

UCP COVID-19 SAFETY PROTOCOL

UCP of Sacramento and Northern California

Updated August 9, 2021

1. PURPOSE

The following protocol is intended to provide guidance for UCP staff and families on mandatory safety precautions for UCP staff and individuals receiving services from UCP. Please note that UCP maintains a zero-tolerance policy regarding adherence to UCP safety protocol. Any staff or individuals found to be willfully disregarding mandatory safety protocol or guidance, misrepresenting their vaccination status, or misrepresenting their current health status could face disciplinary action including termination of employment or suspension of services.

2. UNIVERSAL PRECAUTIONS

All UCP staff, programs, and individuals receiving services follow the universal precautions below. These are required to comply with State and Local guidelines and to protect individuals and staff from community transmission of COVID-19 when providing services during the State of Emergency.

- A. **Symptom Monitoring.** Staff and clients agree to monitor their symptoms and check for fever in excess of 100.4 or other symptoms of illness prior to providing or receiving in-person services. More information on symptoms of COVID-19 can be found here: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?utm_campaign=AC_CRNA.
- B. **Strict Staff & Client Attendance Policy:** UCP staff and clients may not work or participate in in-person services if they or anyone in their household are sick or exhibited any symptoms of illness in the previous 24 hours (without the use of fever-reducing medication). Staff and clients may cancel appointments at the door, upon arrival, or during a service appointment if needed.
- C. **Joint Notification Agreement:** UCP staff, clients, and providers agree to jointly notify each other if anyone in their household develops symptoms or tests positive for COVID-19 prior to in-person services or within 14 days of providing/receiving services.
- D. **Maintain Strict Use of Universal Precautions:** UCP facilities and staff will continue to implement enhanced universal precautions at all sites, including home and community locations. This includes frequent handwashing at the start of the service appointment and throughout the day, use of EPA-approved disinfectants for surfaces, and use of hand sanitizers and gloves when contact with blood or other potentially infectious materials is possible. More information on preventing the spread of COVID-19 can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>.
- E. **Vaccination Determination & Acknowledgement:** UCP staff are assumed to be unvaccinated until they submit proof of vaccination. At this time, a self-attestation from individuals receiving services is sufficient to determine vaccinated status. UCP

maintains a strict zero-tolerance policy for any individual who purposefully misrepresents their vaccination status to UCP staff or families. The CDC considers an individual to be fully vaccinated two weeks after the final dose has been administered in a vaccination series. More information on CDC vaccination guidelines can be found here: https://www.cdc.gov/coronavirus/2019-ncov/vaccines/keythingstoknow.html?s_cid=10496:cdc%20vaccine.sem.ga:p:RG:GM:gen:PTN:FY21

- F. **Masks or Face Coverings:** All UCP staff regardless of vaccination status are required to wear masks when indoors. UCP staff are required to wear masks outdoors if social distancing cannot be maintained. Masks are always recommended when interacting directly with anyone outside of your immediate household. UCP Staff always has the option to wear a mask regardless of vaccination status or location. All masks must be compliant with California Department of Public Health Guidelines. This requirement cannot be waived by clients or families receiving services. Masks shall be disposed of after each use or washed after each visit if it is reusable. CDPH guidelines can be found here: <https://covid19.ca.gov/masks-and-ppe/>
- G. **UCP Facility Check-in:** All persons entering a UCP facility are to enter through the designated entrance and check-in upon arrival. Everyone, including visitors and non-UCP staff entering the building will have to fill out a Self-Screening Affidavit which can be done online or via hard copy. The Self-Screening Affidavit can be found here: <https://www.surveymonkey.com/r/YTH6LQS>
- H. **Additional Location Specific Guidelines:** All persons entering a UCP facility must check and follow any additional posted guidelines that are specific to the worksite. If any questions or issue arise, please let the Program Manager know.

3. ADDITIONAL GUIDELINES FOR IN-HOME RESPITE AND ILS SERVICES

In addition to following all UNIVERSAL PRECAUTIONS above, UCP programs will follow the guidelines below when providing ANY in-person services in client homes during the State of Emergency. Please note this includes private client/family homes, residential homes, or supported living settings.

- A. **Household Rules:** UCP staff should respect any reasonable household safety rules as long as they do not violate UCP's safety protocol.
- B. **Handwashing & Hand Sanitizing:** UCP Staff shall wash their hands frequently throughout the day and must wash them when they enter the home, before and after touching clients, and after handling personal items.
- C. **Safe Service Area:** UCP requires the home or area where in-person services are provided to be clean, free of clutter or safety hazards, with surfaces cleaned and disinfected prior to services. UCP Staff must be allowed to clean and disinfect frequently touched objects and surfaces before and during the service appointment with EPA-approved disinfectants. More information on proper disinfecting protocols can be found here: [CDC's General Recommendations for Routine Cleaning and Disinfections of Households](#).
- D. **Mask Policy:** UCP Staff are required to wear masks at all times when providing services or working indoors. Families are encouraged to follow CDC guidelines

regarding masks, but UCP does not require masks to be worn during a respite appointment. UCP will provide staff with approved masks or N95 respirators for voluntary use when working indoors or in a vehicle with others upon request.

4. ADDITIONAL GUIDELINES FOR COMMUNITY-BASED SERVICES

In addition to following all UNIVERSAL PRECAUTIONS above, all UCP programs will follow the guidelines below when providing ANY in-person services in community settings such as parks, neighborhoods, businesses, or other public spaces.

