

## Scenarios and reporting requirements for Oregon Developmental Disabilities Services (ODDS) Agency Providers, Personal Support Workers, Case Management Entities and individuals related to COVID-19

### Helpful Resources

[Oregon Health Authority \(OHA\)](#)

[Center for Disease Control \(CDC\)](#)

[Office of Developmental Disabilities Services](#)

### New updates November 16, 2020 to:

- Expand responding and reporting expectations of Employment and DSA providers;
- Provide additional definitions for clarification. New definitions are highlighted;
- Eliminate requirements to report to ODDS on Pre-admission, Pre-operative, Pre-procedure COVID-19 testing for individuals unless results are positive for COVID;
- Incorporate the requirement to use the standardized [ODDS COVID-19 Reporting Form](#).

This document is a Guide for Agency Providers, Personal Support Workers (PSW), Case Management Entities (CMEs) and the Office of Developmental Disabilities Services (ODDS) in response to the care and health of individuals receiving services and supports through ODDS. This guide should be used when there is a concern that someone may have or may have been exposed to COVID-19. It is presumed that Agency Providers and CMEs will continue to collaborate and work directly with the Local Public Health Authorities (LPHA) and follow direction provided from both LPHA and licensed medical providers. This guidance is updated from time to time. Providers and CMEs are expected to review it each time there is a new COVID-19 event.

### Definitions

Agency Provider means any 24-Hour Group Home, Foster Care provider, Supported Living provider, Community Living Services In-Home provider, Employment or Day Support Activities (DSA) provider unless otherwise specified as Residential Agency Provider or Employment/DSA Agency Provider.

11/16/2020 **Note:** This is general guidance, please check with your local public health authority (LPHA) for specific guidance for your county [here](#).

Case Management Entity (CME) means the entity providing case management services which may be a Community Developmental Disabilities Program (CDDP), a Support Service Brokerage (Brokerage), State Children’s Residential Program, or Children’s Intensive In-Home Services (CIIS).

Close Contact means being within 6 feet of a person with confirmed COVID-19 for a prolonged period of time. OHA defines “prolonged,” as ≥15 minutes. Close contact can include caring for, living with, visiting, or sitting within 6 feet of a person with confirmed COVID-19; or having direct contact with infectious secretions of a person with confirmed COVID-19 for any amount of time (e.g., being coughed on, providing direct care with hygiene).

Employment/DSA Agency Provider means any Employment or Day Support Activities (DSA), including those who provide group or facility-based services.

Health Care Representative / Advocate (HCA) means a health care representative as defined in ORS 127.505 or a person who has authority to make health care decisions for an individual under the provisions of OAR chapter 411, division 390.

Hospitalized means the person has been admitted or is under observation at a hospital. It does not include situations where the person is seen in the ER only and released.

Individual means a child or an adult who is eligible and receiving case management services from a CDDP or a Brokerage.

Isolate means separating people who are ill from those who are not. When someone tests positive or has a suspected or presumptive case of COVID-19, they need to be isolated the whole time they are contagious, so they don’t spread the virus.

LPHA means the local public health authority for the county in which the COVID-19 scenario has occurred.

Natural Support means unpaid family members or others who provide support to an individual. They may live with the individual or not.

Negative case of COVID-19 means there has been a test for COVID-19 that returned a negative or “not detected” result. The reason for getting a test does not matter (for example, routine for medical care or due to illness symptoms).

Personal Support Worker (PSW) means a person who is hired or selected by an individual or their representative to provide attendant care or direct care supports to the individual.

Positive case of COVID-19 means there has been a test for COVID-19 that returned a positive result.

Pre-Admission, Pre-Operative, Pre-Procedure COVID-19 testing means a COVID-19 test ordered for an individual by a medical professional SOLELY as a precaution when required in advance of an inpatient or outpatient medical procedure. This means the individual has NOT been exposed to a known COVID-positive person and has NOT exhibited COVID-like symptoms but is being tested ONLY as a pre-requisite for a medical procedure.

