

September 24, 2020

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, but continued vigilance is needed as we see a spike in cases that may have been passed around a few weeks ago in earlier opening phases. Our activities when off-duty are very important to preventing it from spreading among us.

### **CONTINUED POLICY INFORMATION!**

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

**Receiving a phone call or letter from a Public Health nurse stating you have completed a home-isolation period does not clear you for return to work at Hope. Due to working with individuals at higher risk of COVID-19 infection, Hope is applying a higher standard for clearance to return to work.**

**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 WILL BE AUDITING AND TAKING STRONGER ACTION WHEN EMPLOYEES FAIL TO FOLLOW THIS HOPE MANDATE...WE NEED 100% SCREENING EACH DAY, INCLUDING HOME ALLIANCE COORDINATORS.**

Dr. Anne Zink has stated "Open does not mean over", and the following expectations remain in place.

# COVID-19 Health Mandates

---

There are a few things we strongly advise all Alaskans do to minimize the risk of COVID-19:

- Wash your hands
- Wear a mask when around others
- Stay at least 6 feet away from others when possible
- Keep your interactions and circles small when possible.
- Even for mild symptoms get tested.

At this time the State of Alaska does not mandate the general use of masks, limit group size, or business operations, but does encourage Alaskans to do their part to limit the spread of COVID-19.

## **Does the State of Alaska mandate the use of masks by the public?**

No. The state does not require the use of masks by the public, however health and science experts recommended that you wear a mask in public where social distancing is challenging to reduce the likelihood that you unknowingly spread COVID-19.

## **Can a business or entity require masks?**

Yes. Private companies and entities can enact their own requirements.

## **Can a local community have more restrictions than the state?**

Yes, check with local communities as it pertains to non-essential travel off of the road system. Alaska has many small and remote communities that lack a robust healthcare system and they may restrict non-essential travel. [View local and borough websites here.](#)

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

### **USING SURVEY MONKEY FOR ALL EMPLOYEES**

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 (if you do not have a thermometer at home, let your supervisor know as Hope will get you one – this does not need to be a scanning thermometer)

- Assure they have personal protective equipment such as gloves, face mask, or face shields and outer protective clothing as required

**Hope requires employees reporting for work to:**

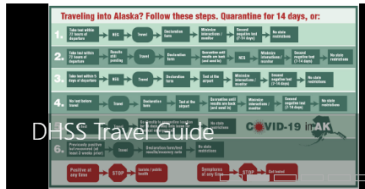
- Have their temperature scanned before entering a worksite building
- **Complete an electronic daily health screening using the online survey monkey tool, unless an exception is granted to complete a paper form**

**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)**

The screenshot shows the SharePoint interface for Hope Community Resources, Inc. The left-hand navigation menu includes sections like 'Board of Directors', 'Community Support Networks', 'Documents', and 'Hope Forms & SOPs'. The main content area features an 'Announcements' section with a post titled 'July 2020 Wellness Newsletters' dated July 02. Below this is a 'Major Events & Meetings' calendar for July 2020, showing dates from Sunday the 28th to Saturday the 11th. In the bottom right corner, there is a purple 'News and Activities' box with a checkmark icon and a link to the 'COVID 19 Electronic Screening Form'.





## **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:

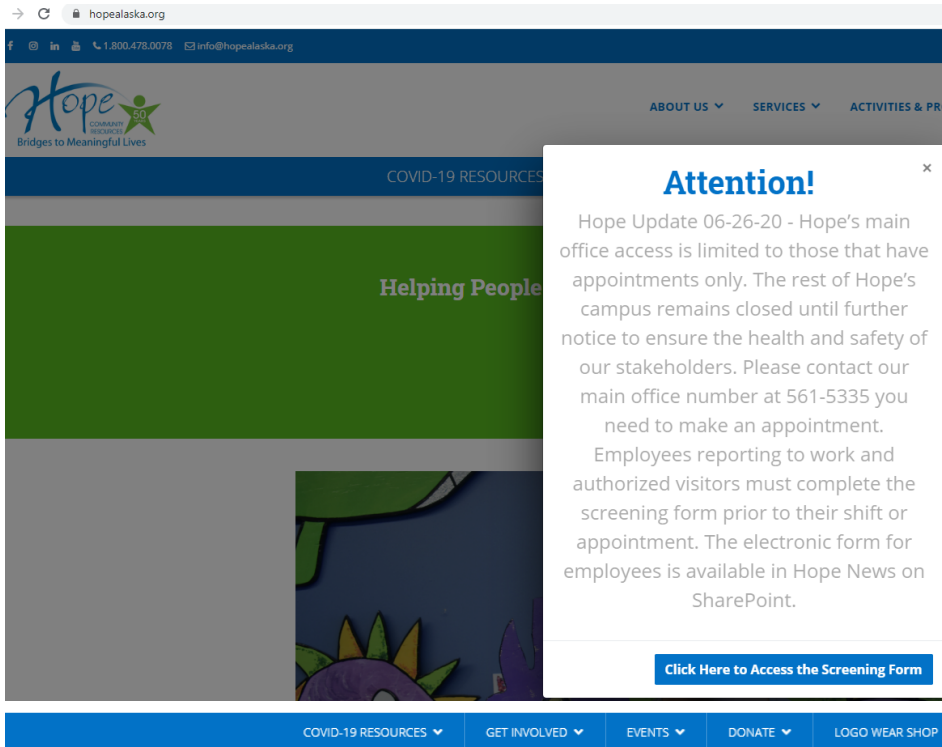
<https://www.surveymonkey.com/r/S9LFQFW>

