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## SAFETY STATEMENT

### What is Coronavirus (COVID-19), Symptoms and Prevention Methods?

COVID-19 is a disease, caused by a novel (or new) coronavirus that has not previously been seen in humans. Because it is a new virus, scientists are learning more each day. Although most people who have COVID-19 have mild symptoms, COVID-19 can also cause severe illness and even death. Some groups, including older adults and people who have certain underlying medical conditions, are at increased risk of severe illness.

#### How COVID-19 Spreads

COVID-19 is thought to spread mainly through close contact from person to person, including between people who are physically near each other (within about 6 feet). People who are infected but do not show symptoms can also spread the virus to others. [Cases of reinfection with COVID-19 have been reported but are rare](#). We are still learning about how the virus spreads and the severity of illness it causes.

#### COVID -19 Spreads very easily from person to person

How easily a virus spreads from person to person can vary. The virus that causes COVID-19 appears to spread more efficiently than influenza but not as efficiently as measles, which is among the most contagious viruses known to affect people.

#### COVID-19 most commonly spreads during close contact

- People who are physically near (within 6 feet) a person with COVID-19 or have direct contact with that person are at greatest risk of infection.
- When people with COVID-19 cough, sneeze, sing, talk, or breathe they produce **respiratory droplets**. These droplets can range in size from larger droplets (some of which are visible) to smaller droplets. Small droplets can also form particles when they dry very quickly in the airstream.
- Infections occur mainly through exposure to respiratory droplets when a person is in close contact with someone who has COVID-19.
- Respiratory droplets cause infection when they are inhaled or deposited on mucous membranes, such as those that line the inside of the nose and mouth.

- As the respiratory droplets travel further from the person with COVID-19, the concentration of these droplets decreases. Larger droplets fall out of the air due to gravity. Smaller droplets and particles spread apart in the air.
- With passing time, the amount of infectious virus in respiratory droplets also decreases.

#### **COVID-19 CAN SOMETIMES BE SPREAD BY AIRBORNE TRANSMISSION**

- Some infections can be spread by exposure to virus in small droplets and particles that can linger in the air for minutes to hours. These viruses may be able to infect people who are further than 6 feet away from the person who is infected or after that person has left the space.
- This kind of spread is referred to as **airborne transmission** and is an important way that infections like tuberculosis, measles, and chicken pox are spread.
- There is evidence that under certain conditions, people with COVID-19 seem to have infected others who were more than 6 feet away. These transmissions occurred within enclosed spaces that had inadequate ventilation. Sometimes the infected person was breathing heavily, for example while singing or exercising.
  - Under these circumstances, scientists believe that the amount of infectious smaller droplet and particles produced by the people with COVID-19 became concentrated enough to spread the virus to other people. The people who were infected were in the same space during the same time or shortly after the person with COVID-19 had left.
- Available data indicate that it is much more common for the virus that causes COVID-19 to spread through close contact with a person who has COVID-19 than through airborne transmission.

#### **COVID-19 SPREADS LESS COMMONLY THROUGH CONTACT WITH CONTAMINATED SURFACES**

- Respiratory droplets can also land on surfaces and objects. It is possible that a person could get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes.
- Spread from touching surfaces is not thought to be a common way that COVID-19 spreads

#### **COVID-19 RARELY SPREADS BETWEEN PEOPLE AND ANIMALS**

- It appears that the virus that causes COVID-19 can spread from people to animals in some situations. CDC is aware of a small number of pets worldwide, including cats and dogs, reported to be infected with the virus that causes COVID-19, mostly after close contact with people with COVID-19. Learn what you should do if you have pets.
- At this time, the risk of COVID-19 spreading from animals to people is considered to be low.

#### **Protect yourself and others**

The best way to prevent illness is to avoid being exposed to this virus. You can take steps to slow the spread.

- [Stay at least 6 feet away from others](#), whenever possible. This is very important in preventing the spread of COVID-19.
- [Cover your mouth and nose with a mask](#) when around others. This helps reduce the risk of spread both by close contact and by airborne transmission.
- [Wash your hands](#) often with soap and water. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- [Avoid crowded indoor spaces](#) and [ensure indoor spaces are properly ventilated](#) by bringing in outdoor air as much as possible. In general, being outdoors and in spaces with good ventilation reduces the risk of exposure to infectious respiratory droplets.
- [Stay home and isolate](#) from others when sick.
- [Routinely clean and disinfect](#) frequently touched surfaces [and take other steps to stop the spread at home](#).

