

July 29, 2021

To: All Hope Employees

From: Senior Leadership Team

Thank you very much for keeping Hope's mission and values alive in 2021!

This virus is sneaky and it's easy to relax our vigilance so we are asking that we all **"WORK SAFE to KEEP OTHERS SAFE"**. Mostly, this means making sure that we continue doing the things that helped us be successful during the Spring and Summer in reducing the number of cases that the Hope Healthline is tracking.

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!!

Travel outside of Alaska with other passengers increases the risk of catching and passing along many types of airborne sicknesses, not just COVID-19. Out of respect for the health of your families, co-workers and support recipients we are asking for your cooperation and understanding in receiving a COVID-19 test after returning to Alaska, regardless of vaccination status. If you have never received a COVID-19 test and have a medical or personal reason why you should not receive a test, an exemption (with required quarantine) may be granted by the Hope Healthline. In the current workforce shortage, we are seeking to have you back into paid work status as quickly and safely as possible.

[Employees Planning Travel or Returning from Out of State after August 01, 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 August 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.

FOR DOMESTIC TRAVEL (WITHIN THE UNITED STATES OF AMERICA ONLY):

- Employees who are fully vaccinated prior to their travel (2 weeks after 2nd 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 BUT will take a COVID-19 72 hours after arriving back to Alaska to assure negative COVID-19 status.** Any positive test result will require quarantine per the Hope Healthline instructions.
- Employees who are NOT fully vaccinated prior to their travel within the USA, CDC recommends getting tested 1-3 days before travel. **Employees may NOT return to work without quarantine AND a COVID-19 test taken 72 hours after arriving back to Alaska to assure negative COVID-19 status.** 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.

FOR INTERNATIONAL TRAVEL (OUTSIDE OF THE UNITED STATES OF AMERICA):

- All air passengers coming to the United States, including U.S. citizens and fully vaccinated people are required to have a negative COVID-19 test no more than 3 days before travel, per CDC
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel-during-covid19.html>
- **All Employees regardless of vaccination status, may not return to work without quarantine AND a COVID-19 test taken 72 hours after arriving back to Alaska to assure negative COVID-19 status.** Any positive test result will require quarantine per the Hope Healthline instructions. 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.

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 these policy updates and protecting the health of others. Research the benefits of vaccination at

<http://www.dhss.alaska.gov/dph/Epi/id/Pages/COVID-19/sleevesup.aspx>

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.

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.**
- Research shows that the virus can stay on surfaces for 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

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.

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.

ELECTRONIC DAILY HEALTH SCREENING FORMS ARE MANDATORY BEFORE STARTING YOUR FIRST SHIFT OF THE DAY! 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)



Hope Community Resources, Inc.

- 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.

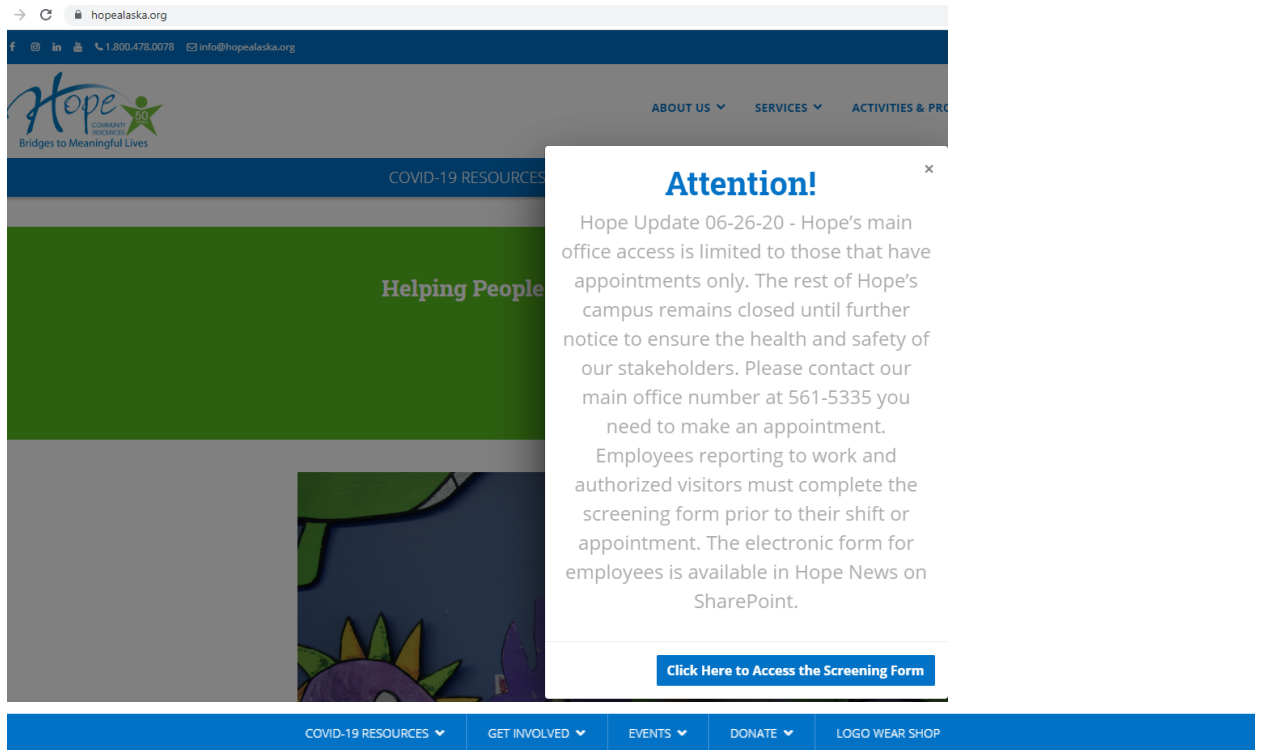
The password to access the electronic form is Hope.

Form Link:

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

OR, you can go to www.hopealaska.org 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



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>

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

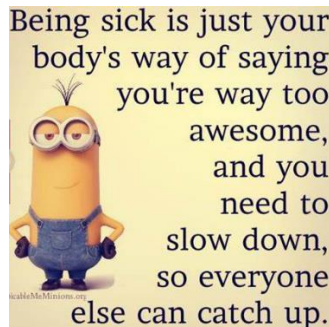
needs to confirm the accuracy of the chronic or seasonal symptoms and that the person's symptoms are not related to COVID. Your supervisor will submit this to HR for your employee file. Dr. Browner is Hope's Medical Director and is not able to provide this for staff or individuals because he is not their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

