

May 10, 2021

To: All Hope Employees

From: Senior Leadership Team

We thank you for keeping Alaska among the top States in the USA for preventing the spread of COVID-19. Your hard work and care is paying off, and now vaccines for all Alaskans over the age of 16 years are available. We all are weary of COVID-19 so as spring approaches, more opportunities to “break out” of pandemic focus are opening up for which we are glad!

Please remember that our activities as employees when off-duty are very important in continuing to preventing it or variants from spreading among us.

**NEW RELEASES AND MANDATES!!**

**[CDC Guidelines for Travel within the USA updated April 02, 2021](#)**

## Domestic Travel Recommendations Quick Reference

[alternative text for web accessible infographic](#)

Domestic Travel RECOMMENDATIONS AND REQUIREMENTS	Not Vaccinated		Fully Vaccinated	
Get tested 1-3 days before travel	✓			
Get tested 3-5 days after travel and self-quarantine for 7 days. Self-quarantine for 10 days if you don't get tested.	✓			
Self-monitor for symptoms	✓		✓	
Wear a mask and take other precautions during travel	✓		✓	

## Employees Planning Travel or Returning from Out of State after April 05, 2021



### Any STAFF MEMBER who is planning to travel outside of the State of Alaska, must have their leave request pre-approved by their Director

- A Personal Leave Form (PLF) must be used for all future requests involving out of state travel are to be routed to their Director who will use the “Director’s Approving Leave Checklist April 2021” for leave availability approval. With Director approval, notification of travel details will be emailed to the Hope Healthline, and copy of the approved PLF and checklist to HR. The leave request must include all travel destinations outside of Alaska, including airport layovers. With Director approval, no further approval is required by Director of human Resources, Michele or Michael.
- Hope cannot guarantee that leave will be approved or that Hope can provide alternate quarantine accommodation for employees.
- **Employees who are fully vaccinated prior to their travel ( 2 weeks after 2<sup>nd</sup> dose) within the USA, and are willing to provide proof of their vaccination to their Director (this will be held in the HR personnel file only), may return to work without quarantine or testing upon arriving back to Alaska.**
- **Employees who choose not to share their vaccination status or are traveling outside the USA must indicate, and document on their PLF,** which of the two following options they will use as they return to Alaska in order to assure they are ready for work at Hope.

#### **Option 1 (Default). COVID-19 test at least 72 hours after arrival.**

This testing requirement applies regardless of length of travel away from Alaska. A Hope employee returning from out of state must wait at least 72 hours after travel to obtain their COVID-19 test at any testing site. Even if a test was completed within 72 hours before returning to Alaska, Hope will require the test 72 hours after returning to Alaska, and self-quarantining for 7 days after travel, unless cleared by the Hope Healthline sooner. Test results are to be sent to the employee’s supervisor must show negative

results. The supervisor will notify the Hope Healthline who will give approval for the employee ready for work. A second COVID-19 test may be required.

**Option 2. Self-quarantine for 10 days (returning from USA only travel) or 14 days (returning from international travel). This option is only available for staff with a documented medical reason not to test, due to staff shortages.**

If this option is selected on the Travel Declaration Form, the employee will need to give an address of where they will quarantine. Quarantine rules include staying in the quarantine location for 10 or 14 days, only leaving for medical emergencies or to seek necessary medical care. The employee is not allowed to visit any public spaces, or to allow any visitors except healthcare providers. Hope will not require COVID-19 testing if all quarantine rules as set by the State of Alaska are met.

For employees without proof of full vaccination, to be cleared as “ready for work” an employee who traveled will need to submit the following to their supervisor who will send it to the Hope Health Line:

- Confirmation of two negative COVID tests, if this option was selected.
- A copy of the Daily Screening Form for the date the supervisor is submitting the clearance request.
- Current phone contact information for the employee

The employee will receive a short interview from the Hope Healthline before being cleared to return to work after traveling.

While Hope cannot mandate how you spend your time while off the clock, we ask that you continue to consider how your actions and decisions while off-work have a direct impact your health, and also the health and well-being of your co-workers as well as those you support. Please make note of the following recent guidelines and mandates set by the CDC and our local authorities.

