



Facts, Answers and Questions regarding COVID19 Outbreak Precautions

Directives for Employees of S.E.E.K Arizona

What if I, or someone in my home (child or adult) has some kind of illness ?

If 2 or more symptoms* are expressed, the employee or employee's family member in the same home; in-person services/interaction will be suspended for **14 days** from the first day of symptoms. Services can resume if at the 14 day mark, symptoms of illness have not been be existent within those last 72 hours and there is no mitigation or medication treating the symptoms at that time.

Someone in my home is sick with something else, like the stomach flu or ear infection, for example.

What is the guideline?

Same guideline for any illness is as stated above. The recommendation is based on the understanding that just because there is a diagnosis of another illness, it does not rule out the danger of spreading germs and the COVID-19. If 2 or more symptoms* are present, we are using the most caution possible and suspending in-person services for 14 days since the first day of the symptom. Services can resume if at the 14 day mark, symptoms of illness have not been be existent within those last 72 hours and there is no mitigation or medication treating the symptoms at that time.

What do I do or who do I call if the above situation occurs?

Please reach out to your direct supervisor and the specialist over your client's case so that the family can be made aware.

I don't feel comfortable going into my client's home, do I have to go to work?

At this time, if you and your client are not showing symptoms and have not traveled internationally, we expect that you continue your scheduled shift

I don't have PTO left but I have respiratory symptoms, can I request unpaid time off?

An employee can take unpaid, unscheduled, unexpected time off if they need to. We are asking for as much time as possible so that we may notify parents of the cancelled shift. At this time, we are expecting staff to still adhere to our call-out policies and not fall into a "pattern of absenteeism" as defined by our Employee Handbook. The handbook states that 3 days of "unpaid, unscheduled, unexpected time off" within a rolling 30 days would be a pattern of absenteeism. We understand that current circumstances are greater than an individual's wish to take time, so future assessment of "employee absenteeism" may be evaluated.

I don't have PTO left but my client's family reports an illness, can I request unpaid time off?

An employee should report their availability to their Behavior Specialist or HCBS Trainer. If no shifts can be scheduled, see above Q&A

I am not a direct service provider, but administrative. Can I work from home?

You may ask your supervisor if you can work from home. Adequate documentation of work times and planned work is necessary in the event that administrative staff works remotely.

I am at work and don't feel well, what will happen?

Please inform your supervisor immediately if you are not feeling well and need to go home. It will be important for you as an individual, to take the necessary steps at home to monitor symptoms and receive tests or treatment if necessary.

I just traveled internationally, what do I do when I return?

Please contact Human Resources Manager – Samantha Leipprandt immediately.

Samantha.L@seekarizona.org Contact: 480-902-0771 ext 142 Mobile: 602-622-6434

Based on your date of return, we will discuss possible restrictions and quarantine mandated by CDC guidelines.

What precautions is S.E.E.K Arizona taking at our sites/locations?

While our clinics are closed to the public and clients, limited staff are able to utilize the properties for work services. Our staff regularly review and update emergency operation plans. Several weeks ago, we began stocking up with cleaning supplies. We regularly use a janitorial service that provides a virus disinfecting system. This eliminates 99% of bacteria and viruses on every exposed surface in the classrooms and bathrooms. It is proven to work with common viruses like the cold and flu as well as disinfectant-resistant pathogens like MRSA. It's a spray that wraps around surfaces in hard to reach areas that may be missed in regular cleanings by our staff and our janitorial service. With the COVID-19 news we doubled up on this "enviroshield" service.

We encourage staff to frequently wash hands with soap and water for 20 seconds minimum, and regularly sanitize all surfaces possible, both in contact and secondary contamination surfaces. When possible, using hand sanitizer with at least 60% alcohol content as well. Avoid touching face, coughing into a tissue or arm and immediately washing their hands.

If an employee begins to show symptoms at work, they should be separated from others and sent home. Employees should cover their noses and mouths with a tissue and/or the crook of their elbow if no tissue is handy.