Presumptive case of COVID-19 means that an individual has symptoms similar to COVID-19, has had testing that is pending and is told by a licensed medical provider that they are presumed to have COVID-19 and to stay home and isolate.

Quarantine means separating people who have been exposed to the virus to see whether they get sick. People quarantine in case they are sick but don't have symptoms yet because the virus can spread before symptoms begin. Quarantining is typically done for 14 days when related to COVID-19.

Residential Agency Provider means any 24-Hour Group Home, Foster Care provider, Supported Living provider, Community Living Services In-Home provider

Staff means a person who works for an Agency Provider who provides attendant care or direct care supports to an individual (includes caregivers of a foster care home, group home, supported living, DSA, In-Home, and employment settings).

Suspected case of COVID-19 means that an individual has symptoms similar to COVID-19 and is told by a licensed medical provider that it is suspected they have COVID-19 and to stay home and isolate. No COVID-19 testing is done.

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**Scenario #1:** Individual supported by an Residential Agency Provider

ODDS Response	CME Response	Agency Provider Response
<ul style="list-style-type: none"> <li>• Ensure CME(s) is notified</li> <li>• Communicate with agency provider and CME - follow OHA /County rules</li> <li>• Refer agency provider to <a href="#">public health website</a></li> </ul> <p><b>If individual has suspected or presumptive case of COVID-19 or a positive COVID-19 test result:</b></p> <ul style="list-style-type: none"> <li>• Confirm no new entry for foster and group home –</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure ODDS is notified by Agency Provider</li> <li>• Notify ODDS if needed according to the Agency Provider <a href="#">Notification Requirements</a></li> <li>• Notify LPHA, or verify LPHA has been notified by the physician or agency provider</li> <li>• Work with the Agency providers or family and ODDS to identify alternative services or agency providers if needed</li> <li>• Ensure planning is in place and there is regular</li> </ul>	<p><b>If individual is in <a href="#">quarantine</a> due to potential exposure to COVID-19:</b></p> <ul style="list-style-type: none"> <li>• Notify CME <ul style="list-style-type: none"> <li>• If Agency provider is a 24-hour group home for children, <b>also</b> notify State Residential Services Coordinator</li> </ul> </li> <li>• Provide notification of potential exposure according to the <a href="#">COVID-19 Exposure notification</a> process</li> <li>• Support individual in remaining in their own room or move individual to another room</li> <li>• Encourage individual to wear face covering or surgical mask</li> <li>• Support individual in electronic communication for family and friends</li> <li>• Notify Employment/DSA program if individual attended in past 14 days that they may have been exposed</li> </ul>

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<p>communicate to CME no new entry</p> <ul style="list-style-type: none"> <li>• Confirm no group Employment or DSA services at a provider site until further notice from ODDS and LPHA</li> <li>• Work with CME and Agency provider to identify alternative services, exceptions or agency providers, if needed</li> <li>• Monitor situations where supported individual is hospitalized</li> </ul>	<p>communication with the Agency providers</p> <p><b>If individual has <u>suspected</u> or <u>presumptive case of COVID-19</u> or a positive COVID-19 test result:</b></p> <ul style="list-style-type: none"> <li>• Enforce no new entry to program sites until the test results indicate no COVID-19 or LPHA has closed the outbreak or indicated there is no longer a risk of exposure</li> <li>• Following ODDS closure of employment/DSA site, enforce no group Employment or DSA services at a provider site until further notice from ODDS and LPHA</li> <li>• If the individual is hospitalized, coordinate with agency provider on support for individual's choices in medical decisions and facilitate communication with</li> </ul>	<p><b>If an individual is experiencing COVID-19 like symptoms, and the Residential Agency provider is following up with medical practitioner and/or the individual is going to have a COVID-19 test* completed:</b></p> <ul style="list-style-type: none"> <li>• Notify CME <ul style="list-style-type: none"> <li>• If Agency provider is a 24-hour group home for children, <b>also</b> notify State Residential Services Coordinator</li> </ul> </li> <li>• Notify Employment/DSA program, if individual attended in past 14 days, <u>that they may have been exposed</u></li> <li>• Notify ODDS and CME of COVID-19 test result or of <u>suspected</u> COVID-19, according to the <u>Notification Requirements</u> <ul style="list-style-type: none"> <li>• If Agency provider is a 24-hour group home for children, <b>also</b> notify State Residential Services Coordinator</li> </ul> </li> </ul> <p>* <u>Pre-admission, Pre-operative, Pre-procedure COVID-19 testing ordered</u> by a medical professional SOLELY as a prerequisite for a medical procedure for an individual (who has not been exposed or is not symptomatic) does not need to be reported to ODDS, unless the test result is positive for COVID-19.</p>
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hospital staff. Confirm notifications have been made, as needed, to the individual's other providers.