- A. **Local Rules and Regulations:** When providing services in community locations or private businesses, UCP staff and clients must follow all posted health and safety protocols for that area or establishment. If UCP staff are unable to follow posted protocols, or if those protocols violate UCP's established protocols, services cannot continue at that location.
- B. **Handwashing & Hand Sanitizing:** UCP staff and clients shall wash their hands frequently while in the community and have hand sanitizers available to share with clients as needed.
- C. **Unsafe Community Areas:** If others in the community area, where services are being provided, are choosing to not follow public safety guidelines in a way that could jeopardize the health and safety of UCP staff or clients then services cannot continue in that location.
- D. **Masks or Face Coverings:** All UCP staff and clients, regardless of vaccination status, are required to wear masks when indoors. UCP staff and clients are required to wear masks outdoors if social distancing cannot be maintained. Masks are always recommended when interacting directly with anyone outside of your immediate household. UCP Staff and clients always have the option to wear a mask regardless of vaccination status or location. All masks must be compliant with California Department of Public Health Guidelines. This requirement cannot be waived by clients or families receiving services. Masks shall be disposed of after each use or washed after each visit if it is reusable. CDPH guidelines can be found here: <https://covid19.ca.gov/masks-and-ppe/>

5. ADDITIONAL GUIDELINES FOR TRANSPORTATION

- A. **Boarding Protocols:** Prior to boarding the vehicle, staff and riders will wash their hands or use hand sanitizer. Riders may be required to complete a touchless temperature check or a self-affidavit to confirm riders are symptom-free. Passengers are required to be symptom-free, and a pickup may be refused for individuals who show symptoms. UCP can provide hand sanitizer and masks upon request.
- B. **Passenger Mask Policy:** UCP follows CDC and FTA requirements state that all passengers are required to wear proper masks when traveling on public transit. UCP may deny rides to individuals who refuse to wear masks or abide by other UCP safety policies. The CDC order includes an exemption for individuals with disabilities who cannot wear a mask. UCP's transportation policies for individuals that qualify for this exemption can be found under Section D: Disability Exemptions

Accommodation. CDC guidelines for public transportation can be found here: <https://www.cdc.gov/quarantine/masks/mask-travel-guidance.html>

- C. **Seating and Capacity:** When the vehicle and passengers are in compliance with FTA guidelines above with all passengers are wearing masks, vehicles can be operated at 100% capacity with no additional social distancing requirements. Typically, UCP will request passengers remain one-person per row if space allows. Exceptions to this policy are outlined under “Section D: Medical Accommodations.”
- D. **Disability Exemption Accommodations:** Current CDC mask requirements include an exemption for individuals “with a disability who cannot wear a mask, or cannot safely wear a mask, because of the disability as defined by the American with Disabilities Act.” These are narrow restrictions which must be reviewed prior to requesting an exemption and can be found here: <https://www.cdc.gov/quarantine/masks/mask-travel-guidance.html>. UCP also recognizes that our mission is to provide safe and specialized transportation services for individuals with disabilities. Therefore, UCP’s policy allows for transportation of individuals under this exemption under the following conditions: (1) that individual has a valid medical or disability-related justification for not being able to wear a mask under the CDC Exemption, (2) that individual has been fully vaccinated, (3) UCP can provide a dedicated vehicle that can operate at reduced capacity to maintain social distancing between passengers during transportation, (4) UCP has the operational capacity to provide specialized service.
- E. **Airflow:** Weather and safety permitting, UCP will promote the flow of outside air in the vehicle space.
- F. **Vehicle Cleaning:** UCP will sanitize seats and common surfaces at the start of daily service, periodically throughout the day when the vehicle is empty, and at the end of each service day.
- G. **Transportation in Personal Vehicles:** UCP staff providing individual supports may provide transportation in smaller or personal vehicles, if authorized, and if no larger vehicle is available. Transportation in small or personal vehicles must follow all guidelines in this section.

6. ADDITIONAL GUIDELINES FOR SERVICES PROVIDED IN LICENSED SETTINGS

The guidelines listed under this section are required by Community Care Licensing which have additional requirements.

- A. **Physical Distancing:** When providing in-person services to individuals, UCP staff will maintain physical distancing (6ft) to the maximum extent possible. UCP staff are authorized to provide close, intimate, or direct care when a client requires close contact or physical contact. However, UCP staff must return to respecting physical distancing whenever close contact is not required. Individuals should avoid crowds and poorly ventilated indoor spaces.
- B. **Mask Requirements:** All staff and clients, no matter their vaccination status must wear a well-fitting face covering at all times while at the facility. Unvaccinated UCP

staff must wear an FDA approved surgical mask or respirator. UCP currently does not permit exemptions to this requirement.

- C. **Screening upon entry to facility:** All clients, staff and visitors must check in at each facility prior to fully entering the facility. They will have temperature checks and fill out a Self-Screening Affidavit. If anyone has a temperature over 100.4 or has signs and symptoms of COVID-19, they will not be allowed to remain in the facility.
- D. **Proper Hand Hygiene:** All staff, clients and visitors must wash hands or use alcohol-based sanitizer when entering, after working with individuals and throughout the day.
- E. **Surveillance testing:** All staff that are not fully vaccinated will be tested in accordance with CCL recommendations.