**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.

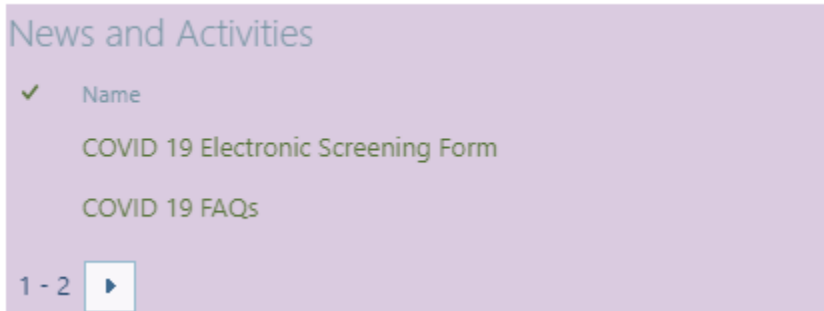
In an effort to be transparent and resourceful in a confusing and frustrating time, we have posted our COVID-19 related policies and additional resources to the public.

***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](#)





## **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:**

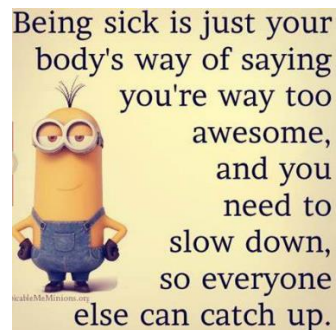
- Staff or support recipients who answer "YES" to any screening questions and state that the cause is a chronic or seasonal diagnosis **need a note from their medical provider**. The note needs to confirm the accuracy of the chronic or seasonal symptoms and that the person's symptoms are not related 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.

**The Screening Form has been updated! A Survey Monkey option for employees to complete before reporting for work is now available. 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!)



### Employees Planning Travel or Returning from Out of State after June 06, 2020

**NEW** The changes announced by Governor Dunleavy on July 28<sup>th</sup>, 2020 requiring NON-RESIDENTS to get a negative test 72 hours before coming to Alaska (at their expense) do not change the current Hope policy.

Governor Dunleavy revised Health Mandate 010 for all people entering the state including residents who left to travel outside Alaska. As a result, the following is an update on Hope's policy related to out of state travel.



**Any STAFF MEMBER who is planning to travel outside of the State of Alaska, must have their leave request pre-approved by Sharayah Talarovich, Director of Human Resources, and Michele Girault, CEO, or Michael Bailey, COO.**

- A Personal Leave Form (PLF) must be used for all future requests involving out of state travel are to be routed to Human Resources for leave availability approval, then to Michele or Michael. The leave request must include all travel destinations outside of Alaska, including airport layovers. You are not permitted to take leave until expressly permitted by Michele or Michael.
- Hope cannot guarantee that leave will be approved or that Hope can provide alternate quarantine accommodation for employees.



- Employees traveling should consider, and document on their PLE, 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. Two negative COVID-19 tests, which will allow return to work within 7-10 days. (\*this is Option #3 on the State of Alaska Travel Declaration Form)

This testing requirement applies regardless of length of travel away from Alaska. An Alaska resident can get tested at the airport upon return to Alaska, then receive a voucher for a second test within 7-14 days. If a test was completed within 72 hours before returning to Alaska, Hope will still require a test upon return to Alaska within 14 days that shows negative results before considering the employee ready for work (the second test will need a doctor's order which may take time).

Option 2. Self-quarantine for 14 days. (\*this is Option #5 on the State of Alaska Travel Declaration Form)

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 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.

- 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:
  - A copy of the Mandatory Travel Declaration Form completed at the airport. A photo taken of the form will suffice if copy is unable to be made.
  - Evidence 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 Jo-Anne Sullivan or Dr. Browner before being cleared to return to work after traveling.

**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.