to make sure the surgical mask is fitting snugly. There should be no air flowing from the area near your eyes or from the sides of the mask. If it is fitting properly, you will feel warm air coming through the front of it, and possibly see it moving when you breathe. To increase fit, you can knot the loops of the face mask.

d. Face Shields:
   i. When to use: Use with face or N95 mask when completing tasks with splashes and sprays such as g-tube, nebulizer treatments on a client with symptoms, presumed positive or tested positive for COVID-19, or as directed by hospital or County Health Department.
   ii. If available, use one (1) face shield for each staff. When possible use face shield for nebulizer treatments and g-tube feeding
   iii. The outside of the shield is considered dirty. Wash hands if outside of shield is touched or adjusted. Discard when broken or no longer able to see through shield

e. Cloth Masks:
   i. How to clean[22]
      1. Wash at least once a day, or when they become dirty
      2. Always wash hands after handling a used mask
      3. Using a washing machine
         a. Include your mask with your regular laundry
         b. Use regular laundry detergent and the appropriate settings according to the fabric label
      4. By hand
         a. Wash your mask with tap water and laundry detergent or soap
         b. Rinse thoroughly with clean water to remove detergent or soap
   ii. How to dry
      1. Dryer
         a. Dry mask completely in warm or hot dryer
      2. By hand

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[22] Your Guide to Masks | CDC

a. Hang your mask in direct sunlight to dry completely. If you cannot hang it in direct sunlight, hang or lay it flat and let it dry completely.

12. **Policies and steps to limit close contact in the workplace**
　　a. Tangram has implemented policy #HR002 – Employee Remote Work Policy which helps to limit the amount of exposure for those employees who work in the Pennwood building or administrative offices.
　　b. Tangram asks that employees remain 6 feet apart from all other people when indoors when possible.
　　c. Tangram has installed a cleanable solid barrier where each employee is not separated from other people by at least 6 feet of distance, such as the front desk.

13. **Training on COVID**
　　a. All employees will receive training in a language and at a literacy level the employee understands so that that the employee comprehends disease transmission, tasks and situations in the workplace that could result in COVID-19 infection, and relevant policies and procedures. Ensure each employee receives additional training when changes occur that affect the employee's risk of infection, if policies or procedures are changed, or when there is an indication that an employee has not retained necessary understanding or skill.[23]

14. **Appendix K and what that means for you**
　　　　For 1915 (c) Home and Community Based Services (HSBS) Waivers, Appendix K was developed to be used by states to make changes to existing waiver services during emergency situations such as the COVID-19 pandemic. CMS, or the Centers for Medicare and Medicaid Services, has developed this appendix so that states are able to reduce the administrative burdens during emergency situations. These changes are temporary, and currently expire six months after the federal public health emergency ends.

　　　　The Indiana Division of Disability and Rehabilitative Services and Bureau of Developmental Disability Services have submitted updated Appendix K waiver amendment flexibilities for the Family Supports Waiver (FSW) and the Community Integration and Habilitation Waiver (CIH) throughout the pandemic. These temporary approved amendment flexibilities allow for us to provide services to our clients during emergent situations and should only be used when necessary.

　　　　*Administrative Flexibilities*
- All non-ANE incidents and non-COVID to be reported within 48 hours.
- Updated flexibility on potential staff's limited criminal history check to be initiated prior to hire.
- Allow potential staff to be hired by and work for an existing Medicaid/BDDS approved waiver provider to provide direct supports to participants prior to being trained.
- Allow potential staff to be hired by and work for an existing Medicaid/BDDS approved waiver provider to provide direct supports to participants prior to having a TB test.
- Allow staff to work 90 days beyond CPR/First Aid certification expiration date.
- Allow person-centered service planning activities to be completed by phone with electronic signature or email consent.

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[23] Guide Consulting's COVID-19 Workplace Safety Rules – OSHA Emergency Temporary Standards

*Service Specific Flexibilities*
- Allow telehealth as a service delivery option when warranted as authorized by BDDS.
- Expanded language in family paid caregiver in re-defined circumstances.
- Expanded language waiving the 40 hour per week per paid caregiver limitation on family members when existing services on the individual's PCISP have been interrupted due to circumstances related to COVID.
- Expanded language for RHS reimbursement for overnight staff/paid caregiver.
- Allow RHS reimbursement for time when staff/paid caregiver is asleep.
- Allow services in alternative sites.
- In unique and rare situations, the home of a DSP familiar to the individual may be used as a temporary/alternate waiver residential setting for a participant when the participant's primary caregiver has been diagnosed with or quarantined due to COVID-19.