### **Employee Ready for Work Policy (All Environments)**

Hope expects employees to act responsibly when at work or off duty by:

- Staying home if you are feeling sick
- Washing hands frequently
- Wearing a face mask whenever six feet distancing cannot be maintained, or indoors in a public setting
- Practicing social distancing of six feet or more from non-family member
- Complying with travel mandates for the State of Alaska as applicable to Hope

Hope requires employees getting ready for work to:

- Review daily health screening questions before leaving their home

- Check that their temperature is below 100.3 deg F
- Assure they have personal protective equipment such as gloves, face mask, (and face shields and outer protective clothing, as required)

Hope requires employees reporting for work to:

- Have their temperature scanned before entering a worksite building
- Complete an electronic daily health screening using the online tool, unless an exception is granted to complete a paper form

#### **CLEARANCE FOR RETURN TO WORK AFTER COVID-19 QUARANTINE**

**Any employee returning from quarantine must have an interview with Hope's Medical Director, Dr. Browner and have evidence of a second negative COVID-19 test within 7 days if they were quarantined for a positive test. COVID-19 test results must be from the nose or throat swab, not a blood test.**

#### **COVID-19 Vaccinations:**

**Vaccination is your personal choice but it does offer additional benefits with respect to policy updates. To respect our employee's privacy and personal choice, any responses to the daily screening questions regarding vaccination will be held confidential by the Human Resources Department and will not be shared with your co-workers without your permission. For the protection of all employees and recipients health and privacy, we will maintain the requirement to wear a mask indoors, if you are not a household member.**

#### **State of Alaska Public Health Disaster Emergency (expired Feb 14, 2021)**

- DHSS continues to operate under the same guidance and direction previously provided
- Vaccination distribution: ALL Alaskans over the age of 12df years are now eligible
- State Health Advisory No.2: Safe travel advisory contains various options and employers can require testing after arrival and second test 5-14 days later
- Visitation Guidelines for Residential Congregate settings (March 28, 2021) outline guidance specific to residents and visitor vaccination status. This also applies to Care Coordination and Licensing visits.

#### **Municipality Emergency Order -13v5 & 20v2 (effective May 03, 2021):**

- **Mask and Face Covering mandate aligns with CDC guidance**

- Travel: Alaska resident and non-resident travelers follow State Health Advisory No.2
- 6 ft distancing and masking at all times for many indoor activities
- Gathering size maximums
- Work remotely when possible

### **CONTINUED POLICY INFORMATION!**

Hope's Policies are reflective of our organizational values seeking to achieve balance between safety & security and joy, relationships, choice and independence while incorporating compliance with health mandates and guidance from funding and regulatory authorities.

- **All direct support staff must wear masks or face coverings during their shift except for meal or other breaks. Staff who DO NOT live in an ALH home must also wear masks or face coverings while other staff are on shift.**
- **Staff who live in the ALH home are excused from wearing masks or face coverings inside, whether vaccinated or not, if worn outside the home and off-work activities do not bring additional exposure risk to the home.**
- **Daily health screening forms must be completed** using the online tool family members of ALH live-in staff who also reside in the home. For family members daily screening, use the primary live-in staff employee ID followed by F1, F2. For example, 1234F1, 1234F2. 1234F3 if there are 3 family members for employee 1234.
- **All office and administrative staff must wear masks or face coverings during their work shift except for meal or other breaks.**
- **Maintain social distancing of 6 feet or more, if you are not providing direct care**
- **Wash your hands frequently. Wash your face mask frequently, if it is designed for using again.**
- **New research shows that the virus can stay on surfaces for up to 9 hours but sanitizing kills it within seconds. Maintain high-contact surface cleaning with bleach solution several times each day.**
- **All employees are strongly encouraged to get your flu shots.**
- **When you are off-work, consider that everyone else could be exposing you to COVID-19**

- **Clearance to return to work by the Hope Healthline if you have symptoms or have traveled, even though State of Alaska or Anchorage Public Health may say you are cleared**

**TO BE CLEAR** The advisories announced by Governor Dunleavy in February 2021 for residents and non-residents with social distancing and an optional second test (or leaving and returning within 72 hours not needing to test or quarantine) **DO NOT CHANGE HOPE'S TRAVEL POLICY.** The risk of introducing COVID-19 exposure to recipients and coworkers after traveling is too significant and according to the CDC, you pose risk to your family, friends and community for 14 days after you travel. The CDC also announced it will not update its travel advisories until higher vaccination levels are achieved nationally. These include getting tested 3-5 days after travel AND staying home to self-quarantine for a full 7 days after travel.

