

Service Provider Checklist for Consumers and Service Provider Staff Who are Symptomatic or Tested for COVID-19

Definitions

- ☐ Symptomatic: fever, new persistent cough, unusual shortness of breath that appears to be related to COVID-19.

If a consumer is symptomatic or tested for COVID-19:

- ☐ Service provider should notify the individual's healthcare professional and keep the individual quarantined until instructions are received from the healthcare professional.
- ☐ Notify San Andreas Regional Center immediately.
- ☐ Submit a Special Incident Report and the [SARC COVID-19 FORM FOR CONSUMER](#).
- ☐ If the program is licensed with [Community Care Licensing](#) (CCL), file an incident report with CCL.
- ☐ If the test comes back positive for COVID-19, a call should be made to the Department of Public Health and the service provider should send an updated SIR to SARC.
- ☐ Submit a staffing plan for meeting the individual's needs, especially if this is a SLS, ILS, or like program.
- ☐ Send a letter to families of other individuals who may have been exposed while in your facility/program explaining the potential for exposure to COVID-19 and details around the agency's plan of action.

If an employee/staff member is symptomatic or tested for COVID-19:

- ☐ Send a letter to families of individuals who may have been exposed while in your facility/program explaining the potential for exposure to COVID-19 and details around the agency's plan of action.
- ☐ Notify SARC by submitting [SARC COVID-19 FORM FOR VENDOR/PROVIDER EMPLOYEE/STAFF](#).
- ☐ This staff should not be in the facility nor working directly with individuals until the employee's healthcare provider deems them safe to return to work.
- ☐ Develop a plan for backup staff.
- ☐ Develop a plan for deep cleaning of facility.
- ☐ Reinforce hygiene practices.

The Department has released a new directive around incident reporting for COVID-19 titled [Reporting Incidents Related to COVID-19 in SANDIS](#).

A Special Incident Report must be submitted for any of the following:

- ☐ An individual has had direct contact with any person who has tested positive for COVID-19, including provider staff, family, and other individuals.

- ☐ An individual is exhibiting COVID-19 symptoms and has visited a hospital for any related symptoms or has been tested for COVID-19.
- ☐ An individual was recommended to be tested for COVID-19 by a healthcare professional.
- ☐ An individual tested positive for COVID-19.
- ☐ An individual is exhibiting COVID-19 symptoms and was instructed to quarantine by a healthcare professional.

All programs must have a plan for training their staff around universal precautions and how they are to work with individuals who may have exposure to or active COVID-19 infection. The same plan should consider other infectious diseases. Resources are available on the [Centers for Disease Control and Prevention](#) and [California Department of Public Health](#) websites.

SARC COVID-19 Forms for Consumers or Staff/Employee should be sent to the respective SIR email address as indicated on the forms. Providers can submit all other communication to SARC's State of Emergency email: soe@sarc.org.