**If individual has suspected case of COVID-19 or a positive COVID-19 test result:**

- Notify staff and others the individual may have been in close contact with according to the [COVID-19 Exposure notification process](#)
- Notify legal guardian, [HCR](#), HCA, or other representative (if applicable)
- Mandatory consult with LPHA or Emergency Management – must follow all public health guidance (state or local)
- Confirm whether LPHA will do contact tracing and share log of everyone who had contact with individual
- Notify Employment/DSA program, if individual attended in past 14 days, [that they may have been exposed](#)
- Foster and group homes:
  - Implement isolation and move resident to their own room until symptoms cease for 72 hours, and/or at the guidance of the individual's physician or LPHA, or
  - Move residents to other group homes or settings/sites, *if consistent with public health guidance*
  - Maintain log of all non-residents who interact with the resident who is isolated (including staff)
  - Restrict internal group activities to prevent exposure – this includes meals, recreation, etc.
  - Provide information to all staff and residents on heightened precautions

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		<ul style="list-style-type: none"><li>• Facilitate electronic communication for family and friends</li><li>• No new entries to group or foster homes until test results indicate no COVID-19</li><li>• Follow Physician guidance on keeping medical appointments</li><li>• Encourage individuals to wear a face covering or surgical mask as appropriate</li><li>• Follow all requirements given by ODDS</li><li>• Require and provide Personal Protective Equipment (PPE) for staff. A provider should make it clear to LPHA that they have a positive, high risk case and they need priority PPE. If they are not able to get required PPE at any time, communicate with LPHA and CDDP and document actions taken to gain PPE</li><li>• If individual is hospitalized, notify ODDS, coordinate with CME to facilitate support for individual's choices in medical decisions and facilitate communication with hospital staff ;</li><li>• Clarify whether there is an advance directive, POLST or DNR/DNI order, or other documentation of the person's treatment preferences, and include this information in notification to ODDS.</li></ul>
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**Scenario #2:** Individual supported by a Personal Support Worker (PSW) or natural support

ODDS Response	CME Response	PSW and Natural Support Response
<ul style="list-style-type: none"> <li>Available for technical assistance</li> </ul>	<ul style="list-style-type: none"> <li>Verify or notify ODDS according to <a href="#">Notification Requirements</a></li> </ul> <p><b>If individual has <u>suspected</u> case of COVID-19 or a <u>positive</u> COVID-19 test result:</b></p> <ul style="list-style-type: none"> <li>Notify LPHA, or verify LPHA has been notified by the physician or PSW and follow public health guidance               <ul style="list-style-type: none"> <li>Confirm whether LPHA will do contact tracing</li> </ul> </li> <li>Ensure PSW and family have <a href="#">the in-home worker guidance</a> published by OHA</li> <li>Ensure and help the individual to coordinate necessary care, medications and food for isolation period</li> <li>Review and update individual's back-up plan and implement as necessary</li> <li>Coordinate with local Designated Referral Contact (DRC) and ODDS on alternative setting if care cannot be delivered in their home</li> </ul>	<p><b>If an individual is experiencing COVID-19-like symptoms and the PSW is supporting the individual to follow up with medical practitioner and/or the individual is going to have a COVID-19 test* completed:</b></p> <ul style="list-style-type: none"> <li>Notify CME and PSW employer.</li> <li>Notify ODDS, CME and PSW employer of test result according to <a href="#">Notification Requirements</a></li> <li>Notify ODDS, CME and PSW employer if medical practitioner identified <u>suspected</u> case of COVID-19 according to <a href="#">Notification Requirements</a></li> <li>Natural Support notify CME</li> <li>Follow Public Health/Oregon Health Authority direction and <a href="#">OHA guidance for in-home workers</a></li> <li>Notify Employment/DSA program if individual attended in past 14 days <a href="#">that they may have been exposed</a></li> </ul> <p>* <u>Pre-admission, Pre-operative, Pre-procedure COVID-19 testing ordered</u> by a medical professional SOLELY as a pre-requisite for a medical procedure for an individual (who has</p>