Pandemics can be stressful, especially when you are staying away from others. During this time, it's important to [maintain social connections and care for your mental health](#).

Learn more about what you can do to [protect yourself and others](#).

### **WHAT ARE THE SYMPTOMS OF COVID-19?**

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19

### **Isolation or Quarantine: What's the difference?**

**Quarantine** keeps someone who might have been exposed to the virus away from others.

**Isolation** keeps someone who is infected with the virus away from others, even in their home.

### **ISOLATION**

Isolation is used to separate people infected with COVID-19 from those who are not infected. People who are in isolation should stay home until it's safe for them to be around others. At home, anyone sick or infected should separate from others, stay in a specific "sick room" or area, and use a separate bathroom (if available).

### **Who needs to isolate?**

#### **People who have COVID-19**

- People who have symptoms of COVID-19 and are able to recover at home
- People who don't have symptoms but have tested positive for COVID-19

### **Steps to Take**

#### **Stay home except to get medical care**

- Monitor your symptoms. If you have an emergency warning sign (including trouble breathing), seek emergency medical care immediately
- Stay in a separate room from other household members, if possible
- Use a separate bathroom, if possible
- Avoid contact with other members of the household and pets
- Don't share personal household items, like cups, towels, and utensils
- Wear a mask when around other people, if you are able to

#### **Confirmed and suspected cases of reinfection of the virus that causes COVID-19**

Cases of reinfection of COVID-19 have been reported but are rare. In general, reinfection means a person was infected (got sick) once, recovered, and then later became infected again. Based on what we know from similar viruses, some reinfections are expected.

#### **When you can be around others after you had or likely had COVID-19**

When you can be around others (end home isolation) depends on different factors for different situations.

Find CDC's recommendations for your situation below.

#### **I think or know I had COVID-19, and I had symptoms**

You can be with others after

- At least 10 days since symptoms first appeared and
- At least 24 hours with no fever without fever-reducing medication and
- Other symptoms of COVID-19 are improving

**\*\*Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation**

If you had severe illness from COVID-19 (you were admitted to a hospital and needed oxygen), your healthcare provider may recommend that you stay in isolation for longer than 10 days

after your symptoms first appeared (possibly up to 20 days) and you may need to finish your period of isolation at home.

### **I tested positive for COVID-19 but had no symptoms**

If you continue to have no symptoms, you can be with others after:

- 10 days have passed since the date you had your positive test

If you develop symptoms after testing positive, follow the guidance above for “I think or know I had COVID, and I had symptoms.”

### **I had COVID-19 or I tested positive for COVID-19 and I have a weakened immune system**

If you have a [weakened immune system \(immunocompromised\)](#) due to a health condition or medication, you might need to stay home and isolate longer than 10 days. Talk to your healthcare provider for more information.

Your doctor may work with [an infectious disease expert at your local health department](#) to determine when you can be around others.

### **Getting testing again for COVID-19**

If you have recovered from your symptoms after testing positive for COVID-19, you may continue to test positive for three months or more without being contagious to others. For this reason, you should be tested only if you develop new symptoms of possible COVID-19. Getting tested again should be discussed with your healthcare provider, especially if you have been in close contact with another person who has tested positive for COVID-19 in the last 14 days.

If you have symptoms and test positive for COVID-19, follow the guidance above for “I think or know I had COVID, and I had symptoms.” Your doctor may work with [an infectious disease expert at your local health department](#) to determine when you can be around others.

## **QUARANTINE**

Local public health authorities determine and establish the quarantine options for their jurisdictions. **Quarantine** is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

### **Who needs to Quarantine?**

People who have been in [close contact](#) with someone who has COVID-19—excluding people who have had COVID-19 within the past 3 months.

- People who have tested positive for COVID-19 within the past 3 months and recovered do not have to quarantine or get tested again as long as they do not develop new symptoms.

- People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.
- People who have been in close contact with someone who has COVID-19 are not required to quarantine if they have been fully vaccinated against the disease within the last three months and show no symptoms.

