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July 30, 2020

MEMORANDUM FOR RECORD

SUBJECT: The VanMar Inc. COVID-19 Policy and Procedures (This policy supersedes previous policy dated April 24, 2020).

1. On March 11, 2020, the Mayor issued Mayor's Orders 2020-45 and 2020-46, which declared a public emergency and a public health emergency, respectively, in the District of Columbia in response to the novel coronavirus (COVID-19) pandemic. In meeting the challenges and issues that have developed in responding to the emergency for vulnerable populations, the Mayor issued Mayor's Order 2020-063 dated April 15, 2020, which extended the public emergency and public health emergency through May 15, 2020, and set forth detailed protocols of the actions that must be taken at all residential facilities and community-based residences, other than host homes and natural homes, for people with intellectual disabilities served by DDA for the safety of both the employees and the people.
2. The D.C. Department on Disability Services (DDS) releases this transmittal to DDA Residential Providers to outline the minimum requirements necessary to be in compliance with Mayor's Order 2020-063. Furthermore, this DDS Transmittal# 20-01 and the contents of Mayor's Order 2020-063 shall serve as a DDS emergency policy until notified otherwise. All DDA Residential Providers must effectuate these protocols immediately as Mayor's Order 2020-063 was effective on April 17, 2020.
3. The VanMar, Inc staff and contractors will implement the following guidance:
  - Exclude all visitors and non-essential personnel from entry the residence or facility. Only essential personnel that are necessary for the operation of the residence or facility, or who provide support(s) for a person served within that residence or facility, should be permitted to enter the residence or facility.
  - Maintain a daily log of essential visitors and staff that are entering and exiting the home that includes the time and date of entry and the purpose of the visit.
  - Check the body temperature of the essential visitors and staff entering the residence or facility and record that temperature in the daily essential staff daily log. Anyone registering a temperature of 100.4 or above<sup>1</sup> should not be permitted to enter the residence or facility.

- Screen each essential visitor and staff by asking the following questions: a. Are you currently exhibiting any COVID-19 or flu-like symptoms? Have you been in contact with a person recently diagnosed with COVID-19? If the answer to either question is "Yes," then the person should not be permitted entry to the residence or facility.
- Please note that emergency services personnel are exempt from the protocols detailed in this section.
- Require that each person entering the residence or facility wash their hands with soap and water for at least twenty (20) seconds or disinfect their hands with an approved hand sanitizer.

4. The VanMar will implement and adhere to all instructions or directions provided by DC Health whether written or otherwise, including instructions on screening people that are served who share common areas or facilities with a person who tests positive for COVID-19 (which should include inquiring into their symptoms, a temperature check, and arrangements for a COVID-19 test as soon as practicable).

5. The VanMar will post guidance documents from DC Health, including the guidance on the proper procedures for hand washing, social distancing (including not shaking hands or engaging in any other unnecessary physical contact), cancelling all group activities (except required to address a medical need), and restricting all seating in communal dining areas or other meal time strategies (i.e. grab and go meals, other seating arrangements, or staggering meal times). If residents are eating together at the same time, providers should ensure that they maintain social distancing protocols. The documents can be found online at [www.thevanmar.com](http://www.thevanmar.com).

6. The VanMar will ensure the following is adhere to:

- **Staff training on company COVID procedures is conducted monthly**
- **Employee will participate in unannounced virtual visit. This requires each employee to download "Microsoft Teams" App (a free app) on their cell phone or to utilized company computers at the worksite.**
  - **The link for all virtual visits will be provided by the company administrator and/or IMC; Therefore, when a request for a meeting is made staff will contact the above for the link.**
  - **Unannounced virtual visit can only be requested by VanMar or DDS personnel. All other visits must coordinate in advance.**
  - Remind all employees that they should not come to work if they are sick and experiencing COVID-19 or Flu like symptoms.