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	<ul style="list-style-type: none"> <li>• <a href="#">Ensure other providers have also been notified (Employment agency, DSA agency, etc).</a></li> <li>• Encourage PPE for PSWs and natural supports.</li> <li>• Encourage unpaid caregivers to get training as needed</li> <li>• If individual is hospitalized, facilitate support for individual's choices in medical decisions and facilitate communication with hospital staff;</li> <li>• Clarify whether there is an advance directive, POLST or DNR/DNI order, or other documentation of the person's treatment preferences.</li> <li>• Confirm notifications, as needed, to the individual's DSAs or employment support agencies</li> </ul>	<p>not been exposed or is not symptomatic) does not need to be reported to ODDS, unless the test result is positive for COVID-19.</p> <p><b>If individual has <a href="#">suspected or presumptive case of COVID-19</a> or a <a href="#">positive COVID-19 test result</a>:</b></p> <ul style="list-style-type: none"> <li>• Follow all physician requirements for supported individual and PSW who has had contact with individual, including isolation</li> <li>• Follow physician guidance on keeping medical appointments</li> <li>• Support individual in limiting/ restricting visitors other than those necessary to ensure care as directed by physician or LPHA</li> <li>• Notify Employment/DSA program if individual attended in past 14 days <a href="#">that they may have been exposed</a></li> <li>• Use Personal Protective Equipment (PPEs) while supporting the individual             <ul style="list-style-type: none"> <li>• A PSW or Employer works with the local Aging and People with Disabilities (APD) office (with the assistance of the CME) to access PPE as outlined in <a href="#">IM 20-041</a>. If the PSW is not able to get required PPE</li> </ul> </li> </ul>
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		<p style="text-align: right;">at any time, they must document this in progress notes</p> <ul style="list-style-type: none"> <li>• Encourage the individual to wear a face covering or surgical mask</li> <li>• Support individual with gathering needed supplies for isolation period</li> <li>• Support individual with moving to alternative setting if applicable</li> <li>• Support individual with keeping a log of all persons who interact with individual (including other PSWs, family members, etc.)</li> <li>• Support individual in using electronic communication for family and friends as appropriate.</li> </ul>
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**Scenario #3:** Individual without a provider (case management only)

ODDS Response	CME Response	N/A
<ul style="list-style-type: none"> <li>Require CME to review and implement individual's back up plan as needed</li> </ul>	<ul style="list-style-type: none"> <li>Notify ODDS according to <a href="#">Notification Requirements</a></li> </ul> <p><b>If individual has <a href="#">suspected</a> or <a href="#">presumptive</a> case of COVID-19 or a <a href="#">positive COVID-19 test result</a>:</b></p> <ul style="list-style-type: none"> <li>Notify LPHA, or verify LPHA has been notified by the physician and follow public health guidance</li> <li>Coordinate and ensure the individual has the necessary care, medications and food for isolation period</li> <li>Review and update individual's back-up plan and implement as necessary</li> <li>Coordinate with local DRCs and ODDS on alternative setting if care cannot be delivered in their home</li> <li>Encourage unpaid caregivers to get training as needed</li> <li>If individual is hospitalized, facilitate support for individual's choices in medical decisions and facilitate communication with hospital staff.</li> </ul>	