15. **The Delta variant**
    a. On July 27, 2021, CDC released updated guidance on the need for urgently increasing COVID-19 vaccination coverage and a recommendation for everyone in areas of substantial or high transmission to wear a mask in public indoor places, even if they are fully vaccinated. CDC issued this new guidance due to several concerning developments and newly emerging data signals.  First, a significant increase in new cases reversed what had been a steady decline since January 2021. In the days leading up to our guidance update, CDC saw a rapid and alarming rise in the COVID-19 case and hospitalization rates around the country.  Second, new data began to emerge that the Delta variant was more infectious and was leading to increased transmissibility when compared with other variants, even in some vaccinated individuals. This includes recently published data from CDC and our public health partners, unpublished surveillance data that will be publicly available in the coming weeks, information included in CDC's updated Science Brief on COVID-19 Vaccines and Vaccination, and ongoing outbreak investigations linked to the Delta variant. Delta is currently the predominant variant of the virus in the United States.

16. **Tangram's pledge for ventilation**
    a. Tangram is using all HVAC system in accordance with the HVAC manufacturer's instructions, and the design specifications of the HVAC systems.
    b. The amount of outside air circulated through Tangram's HVAC systems and the number of air changes per hour are maximized to the extent appropriate
    c. All air filters are rated Minimum Efficiency Reporting Value (MERV) 13 or higher, if compatible with the HVAC systems. If MERV-13 or higher filters are not compatible with the HVAC systems, Tangram will use filters with the highest compatible filtering efficiency for the HVAC systems
    d. All air filters are maintained and replaced as necessary to ensure the proper function and performance of the HVAC systems
    e. All intake ports that provide outside air to the HVAC systems are cleaned, maintained, and cleared of any debris that may affect the function and performance of the HVAC system.[24]

17. **Links to current policy changes, if any**
    a. Federal/state/local

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[24] Guide Consulting's COVID-19 Workplace Safety Rules – OSHA Emergency Temporary Standards

         i.   FFCRA – Families First Coronavirus Response Act – This law expired on 9/30/2021.  This law protected employees that worked for Tangram for more than 30 days for sick time related to COVID-19.

        ii.   OSHA ETS – November 2021

## 18. Tangram Policies

a. Tangram does not currently have any policies that are suspended, unless otherwise noted in this document.

## 19. Links to current:

a. [OSHA](#)

b. [CDC guidelines](#)

c. [IN health department](#)

d. [COVID-19 and the Fair Labor Standards Act Questions and Answers | U.S. Department of Labor (dol.gov)](#)