### **UNDERSTANDING ISOLATION AND QUARANTINE:**

**If you are tested for COVID-19**, work with someone who is being tested for COVID-19, or have close prolonged contact with someone being tested for COVID-19, you need to immediately self-isolate and call your supervisor. Your supervisor will notify the Director and the Hope Health Line.

If test results show you do not have COVID-19 (negative test), you will also be screened for clearance by Dr. Browner, Hope's Medical Director for final clearance to work.

If a support recipient is tested for COVID-19, call your supervisor and make sure a Critical Incident Report is filed, regardless of place of service.

The Hope Healthline will separate two types of Isolation, or Quarantine:

1. **Non COVID-19 Isolation** with symptoms which could be the flu or other medical conditions. An employee will need to isolate at home for 72 hours until cleared by their primary care physician or the symptoms have disappeared. Clearance must also be obtained from the Hope Healthline before return to work is permitted.
2. **Positive COVID-19 Isolation** with or without symptoms. An employee will need to isolate at home for 14 days or until a second negative test result is received. Isolation may be longer if symptoms change. Clearance must be obtained from the Hope Healthline before return to work is permitted.
3. **COVID-19 Exposure Quarantine** with or without symptoms. An employee who has had direct exposure to someone outside of work who is COVID-19 positive will need to quarantine at home until a negative test result is received. Testing will occur 72 hours after the direct

exposure. Clearance must be obtained from the Hope Healthline before return to work is permitted.

## **COVID-19 TESTING INSTRUCTIONS**

**Testing is most accurate when done 72 hours after contact with a positive person, or after traveling back from out of state. You will be required to quarantine from work until tested and results are returned.**

When requesting a COVID-19 test, a nasal swab (in the nose) is most accurate and should be the option chosen. If you are supporting an individual being tested and they cannot tolerate a nasal swab, then a throat swab (in the back of the mouth) can be chosen.

If using the drive through testing sites in Anchorage, preregister online <https://covid-response-moa-muniorg.hub.arcgis.com/pages/testing> and also check junk email for responses. Test results can be seen by going back onto the pre-registration site

Results from testing must be sent to [hopehealthline@hopealaska.org](mailto:hopehealthline@hopealaska.org).

The Hope Healthline representatives will review and clear employees to return to work, and will communicate directly with an employee and their supervisor if a positive result is received in order for contact tracing and other mitigation procedures to occur while maintaining confidentiality. Positive test results will not be emailed from the Hope Healthline to a supervisor.

## **CLEARANCE FOR RETURN TO WORK AFTER COVID-19 QUARANTINE**

**Any employee returning from quarantine must have an interview with Hope's Medical Director, Dr. Browner and have evidence of a second negative COVID-19 test within 10-14 days if they were quarantined for a positive test. COVID-19 test results must be from the nose or throat swab, not a blood test.**

Even though the current CDC guidelines allow a person to return to work after 10 days without a second negative test, employers can set additional requirements. Because our work is with the most vulnerable people in our community, we are taking these additional steps to assure that our recipients and coworkers remain healthy. The cost of quarantining recipients and staff because they are COVID-19 positive is very expensive, and it also places huge burden on

coworkers to cover shifts and their risk exposure. We are requiring these steps to maintain your employment in the safest way possible.

**DAILY HEALTH SCREENING FORMS ARE MANDATORY BEFORE STARTING YOUR FIRST SHIFT OF THE DAY!** We have individuals and staff who are currently COVID-19 positive and they are quarantined. Spread can be prevented by an employee answering the screening questions before going to work. We are conducting safety checks and following progressive discipline procedures when employees fail to follow this Hope mandate. We required 100% compliance each day an employee works, including Home Alliance Coordinators.

## **DAILY HEALTH SCREENING QUESTIONS AND TEMPERATURE CHECKS**

### **USING ELECTRONIC SCREENING FOR ALL EMPLOYEES**

Hope requires employees reporting for work to:

- Have their temperature scanned before entering a worksite building
- Complete an electronic daily health screening using the online electronic screening tool, unless an exception is granted to complete a paper form

**CLICK ON THE FORM LINK (the PASSWORD is Hope)**

**<https://www.surveymonkey.com/r/S9LFQFW>**

The easiest way to get to the form is through SHAREPOINT, and click on the COVID-19 Electronic Screening Form in the purple “News and Activities” box (lower right)