**Scenario #4:** Individual supported by an Employment or DSA Agency Provider

ODDS Response	CME Response	Employment/DSA Agency Response
<ul style="list-style-type: none"> <li>• ODDS will be available for technical assistance</li> <li>• ODDS will facilitate a coordinated call with CMEs and LPHA</li> </ul>	<ul style="list-style-type: none"> <li>• Notify LPHA and follow all public health direction; if it is DSA or Employment at a provider site or facility, then let LPHA know this is an I/DD licensed Employment/DSA program worksite and many participants with IDD live in congregate care settings. <b>Ask that the “workplace outbreak LPHA epidemiologist” coordinate with an epidemiologist from the congregate care team.</b></li> <li>• Communicate with residential or in-home provider (or family)</li> <li>• Confirm that provider has notified ODDS if</li> </ul>	<p><b>If an individual is experiencing COVID-19 like symptoms:</b></p> <ul style="list-style-type: none"> <li>• Notify CME</li> <li>• Send the individual home and work with their residential provider or family to notify their doctor</li> </ul> <p><b>If informed that an individual has a <u>suspected</u> case of COVID-19 or a <u>positive</u> COVID-19 test result:</b></p> <ul style="list-style-type: none"> <li>• Notify ODDS and CME of COVID-19 test result or of <u>suspected</u> COVID-19, according to the <a href="#">Notification Requirements</a></li> <li>• Notify ALL staff, program participants and others (including the residential provider or family) that other Employment/DSA participants may have been in close contact with a COVID-19 suspected or positive person according to the <a href="#">COVID-19 Exposure notification process</a></li> <li>• Notify legal guardian, HCA, or other designated representative (if applicable)</li> <li>• Mandatory consult with LPHA or Emergency Management – must follow all public health guidance (state or local).</li> </ul>

	<p>individual has been tested or is suspected</p>	<ul style="list-style-type: none"> <li>• Employment/DSA providers must inform LPHA that they are “An IDD licensed Employment/day program worksite and many participants with IDD live in congregate care”.</li> <li>• Employment/DSA providers must request LPHA staff to consult with an LPHA Congregate care epidemiologist to track further outbreaks in residential settings.</li> </ul> <ul style="list-style-type: none"> <li>• Confirm whether LPHA will do contact tracing and share log of all participants who had close contact with individual</li> </ul> <p><b>Employment/DSA Provider delivering group services or services at sites or facilities:</b></p> <ul style="list-style-type: none"> <li>• If individuals are using group services, or services at the provider site or facility, send other participants home</li> <li>• Cancel and stop group services or services at the facility until ODDS <b>and</b> LPHA say they may resume</li> <li>• Notify all participants at the DSA or Employment setting of the exposure, including the individual’s CME and residential provider according to the <a href="#">COVID-19 Notification requirements</a>.</li> </ul>
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## Scenario #5: Agency Provider requirements – Staff Experiences COVID-19 Related Event