#### **What counts as [close contact](#)?**

- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

#### **Steps to take**

- Stay home and monitor your health
- Stay home for 14 days after your last contact with a person who has COVID-19.

Watch for fever (100.4°F), cough, shortness of breath, or [other symptoms](#) of COVID-19

If possible, stay away from others, especially people who are at [higher risk](#) for getting very sick from COVID-19

#### **Options to reduce quarantine**

Reducing the length of quarantine may make it easier for people to quarantine by reducing the time they cannot work. A shorter quarantine period also can lessen stress on the public health system, especially when new infections are rapidly rising.

Your local public health authorities make the final decisions about how long quarantine should last, based on local conditions and needs. Follow the recommendations of your local public health department if you need to quarantine. Options they will consider include stopping quarantine:

- After day 10 without testing
- After day 7 after receiving a negative test result (test must occur on day 5 or later)
- After stopping quarantine, you should
- Watch for symptoms until 14 days after exposure.
- If you have symptoms, immediately self-isolate and contact your local public health authority or healthcare provider.

Wear a mask, stay at least 6 feet from others, wash your hands, avoid crowds, and take other steps to [prevent the spread of COVID-19](#).

CDC continues to endorse quarantine for 14 days and recognizes that any quarantine shorter than 14 days balances reduced burden against a small possibility of spreading the virus. CDC will continue to evaluate new information and update recommendations as needed.

See [Options to Reduce Quarantine for Contacts of Persons with SARS-CoV-2 Infection Using Symptom Monitoring and Diagnostic Testing](#) for guidance on options to reduce quarantine.

## **How to Protect Yourself & Others**

### **Three Important Ways to Slow the Spread**

- Wear a [mask](#) to protect yourself and others and stop the spread of COVID-19.
- [Stay at least 6 feet \(about 2 arm lengths\)](#) from others who don't live with you.
- Avoid crowds. The more people you are in contact with, the more likely you are to be exposed to COVID-19.

### **Wear a mask**

- Everyone 2 and older should wear masks in public.
- Masks should be worn in addition to staying at least 6 feet apart, especially around people who don't live with you.
- If someone in your household is infected, people in the household [should take precautions including wearing masks to avoid spread to others](#).
- [Wash your hands](#) or use hand sanitizer before putting on your mask.
- Wear your mask over your nose and mouth and secure it under your chin.
- Fit the mask snugly against the sides of your face, slipping the loops over your ears or tying the strings behind your head.
- If you have to continually adjust your mask, it doesn't fit properly, and you might need to find a different mask type or brand.
- Make sure you can breathe easily.

***Effective February 2, 2021, [masks are required](#) on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and in U.S. transportation hubs such as airports and stations.***

### **Stay 6 feet away from others**

- Inside your home: Avoid close contact with people who are sick.
  - If possible, maintain 6 feet between the person who is sick and other household members.
- Outside your home: Put 6 feet of distance between yourself and people who don't live in your household.
  - Remember that some people without symptoms may be able to spread virus.
  - [Stay at least 6 feet \(about 2 arm lengths\) from other people](#).
  - Keeping distance from others is especially important for [people who are at higher risk of getting very sick](#).

### **Avoid crowds**

- Being in crowds like in restaurants, bars, fitness centers, or movie theaters put you at higher risk for COVID-19.

### **Avoid poorly ventilated spaces**

- Avoid indoor spaces that do not offer fresh air from the outdoors as much as possible. If indoors, bring in fresh air by opening windows and doors, if possible.

### Wash your hands often

- [Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- It's especially important to wash:
  - Before eating or preparing food
  - Before touching your face
  - After using the restroom
  - After leaving a public place
  - After blowing your nose, coughing, or sneezing
  - After handling your mask
  - After changing a diaper
  - After caring for someone sick
  - After touching animals or pets
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

### Cover coughs and sneezes

- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

### Clean and disinfect

- Clean AND disinfect [frequently touched surfaces](#) daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
- Then, use a household disinfectant. Use products from [EPA's List N: Disinfectants for Coronavirus \(COVID-19\)](#)[external icon](#) according to manufacturer's labeled directions.

