

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 served, nor hire new employees, who have not been screened according to the procedure outlined below:
 - 1.1 The CEO or designee 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 California Department of Public Health (CDPH).
 - 1.3 The specific ATD vaccinations this policy applies 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
 - 1.4 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 them 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 vaccinations.
 - 1.6 OPTIONS will not transfer any person served who shows symptoms of any of the ATDs listed in 1.3, with the exception of being admitted to an acute care facility for the purposes of treating said disease or other medical condition.
 - 1.7 If an employee presents any symptoms of ATDs listed in 1.3, the employee will be removed from contact with persons served and appropriate medical care will be sought. If the diagnosis is confirmed, it will be reported to the appropriate local health authorities and the employee will remain off duty until they are cleared to return to work.
 - 1.8 If a person served is to remain in an OPTIONS facility while they are convalescing from an infection, then it will be in a private room

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with a closed door, if possible and advised by the physician or public health department.

1.8.1 In some situations, it may be advised for persons in a shared room to be treated together to further prevent the spread of the communicable disease or community spread.

1.9 Protective masks and medical equipment will be available to employees providing care. *Note: in the event of a large scale pandemic, there could be a shortage of supplies and OPTIONS will work with the public health department and other local agencies to obtain equipment.*

1.10 Other ATDs not listed in 1.3 are not covered in this policy. *Note: Covid-19 is a new virus as of 2020 and a new vaccination has been developed. Staff and persons served will be encouraged to consult with their physician or the public health department to obtain the Covid-19 vaccination.*

2 Training

2.1 All employees will receive training regarding ATDs within 10 working days of employment and annually thereafter.

2.2 Training will consist of:

- 2.2.1 General explanation of ATDs 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 ATDs.
- 2.2.3 Policy for temporary risk reduction measures.
- 2.2.4 Medical equipment available to protect from exposure to ATDs.
- 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 the plan.
- 2.2.9 Where employees can get a copy of regulatory text that governs this policy (Title 8, Section 5199).

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

Adopted: September 2011

Revised: May 2012
April 2014
September 2015
September 2016
October 2017

Reviewed: October 2018, March 2019, September 2019

Reviewed: November 2019

Revised: March 2020

Revised: February 2021

