



Protocol #3 Notifications of COVID-19 Exposure

Suspected Cases of COVID-19

Any staffed program serving an Individual with suspected COVID-19 should immediately contact **[INSERT POSITION TITLE]**, who will contact the Division of Public Health Services (DPHS) in Concord, 271-4496 (after-hours: 271-5300) to review the risk assessment and discuss laboratory testing and control measures.

The **[INSERT POSITION TITLE]** will also notify the Area Agency CEO/Executive Director.

The Area Agency CEO or designee will:

1. Direct a team comprised of Human Resources, **[INSERT POSITION TITLE]**, and the applicable program, to receive guidance from DPHS and determine the level of risk and next steps.

Confirmed Cases of COVID-19

Any staffed program serving an Individual with a confirmed case of COVID-19 should immediately contact **[INSERT POSITION TITLE]**, who will contact the Division of Public Health Services in Concord, 271-4496 (after-hours: 271-5300) to review the risk assessment and discuss laboratory testing and control measures.

The **[INSERT POSITION TITLE]** will also notify the Area Agency CEO.

The Area Agency CEO or designee will:

1. Notify the Bureau of Developmental Disabilities (BDS)
2. Direct a team comprised of applicable Area Agency Department heads, such as Human Resources, **[INSERT POSITION TITLE]**, and the applicable BDS Liaison, and the applicable head of the service delivery program, to receive guidance from DPHS and determine the level of risk and next steps.
3. Direct notification of employees, families, individuals and guardians through the applicable Area Agency Designee, such as Human Resources, Public Relations, Director of Nursing, etc.
 - a. (Sample letters for communications are provided to all Area Agency Directors)
4. Copy the Bureau of Developmental Services on communications to families, individuals or guardians.
5. Direct the enactment of Protocol #2 Exposure to COVID-19.
6. Any COVID-19 related mortalities require a sentinel event filing with the Bureau of Developmental Services as these are being treated as “unanticipated deaths.”