### Monitor Your Health Daily

- Be alert for symptoms. Watch for fever, cough, shortness of breath, or [other symptoms](#) of COVID-19.
  - Especially important if you are [running essential errands](#), going into the office or workplace, and in settings where it may be difficult to keep a [physical distance of 6 feet](#).
- Take your temperature if symptoms develop.
  - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.

- Follow [CDC guidance](#) if symptoms develop.

### **Get Vaccinated to Protect Against COVID-19**

- [COVID-19 vaccination](#) is especially important for people who may be more likely to get very sick from COVID-19, such as older adults and people with certain medical conditions.
- People with underlying medical conditions may get a COVID-19 vaccine as long as they have not had [a severe or immediate allergic reaction](#) to the first dose of a COVID-19 vaccine or any of the ingredients in a COVID-19 vaccine. CDC has made recommendations on [who should get vaccinated first](#).

As the COVID-19 Pandemic is ever evolving, it is best to seek the guidance of the CDC or your health care professional.

## **WHAT CRN IS DOING TO KEEP EVERYONE SAFE**

It is a good reminder to pay attention to how you are feeling and how to prevent spreading germs. Individuals/Employees who are feeling sick or have members in their household who are feeling sick, should stay at home.

### **CRN HAS POSTED SIGNS**

CRN has posted signs as reminders to wash hands and cover cough. In addition, we have hand sanitizer dispensers and disinfectant materials available for use throughout our facilities.

### **CRN HAS PLACED VISUAL MARKINGS ON THE FLOORS**

CRN has placed visual markings on the floors of our LSP programs and in our vans indicating 6' distancing. Individuals will use these guides to ensure safe distancing when boarding vans, entering programs, leaving, and during daily activities

### **CRN WILL BE TAKING TEMPERATURES & SYMPTOM CHECKS DAILY**

CRN will be taking the temperature & symptom checks daily of all Individuals/Employees. Temperatures & symptoms will be checked prior to anyone entering CRN Life Skills Programs, Main Office and/or boarding CRN Transportation. The CDC defines a reading of 100.4 or above to be considered a fever. Anyone with a reading of 100.4 will not be eligible to utilize CRN Transportation or attend CRN Life Skills Programs. Temperatures and confirmation of no symptoms present will be recorded daily and filed accordingly.

### **CRN WILL MONITOR THE NUMBER OF PARTICIPANTS**

CRN will monitor the number of Individuals/Employees in an area at all times, ensuring distancing if there is any waiting time to use the restroom, enter the building etc. Community outings will be limited and determined at the discretion of the Program Director following all current CDC, State and local guidelines for the time being with the exception of walks outside CRN program buildings.

### **PERSONAL PROTECTION EQUIPMENT WILL BE AVAILABLE**

Personal Protection Equipment will be available for all Individuals/Employees (face masks and gloves). CRN requires every employee wear a face mask during their shift and at all times when providing direct care. CRN encourages all Individuals to wear a face mask and they are required on CRN Transportation services.

### **CRN LIFE SKILLS PROGRAM**

If an Individual/Employee displays symptom of illness or tests of a temperature of 100.4 degrees Fahrenheit or greater, he or she will be asked to go home to minimize risk to others. The group home or family will be contacted to request they pick up the Individual immediately. While the Individual waits to be picked up, he or she will be escorted to a waiting area that is separate from other Individuals attending the LSP.

### **TRANSPORTATION**

If an Individual/Employee displays symptom of illness or tests of a temperature of 100.4 degrees Fahrenheit when they are tested prior to boarding transportation, the Individual will not be allowed to board transportation. The driver will alert the family member or group home, or program manager responsible for the Individual.

The driver will stay with the Individual outside of the van until they are taken back into their home. If an Individual is tested with a fever when being picked up to go home from a program, work, etc. the Individual will be placed back into the care of the Program Manager or responsible on-site person. The Individual will be unable to ride CRN transportation that day.

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### **EXPOSURE TO COVID-19**

Individuals/Employees who are well but who have a sick family member at home with COVID-19 or have been exposed to COVID-19 should stay at home. The Individual/Employee should refer to CDC guidance for risk assessment of their potential exposure. Individuals should seek advice by telephone from a healthcare provider or contact their local health department to determine the need for a medical evaluation or other measures should be taken. Any Individual that believes they have been exposed should follow all current local, State, Federal and CDC guidelines in regard to current quarantine guidelines for exposure to COVID-19. The Individual may have to provide proof of negative COVID-19 test to resume attendance.

