

## ADMINISTRATIVE POLICY

1. The purpose of this policy is to ensure that OPTIONS, as a referring employer, screens all potential admissions and new employees for airborne infectious diseases. OPTIONS does not knowingly admit new persons to receive services nor hire new employees who have not been screened according to the procedure outlined below:
  - 1.1 The CEO will be responsible for administering the Aerosol Transmissible Disease (ATD) policy.
  - 1.2 The ATD policy will apply to all OPTIONS employees who work in homes licensed by the Dept. Of Public Health (CDPH).
  - 1.3 The specific ATD vaccinations this policy apply to are:
    - 1.3.1 Measles (two doses)
    - 1.3.2 Mumps (two doses)
    - 1.3.3 Rubella (one dose)
    - 1.3.4 Tetanus, Diphtheria and Acellular Pertussis (one dose, booster as needed)
    - 1.3.5 Varicella-zoster (VZV) (two doses)
    - 1.3.6 Annual Influenza
    - 1.3.7 Hepatitis B (3 doses)
  - 1.4 Upon hire, all applicable employees will be given the vaccine information sheet that lists the vaccinations to be covered in this policy. If a applicable employee has not received a vaccination listed in 1.3, it will be offered to him/her within ten (10) days at no expense to the new employee. If an employee declines such vaccinations, it will be documented.
  - 1.5 All employees have the right to refuse any of the vaccination.
  - 1.6 OPTIONS will not transfer any person receiving services who shows symptoms of any of the ATDs listed in 1.3, with the exception of being admitted to acute care facility for the purposes of treating said disease or other medical condition.
  - 1.7 If an employee presents any symptoms of ATD's listed in 1.3, then appropriate medical care will be sought and if the diagnosis is confirmed, it will be reported to the appropriate local health authorities.
  - 1.9 If a persons receiving services is to remain in an OPTIONS facility while he/she is convalescing from an infection due to an ATD listed in 1.3, then it will be in a private room with a closed door.

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Appropriate masks and medical equipment will be available to employees providing care.

1.10 Other ATD's not listed in 1.3 are not covered in this policy.

### 2.0 Training

2.1 All employees will receive training regarding ATD's within 10 working days of employment and annually thereafter:

2.2 Training will consist of:

2.2.1 General explanation of ATD's including signs and symptoms that require further medical evaluation, means of transmittal, how tasks can increase exposure.

2.2.2 Procedures for reporting and treating ATD's.

2.2.3 Policy for temporary risk reduction measures.

2.2.4 Medical equipment available to protect exposure of ATD's.

2.2.5 Access to medical expertise within OPTIONS and within the local community.

2.2.6 Access to OPTIONS policy manual.

2.2.7 Preventative measures, including proper hand washing, good hygiene and cough etiquette.

2.2.8 Overview of OPTIONS ATD exposure plan and how employees can provide input as to its effectiveness and access a copy of said plan.

2.2.9 Where employees can get a copy of regulatory text that governs this policy (Title 8, Section 5199).

2.3 Training will be documented in each employee's medical file or as part of the in-service tracking methodology.

Adopted: 9 -11