- Board of Directors
- Hope Website
- Community Support Networks
- HAC/USS
- Conference Room Scheduling
- Corporate Culture
- Documents
- Agency Newsletters
- Bulletin Links
- COA Accreditation
- Employee Discounts
- Ethics and Human Rights
- Executive Coalition
- Hope Forms & SOPs
- Automated Forms
- Paper Forms / Service Notes / SOPs / Others
- Hope Logos
- Hope Videos
- Major Events & Meetings
- Operations Manual/Best Practices
- PPD Calendar
- Recent
- Volunteers for Shred Crew

June 04, 2020

Announcements

✓ Title	Body	Modified
July 2020 Wellness Newsletters	Summer is here and it's time to get outside and enjoy the sun, safely of course! Remember to wear a mask and follow social distancing guidelines, but also, read this month's newsletter for tips on protecting and preventing skin cancer. In the world of nutrition, sometimes carbohydrates get a bad ra... (Click at its Title to read more)	July 02

Major Events & Meetings

July, 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	1	2	3 Office Closed in C	4 Independence
5	6	7	8	9	10	11



- News and Activities
- ✓ Name
  - COVID 19 Electronic Screening Form
  - COVID 19 FAQs



### COVID-19 Electronic Screening Form

#### Instructions:

Each employee must complete this form prior to their shift. Employees may also complete the paper form to be kept at the location they work at.

Please be aware if you have any of the signs or symptoms of COVID-19, have been tested for COVID-19 and are waiting for results, you must notify your supervisor and receive clearance from both your physician and the Hope Health Line prior to returning to work. If any of these symptoms are related to a pre-existing condition such as seasonal allergies, you must provide documentation from your physician as evidence of these conditions.

Click the link to access the form.

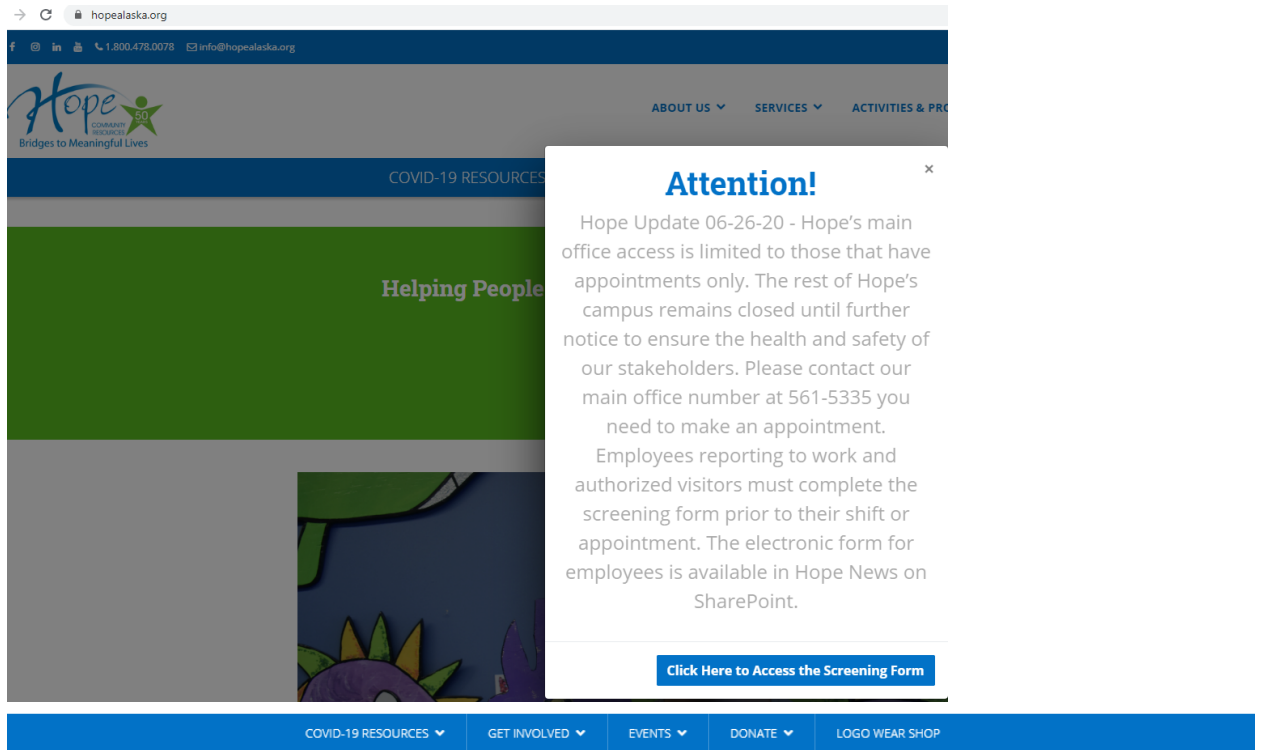
**The password to access the electronic form is Hope.**