ODDS Response	CME Response	Agency Provider Response
<ul style="list-style-type: none"> <li>• Include CME on any correspondence with the agency</li> <li>• Connect agency provider with options for alternative resources for staffing as needed.</li> <li>• See ODDS staffing support guidance.</li> </ul>	<ul style="list-style-type: none"> <li>• Verify the agency provider notified ODDS according to the <a href="#">Notification Requirements</a></li> <li>• If the agency provider identifies anyone with I/DD who had contact with the staff:               <ul style="list-style-type: none"> <li>• Ensure the agency provider or family is aware;</li> <li>• Review and update the agency provider's back up plans for the home, employment, or DSA, as needed, including verification of continued needed staffing levels;</li> <li>• Increase remote/ electronic monitoring</li> </ul> </li> <li>• Verify whether the employee had any contact with the</li> </ul>	<ul style="list-style-type: none"> <li>• Notify CME if staff is experiencing COVID-19-like symptoms and the staff is following up with medical practitioner and going to have a COVID-19 test completed.</li> <li>• Notify ODDS and CME according to <a href="#">Notification Requirements</a></li> <li>• Notify CME that individual(s) and/or case manager(s) may have been exposed by a staff</li> <li>• Send exposure letters according to the <a href="#">COVID-19 Exposure notification</a> process</li> <li>• Notify and follow public health guidance on how and who to notify</li> <li>• Confirm whether LPHA is doing contact tracing</li> <li>• Ensure using heightened precautions at all agency offices, facilities, etc.</li> <li>• Follow Agency Provider emergency plan and reopening plan (if applicable)</li> <li>• Restrict employee from returning to work until directed by a physician and/or for at least 14 days after symptom onset AND at least 72 hours with no symptoms or as approved/recommended by LPHA</li> <li>• Work collaboratively with LPHA</li> <li>• Clean any work site as directed by LPHA</li> </ul>

	<p>local CME or case managers</p> <ul style="list-style-type: none"> <li>• Confirm no new admissions to foster homes, group homes, employment, or DSA sites</li> <li>• Collaborate with LPHA when outbreaks are closed and when staff and individuals may return or begin working.</li> <li>• For employment and DSA, reopening must have approval by ODDS and LPHA.</li> </ul>	<ul style="list-style-type: none"> <li>• For foster homes and group homes accept no new admissions until it's verified that no other occupants or staff in the home are pending test results, presenting with symptoms, or quarantined.</li> <li>• For employment and DSA, discontinue services until approval to reopen is granted by ODDS and LPHA.</li> </ul>
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## Scenario #6: Personal Support Worker (PSW) requirements

ODDS Response	CDDP/Brokerage Response	PSW Response
<ul style="list-style-type: none"> <li>• Identify other individuals case managed in other CMEs PSW may have worked with in past 14 days</li> <li>• Notify all CMEs with individuals supported by PSW</li> <li>• Notify individuals that they may have been exposed according to the <a href="#">COVID-19 Exposure notification</a> process</li> <li>• Support CME as needed to assist individual to access other staffing supports in absence of PSW</li> </ul>	<ul style="list-style-type: none"> <li>• Verify ODDS was notified according to <a href="#">Notification Requirements</a></li> <li>• Discuss with employer and individual(s) on need to implement a backup plan (may include accessing CBOs or ODDS Staffing Support Center)</li> <li>• Ensure other providers have also been notified (Employment agency, DSA agency, etc.) of potential exposure</li> <li>• <b>If PSW does not live with the individual:</b> <ul style="list-style-type: none"> <li>• Advise employer that PSW should not continue to provide supports</li> <li>• Coordinate with employer and individual on backup planning for continued supports in the absence of the PSW</li> </ul> </li> <li>• <b>If PSW lives with individual:</b> <ul style="list-style-type: none"> <li>• Identify if the PSW plans to isolate or continue to work, and</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Notify CME and employer if experiencing COVID-19 like symptoms, will follow up with medical practitioner and/or seek a COVID-19 test</li> <li>• Notify ODDS, CME and employer according to <a href="#">Notification Requirements</a></li> <li>• Notify and follow public health guidance</li> <li>• <b>If PSW does not live with individual supported:</b> <ul style="list-style-type: none"> <li>• Do not return to work until directed by a Physician and/or for at least 14 days after positive COVID-19 test result and at least 72 hours with no symptoms</li> </ul> </li> <li>• <b>If PSW lives with individual:</b> <ul style="list-style-type: none"> <li>• Consider implementing plan for isolation within the home</li> <li>• Coordinate with employer and CME on backup</li> </ul> </li> </ul>

	<ul style="list-style-type: none"><li>• Discuss with PSW the ability for the PSW to work and support the individual according to ISP</li><li>• Coordinate with employer and individual on backup planning for continued supports if PSW is isolating</li></ul>	planning for continued supports if PSW is isolating
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**Scenario #7:** Case Management Entity (CME) staff requirements

