



To: All staff
From: Jim Zache, CEO
Subject: COVID-19 #17
Date: July 16, 2020

New Policy – Masks

As the positive COVID cases continue to rise around us the best medical advice is suggesting the wearing of masks is the best defense against the virus. We have experienced an increase in positive cases with both staff and clients. Wearing a mask is the best way to keep our clients and ourselves safe.

In order to protect the health and safety of our clients and staff, effective immediately we have adopted a zero-tolerance policy for the wearing of masks. Staff must wear masks the entire time they are in a program. If they do not, here are the guidelines:

- 1st offense – staff will be issued a verbal warning documented by the supervisor
- 2nd offense – staff will be issued a written warning
- 3rd offense – staff will be terminated

Mask – Guidelines

Cloth masks – CCLS encourages staff to bring their own to work. Cloth masks should be routinely washed depending on the frequency of use. The general recommendation is that they are washed after every day of use. Machine washing or hand washing with regular laundry detergent is sufficient to properly wash a cloth mask.

Surgical masks – If a cloth mask is not available to staff, it is our recommendation that staff wear 1 surgical mask per shift. Surgical masks may be worn for approximately 8 hours unless otherwise soiled or contaminated. If the surgical mask is worn outside the program, staff should dispose of the mask at the nearest receptacle upon entry back into the home and wash hands.

Wearing masks (for all programs) – Staff are required to wear masks at all times when working in the program or out in the community. Staff are to encourage clients to also wear the masks both in the program and in the community.

Wearing masks (for all offices) – Masks are not required to be worn in the offices; however, office staff should have a mask available while at work. If an office staff chooses to wear a mask, it is their choice. If an office staff has had contact with someone who has tested positive for COVID-19 or with someone who is suspected of having COVID-19, the staff should contact their immediate supervisor. The staff will be required to wear a mask anytime they are within close proximity of others or when walking through the office.

These internal guidelines may be superseded by any State of Wisconsin or local municipality mandates.

PTO Maximum Accrual

As noted in a prior UPDATE, we temporarily lifted the maximum PTO accrual levels which would have frozen the accrual of hours once you reached the maximum accrual as outlined in the Paid Time Off policy. This notice is informing you that we will continue with this practice until 9.27.2020. On that date, the maximum PTO accrual will revert to the levels outlined in the Paid Time Off policy. If your PTO balance is at or above the maximum level on 9.27.2020, you will not accrue PTO hours until your balance is reduced. Here are a few suggestions to reduce your PTO balance:

- Plan to request time off to reduce your PTO balance.
 - You may donate PTO hours to the Leave Sharing Bank. Please refer to the Leave Sharing policy for details.
 - If eligible, you can submit a PTO Cash Out form by 9.15.2020 to reduce your PTO up to 32 hours (this cash out will be paid at 50% on 10.9.2020 as outlined in the Paid Time Off policy).
-

Tracking COVID-19 Symptoms Electronically

With an increasing number of COVID-19 cases being reported in Wisconsin and widespread community transmission in many areas, we must continue to be vigilant to protect clients and staff. Over the course of the past few months, preventative measures have been implemented in the programs to minimize the risk of exposure. One of these measures is to conduct active health screening of clients. By detecting symptoms early, testing and treatment can be provided and potential exposure to housemates and staff minimized. Currently, staff use a paper format to document these health screens. Effective 07/20/20, CCLS will have the symptoms check as part of the daily tasks in ECP (the electronic client records). When staff click on the *COVID-19 Symptoms Check* task, a series of questions requiring a yes or no response will appear. If any symptom is checked yes, staff are to contact the supervisor or on-call supervisor immediately. Electronically tracking and documenting the health screen of each client will be easier and more efficient for staff and allow for remote checks by CCLS RNs.

Upcoming Flu Season

The best way to protect clients against influenza (flu) is for them to get a flu vaccine. According to the CDC “The flu is a contagious respiratory disease that can lead to serious illness, hospitalization, or even death.” A flu vaccine is a preventative tool in reducing these risks. Start planning now to take clients to receive their flu vaccine once available in September/October.