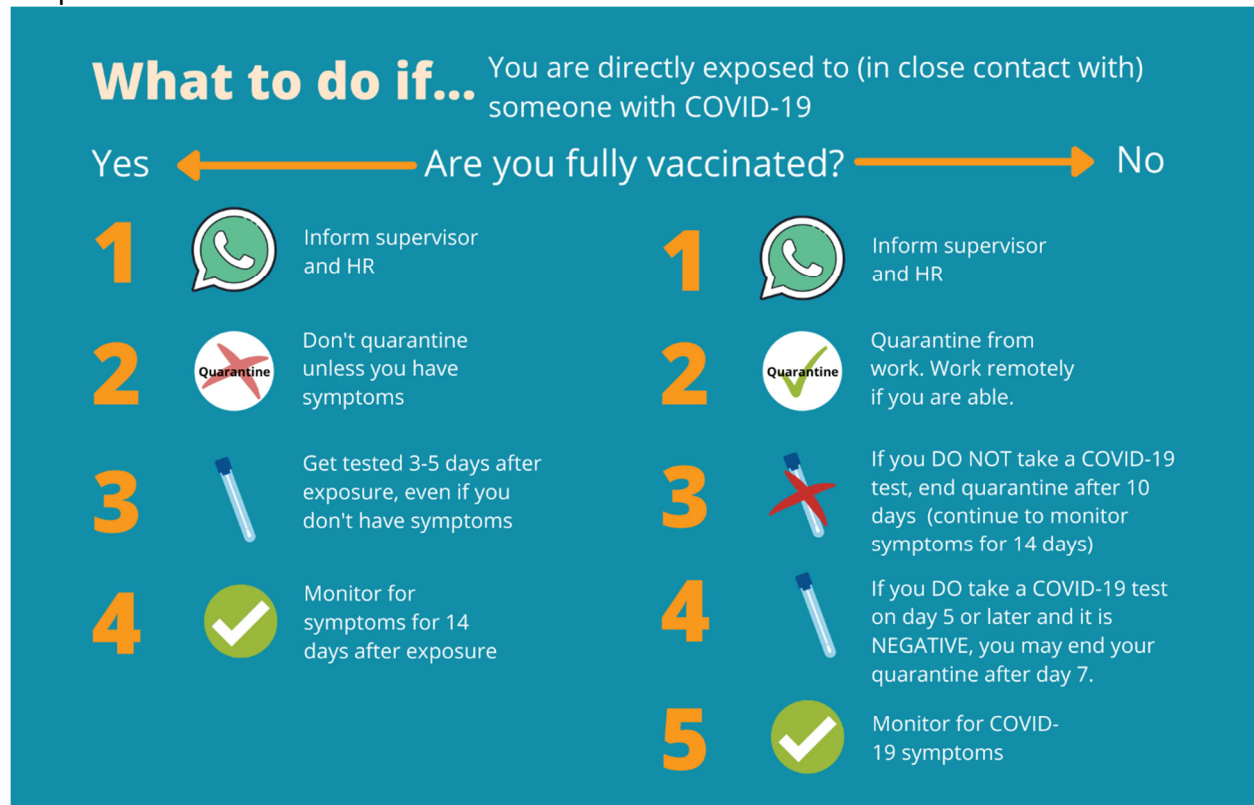## 20. Glossary

a. <u>Close contact</u> – within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period

b. <u>Exposure</u> -

c. <u>Fully vaccinated</u> – 2 weeks after a person's second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

d. <u>Non-vaccinated or not fully vaccinated</u> – (used interchangeably with unvaccinated in this document) – A person who does not meet the requirements of "fully vaccinated"

e. <u>Quarantine</u> – Stay home, and if possible, stay away from people you live with, especially people who are at a higher risk for getting very sick from COVID-19.

f. <u>Isolate</u> – Stay home, and stay in a separate room from other household members, if possible.  Use a separate bathroom, if possible.  Avoid contact with other members of the household and pets.  Don't share personal household items, like cups, towels, and utensils.

g. <u>Symptoms</u>[25]:

1. Fever or chills
2. Cough
3. Shortness of breath or difficulty breathing
4. Fatigue
5. Muscle or body aches
6. Headache
7. New loss of taste or smell
8. Sore throat
9. Congestion or runny nose
10. Nausea or vomiting
11. Diarrhea
12. This list is not all possible symptoms.  Please call your medical provider for any other symptoms that are severe or concerning to you.

h. <u>High Risk Individuals</u>

1. people who are 65 years of age or older
2. those who have moderate to severe lung disease or asthma
3. people who have serious heart conditions

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[25] [Symptoms of COVID-19 | CDC](#)

4. people who are immunocompromised (including those who having cancer treatment, smokers, those who have had a bone marrow or organ transplant, immune deficiencies, poorly controlled HIV or AIDS, or prolonged use of corticosteroids and other immune weakening medications)
5. people with severe obesity (BMI over 40)
6. people with diabetes
7. people with chronic kidney or liver disease

i. <u>Personal Protective Equipment (PPE)</u> -  this refers to those items that clients and employees may be required to wear to prevent the spread of COVID-19. Examples of PPE include masks, goggles, surgical gowns, shoe covers, face shields, gloves, etc.

j. <u>Individual Support Team (IST)</u> - Those individuals who help make decisions for clients. This may include family members, Tangram employees, case managers, advocates, medical professionals, etc.

k. <u>Operations</u> -  applies to employees providing services and those receiving services through Tangram's Community Exploration Program, Community Residential Program, Behavior Consultation and Training, and Employment Services.

l. <u>Office/Administration</u> -  applies to the office building and/or those accessing or working in the Pennwood office building

Graphics:



**What to do if...** You are directly exposed to (in close contact with) someone with COVID-19

**Are you fully vaccinated?**    Yes ← → No

Yes:
1. Inform supervisor and HR
2. Don't quarantine unless you have symptoms
3. Get tested 3-5 days after exposure, even if you don't have symptoms
4. Monitor for symptoms for 14 days after exposure

No:
1. Inform supervisor and HR
2. Quarantine from work. Work remotely if you are able.
3. If you DO NOT take a COVID-19 test, end quarantine after 10 days (continue to monitor symptoms for 14 days)
4. If you DO take a COVID-19 test on day 5 or later and it is NEGATIVE, you may end your quarantine after day 7.
5. Monitor for COVID-19 symptoms

# What to do if... you are showing symptoms

## For Fully Vaccinated and Not Fully Vaccinated

### Symptoms Include:*

Fever or chills
Cough
Shortness of breath
Difficulty breathing
Fatigue
Muscle or body aches
Headache
New loss of taste or smell
Sore throat
Congestion or runny nose
Nausea or vomiting
Diarrhea

*This list is not all the possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

**1** Quarantine from work. Work remotely if you are able.

**2** Inform supervisor and HR

**3** Get tested. Remain quarantined and isolate from those in your household.

If test is negative: You may return to work after symptoms have improved and you have been fever-free for 24 hours without the use of fever reducing medications.

**4** If you get tested for ANY REASON, you must report the results to HR. Be prepared to provide results via screenshot, printout, etc.

If test is positive, inform your supervisor and HR. Isolation is recommended. You may return to work 10 days after symptoms first appear AND you have been fever-free for 24 hours without fever-reducing medication AND other COVID-19 symptoms are improving (exception is loss of taste and smell which may take months to resolve and should not delay the end of isolation).