ODDS Response	CDDP/Brokerage Response	Staff Response
<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Notify ODDS according to <a href="#">Notification Requirements</a></li> <li>Notify LPHA and follow all directions</li> <li>Follow internal HR procedures</li> <li>Identify individuals or families, and agency providers who had contact with case manager as directed by Public Health</li> <li>Notify agency providers if CME Staff was at residence or program, at guidance of Public Health</li> <li>Notify others the case manager may have been in close contact with by following the <a href="#">COVID-19 Exposure notification</a> process as well as internal human resource requirements</li> <li>Follow Emergency / Continuity of Operations Plan</li> <li>Ensure implementation of heightened precautions at any utilized offices</li> <li>Clean worksite as directed by Public Health</li> </ul>	<ul style="list-style-type: none"> <li>Follow all LPHA guidance Do not return to work until directed by a Physician and/or for at least 14 days after positive COVID-19 test result and at least 72 hours with no symptoms</li> </ul>

## **NOTIFICATION REQUIREMENTS:**

Agency Providers, CMEs and PSWs must use the [ODDS COVID-19 Scenario Reporting FORM](#) to report on any of the 7 COVID-19 Scenarios described above. The Scenario Reporting Form provides instructions on what information to report.

- Reporters must first send a blank email to: [ODDS.COVID-19ScenarioReport@dhsosha.state.or.us](mailto:ODDS.COVID-19ScenarioReport@dhsosha.state.or.us) asking for ODDS to reply with a secure email .
- In this initial emailed request, Agency Providers and PSWs **must** include on the “cc:” line the email addresses of CME contacts who also must be notified.
- Secure emails sent to ODDS using non-ODDS secure link will be returned with a request to use the ODDS Secure email link.
- For Scenarios that require a notification to the CME, but not to ODDS, the same [COVID-19 Scenario Reporting Form](#) should be used.

## **COVID-19 EXPOSURE NOTIFICATION PROCESS:**

In order to ensure the health and safety of individuals with Intellectual or Developmental Disabilities, their families and the staff who support them, ODDS is requiring that Provider Agencies issue notification of those who may have come in contact with a supported individual or staff who has a suspected or positive case of COVID-19.

### **I. Individual supported by an Agency provider including Employment/DSA:**

Provider agencies must provide written notification to individuals and legal representative (if applicable, guardians/HCR/HCA, etc) when an individual or staff have a suspected case or positive test result of COVID-19 and an individual may have been exposed to COVID-19. Provider agencies must:

1. Notify anyone who was in close contact (defined above) with a staff or individual who has a suspected or positive case of COVID-19. Notification must be provided using either the written template notification or a similar written notification developed by the Agency provider;
2. In the event of positive case of COVID-19 in a residential setting or Employment/DSA program, that other providers of the COVID-19 positive individual have been notified in the event that additional exposure notifications will need to be issued;
3. Ensure that if applicable, legal representative (guardians/HCR/HCA, etc.) are provided written notification when an individual was in close contact with a person who has a suspected or confirmed case of COVID-19, and
4. Ensure all written notifications are sent as soon as possible but at least within 24 hours of being made aware that the individual was potentially exposure.

## **II. Individuals supported by a Personal Support Worker who does not live with them:**

The Office of Developmental Disabilities Services will notify individuals supported by a personal support worker in the event that PSW has a positive case of COVID-19 and does not live with the individual they support.

**Sample letters links to template letters on website:**

1. [Letter for an Individual;](#)
2. [Letter for an individual less than 18;](#)
3. [Letter for a Provider;](#)
4. [Letter for a Personal Support Worker;](#)
5. [Letter for a group or facility-based DSA/Employment setting](#) to send to a residential program;
6. [Letter for a DSA/Employment Provider to send to an individual who participates in the program;](#)
7. [Letter for a Residential Program to notify a DSA/Employment program](#)