- Provide essential personnel with copies of all pertinent information when requested
- Highlighting the requirements for hand washing and social distancing.
- Encourage and facilitate the use of electronic communication platforms for video conference or telephone visits with residents for non-essential visitors,

but must provide secure and private video conference or telephonic communication platforms for lawyers and legal guardians.

7. The VanMar will adhere to the following reporting protocol if any person is exhibiting signs of COVID-19:

- Report the instance of when someone is exhibiting symptoms of COVID-19 to the appropriate supervisor or person in charge.
- Direct any person exhibiting symptoms to medical care, including the option for COVID-19 testing, if available.
- Follow protocol and instructions provided by DC Health for quarantining of other persons and sanitization of the residence or facility.
- Following guidance from DC Health when a staff person who was positive for COVID-19 may return to work; and requiring written documentation from a healthcare professional allowing them to return to work.
- IMC Must enter COVID-19 interactions into MCIS as Reportable Incidents (RIs) or Seriously Reportable Incidents (SRIs) as applicable.

a. Reportable Incident / COVID-19 (DDA Person): For a person served who has been diagnosed and tested positive (Non-Hospitalization). The description for this incident needs to be as detailed as possible and include names and relations of people that they have come in direct contact with if available. The description should also contain details regarding the notification to DC Health and the instructions given.

b. Reportable Incident / COVID-19 (Person Exposed): For a person served who has been in direct contact with someone diagnosed (Non-Hospitalization) of person served. The description for this incident needs to be as detailed as possible and include names and relations of people that they have come in direct contact with. The description should also contain details regarding the notification to DC Health and the instructions given. Please note that this category does not include staff that they have had contact with that have tested positive for COVID-19 (please see paragraph c below for how to enter those interactions.)

c. Reportable Incident / COVID-19 (Staff-Specific-ONLY): Staff with direct contact with people served – If a member of a provider’s staff tests positive for COVID-19, or the member is alerted to or has strong suspicions that they have come into direct contact with someone who has COVID-19, then a separate RI should be entered for every person served that they are assigned to or have direct contact with. The RI description should be as detailed as possible and SHOULD NOT INCLUDE THE STAFF’S NAME when reported.

-Staff without direct contact with people served – If a member of a provider’s staff tests positive for COVID-19 and they had no direct contact with the people supported, then you must select “Provider Staff (Internal) – COVID19” from the Person selection options to enter this incident (This is a new category to only track staff with no contact with the people). You will then select REPORTABLE / COVID-19 (Staff Specific-ONLY). The RI description should be as detailed as possible

and it SHOULD NOT INCLUDE THE STAFF'S NAME, but the dates of diagnosis, and details regarding job assignments. There should also be indication if that person has come into direct contact with other staff.

d. Serious Reportable Incident / COVID-19 (Person Supported - EIH) – MUST BE ADDED BY IT AS AN OPTION: An SRI/EIH should be entered for anyone admitted to the hospital only when their primary reason for hospitalization is related to COVID-19. If they are admitted for any other reason (e.g. heart failure not related to COVID-19, diabetic issues not related to COVID-19, trauma, kidney failure, etc.), but also test positive for COVID-19, then an SRI/EH should be entered for the reason they are hospitalized not related to COVID-19 and then a SEPARATE RI should be entered for the same person indicating that they have been diagnosed with COVID-19, as required above.

8. The VanMar will enforce these provisions through frequent compliance checks and other mechanisms conducted by the Quality Assurance representative, the DON, the Incident Management Coordinator, and the QIDP. Failure to comply with any provision of this transmittal shall removal from the work schedule. Please note that Mayor's Order 2020-063 specifically states that knowing violations of the Order may subject the individual to civil, criminal, and administrative penalties authorized by law. Individuals are requested to call the IMC to report any suspected violations of any Mayor's Order related to the COVID-19 public health emergency.

9. The Point of contact for the memorandum is the undersigned at (240-) 593-0707 or email at [mike@thevanmar.com](mailto:mike@thevanmar.com).

Respectfully;



MICHAEL WOODRUFF

The VanMar, Inc.

Director Human Resource