Form Link:

<https://www.surveymonkey.com/r/S9LFQFW>

OR, you can go to [www.hopealaska.org](http://www.hopealaska.org) and follow the blue box prompts:

**“Click Here to Access the Screening Form”  
then “Electronic Screening Form”  
taking you to the SharePoint “COVID-19 Electronic Screening Form”**



**Screening Form, Check. Mask, Check. Gloves, Check. Social Distancing, Check.  
And now you know.**

Dear Friends & Stakeholders,

As a value driven agency, Hope strives to adhere to established safety best practices from a variety of resources during the coronavirus pandemic while supporting and encouraging engaging, full lives in partnership with those who choose our supports. Hope's coronavirus response and policies are advised by Dr. William Browner and Jo-Anne Sullivan, RN, both of whom have a combined more than 70 years of medical practice directly related to intellectual and developmental disability.

In an effort to be transparent and resourceful in a confusing and frustrating time, we have posted our COVID-19 related policies and additional resources to the public.

***Please be aware, all employees and authorized visitors are required to complete the screening form below prior to entering a Hope property, including office buildings.***

Hope Senior Leadership

[COVID-19 Screening Form](#)

[Electronic Screening Form](#)

## News and Activities

✓ Name

COVID 19 Electronic Screening Form

COVID 19 FAQs

1 - 2



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#### **Instructions:**

Each employee must complete this form prior to their shift. Employees may also complete the paper form to be kept at the location they work at.

Please be aware if you have any of the signs or symptoms of COVID-19, have been tested for COVID-19 and are waiting for results, you must notify your supervisor and receive clearance from both your physician and the Hope Health Line prior to returning to work. If any of these symptoms are related to a pre-existing condition such as seasonal allergies, you must provide documentation from your physician as evidence of these conditions.

Click the link to access the form.

**The password to access the electronic form is Hope.**

Form Link:

<https://www.surveymonkey.com/r/S9LFQFW>

**If you do not have a medical provider and need to seek care, call your supervisor who will forward your information to the Hope Health Line to determine other options that may be available to employees.**

**Your supervisor does not have the authority to clear you to work for medical reasons.**

**To be clear:**

- Staff or support recipients who answer “YES” to any screening questions and state that the cause is a chronic or seasonal diagnosis **need a note from their medical provider**. The note

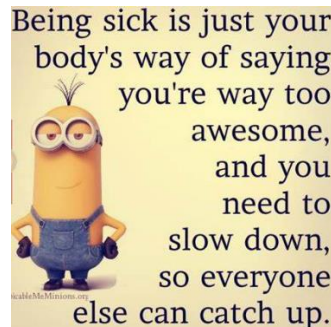
needs to confirm the accuracy of the chronic or seasonal symptoms and that the person's symptoms are not related to COVID. Your supervisor will submit this to HR for your employee file. Dr. Browner is Hope's Medical Director and is not able to provide this for staff or individuals because he is not their medical provider.

- Staff or support recipients who answer "YES" to any screening questions but do not state the symptoms are part of a chronic or seasonal diagnosis, the person will go on self-isolation until their medical provider has been consulted and a clearance note is obtained. The Hope Health Line will be notified at the time the possible illness is identified, the person will be entered into the tracking system. After the note is received from the medical provider, the person will also be screened by Dr. Browner, Hope's Medical Director for final clearance to work. This final screening may take up to 24 hours.

**REMEMBER THAT YOUR PERSONAL ACTIVITIES AND MAINTAINING SAFETY MEASURES WHEN OFF-DUTY ARE JUST AS IMPORTANT AS BEING ON-DUTY. YOU HELP BUILD YOUR CO-WORKERS' TRUST AS YOU REMAIN DILIGENT IN STAYING SAFE WHILE NOT WORKING...THANK YOU FOR KEEPING THIS IN MIND!**

## **REMEMBER!**

### **DON'T COME TO WORK IF YOU ARE FEELING SICK!**



### **REGULAR HANDWASHING FOR YOURSELF & RECIPIENTS:**



### **SOCIAL DISTANCING FOR YOURSELF & THOSE YOU SUPPORT:**



**WEAR A FACE COVERING (& IF IT'S CLOTH, WASH IT!)**