### **CONFIRMED POSITIVE**

If an Individual/Employee is confirmed to have tested positive for COVID-19, employees and other Individual participants within that location will be informed of their possible exposure to COVID-19 in the workplace. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA) and the Health Insurance Portability and Accountability Act (HIPAA). Employees exposed to a coworker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure. The Individual or employee will have to provide proof of negative COVID-19 test to resume attendance or return to work.

### **BUILDING PROCEDURES**

CRN has implemented frequent cleaning procedures, using disinfectant wipes, sprays and other approved solvents. A cleaning schedule will be posted in specific areas of each building and designated staff will be responsible for maintaining the cleaning and disinfecting schedule throughout each day.

- Cleaning of doorknobs, light switches, chairs, tables, desks, and other high touch areas will be completed multiple times throughout the day utilizing a checklist.
- Use of community pens, or other crafts materials will be discouraged. Each Individual will have their own designated supplies kept in plastic containers following use each day.

- Use of disinfectant spray will be utilized throughout the building daily following program and periodically throughout the day as deemed necessary.
- Individuals will be encouraged to use hand sanitizer periodically throughout the day.
- Individuals will be required to wash hands after using the restroom, before and after meals/snacks.
- **For Transportation services:** Individuals will be encouraged to use the hand sanitizer provided on each bus upon boarding and exiting.
- **For LSP:** Scheduled handwashing will occur upon arrival, following restroom visits, before and after snack time, before and after lunch, prior to dismissal.
- Hand washing practices - all participants are encouraged to wash their hands often with soap and warm water for 20 seconds. If soap and water are not available, Individuals should use an alcohol-based hand sanitizer with at least 60% alcohol.
- Touchless hand soap dispensers have been installed to reduce the spread of germs.
- Multiple hand-sanitizer stations are available throughout each building location.
- Each CRN van has hand-sanitizer on board.
- Signs have been placed around the building as a reminder of cough/sneeze etiquette.
- Individuals must cover their nose and mouth with a tissue when they cough or sneeze, or cough/sneeze into their upper sleeve. Immediately throw away used tissues, then wash hands.
- Avoid touching eyes, nose, and mouth.
- Stay at home when sick except to get medical care.
- Avoid close contact, large gatherings, sharing cups, or sharing utensils.
- No handshake, hugs or other close personal contact.

#### **Other precautions:**

- Disposable cups, cutlery, plates, etc. will be available for use. No reusable dishes should be left for cleaning in the common area. Anyone bringing in reusable containers for lunches or snacks, should place the container back into their personal bags following use.
- **Snack store:** To avoid congregating in one area, the snack store will move from classroom to classroom operated by one Instructor. Individuals will make their selection, then the Instructor will place the item in a small container. The container will be handed to the Individual to retrieve their selections. Once selected, an item may not be exchanged. Individuals will make their selection, then the Instructor will place the item in a small container. The container will be handed to the Individual to retrieve their selections. Once selected, an item may not be exchanged.
- **Bottled water** will be available for everyone, use of the community water dispenser in each location is suspended.
- The use of the office coffee maker is suspended.
- Individuals may use one of CRN's microwave ovens at the risk of the user. Spacing will be utilized to ensure social distancing while using the microwave ovens. Staff will disinfect the inside and outside after each use.

- The use of the community refrigerator is currently suspended, except for those items that are medically necessary, such as medication or other life sustaining items.
- Individuals are encouraged to bring the necessary items to keep their food safe for consumption without refrigeration.
- Lunch and break times will be staggered to avoid large gatherings in one area.
- For the time being, most activities will be conducted within the classroom settings to reduce the risk of exposure.

**Visitors:**

CRN reserves the right to limit or restrict visitor access. In the event a visitor is pre-approved or there is an emergent situation, the visitor would be required to:

- complete an APD visitor questionnaire
- wash hands or use hand sanitizer
- undergo a temperature and symptom check
- wear a mask throughout visit
- observe social distancing protocols while in the building
- CRN will provide a designated area for visitor meeting.