



***NBA COVID-19  
PROTOCOL  
FOR NBA STAFF***

***VERSION 2, UPDATED  
2/12/21***

# **Table of Contents**

<b>Employee COVID-19 Exposure Checklist</b>	<b>Page 2 – 3</b>
<b>Attestation Form Requirements</b>	<b>Page 4 – 6</b>
<b>COVID-19 Cancellation Billing</b>	<b>Page 7 - 8</b>
<b>FAQs</b>	<b>Page 9 - 11</b>

## **Non-Vaccinated Employee COVID-19 Exposure Checklist**

**If you have been notified of direct COVID-19 exposure, or if you or anyone in your household have symptoms which you believe may be COVID-19, here are the steps to follow (vaccinated employees who have completed both doses of the Pfizer or Moderna vaccines more than 2 weeks ago are exempt from quarantine requirements UNLESS they are showing specific COVID-19 symptoms described in our Daily Attestation form):**

1. Were you notified of your exposure by NBA? If so, cancel your learners' in person services for the next 7 days and proceed to Step 3.
2. Were you notified of your exposure by someone outside of NBA, or have you developed symptoms you suspect may be COVID-19? Cancel your learners' in person services for the next 7 days and immediately notify the Compliance Coordinator at [wknowles@nba-autism.com](mailto:wknowles@nba-autism.com), and CC Director [sshook@nba-autism.com](mailto:sshook@nba-autism.com), Assistant Director [jhelbig@nba-autism.com](mailto:jhelbig@nba-autism.com), your PM(s), and Program Supervisor [ccosser@nba-autism.com](mailto:ccosser@nba-autism.com), if applicable, to your teams.
3. You will receive an email with an Individual Staff COVID-19 Tracker attachment and further instructions. It is VERY IMPORTANT that you thoroughly and completely fill out this attachment ASAP and return it to the group.
4. **We strongly recommend that you then arrange a COVID-19 test.** Note that the CDC states this test should be done **NO SOONER than day 5 post-exposure.** Testing on days 1-4 is not likely to yield an accurate result.
5. Based on your symptoms and test results, the next steps are as follows:

**1. If you've been exposed to someone with COVID-19 and you test positive but have no symptoms:**

A. Stay in quarantine for 14 days after your last contact, this is the safest option.

*\* If a 14 day quarantine creates a hardship for you, there are potential options to reduce quarantine that may be available with management approval:*

B. Stay in quarantine for 10 days after your last contact, without additional testing. You will need to email Compliance Coordinator Wendy Knowles at [wknowles@nba-autism.com](mailto:wknowles@nba-autism.com) and your team PM/supervisors with this request, and we will take a look at your individual situation and symptoms to see if a reduced quarantine period is deemed safe. Note that the CDC requires that you had/have **NO** symptoms throughout the entire 10-day period to qualify for this option.

OR,

C. It may be possible to end quarantine after 7 full days beginning after your last contact and **after receiving a negative result from a second test** (the negative

COVID-19 test cannot be obtained sooner than 48 hours before ending quarantine). This will depend on availability of testing resources, and be aware that many clinics are now stating they cannot do such retests due to testing demand from individuals who are symptomatic.

**2. If you've been exposed to someone with COVID-19 and you test negative and have no symptoms:**

A. It may be possible to end quarantine after 7 full days beginning after your last contact and after receiving a negative result from a test (the negative COVID-19 test cannot be obtained sooner than 48 hours before ending quarantine). This will depend on availability of testing resources. **NOTE: The way this is worded by the CDC is a bit confusing, but basically it means that if you tested negative on day 5 post-exposure, this is also 48 hours before your 7-day quarantine would end, so the single negative test covers everything, and you can return to work after 7 days post-exposure with a negative test.**

**3. If you've been exposed to someone with COVID-19 and are unable to or choose not to be tested and have no symptoms:**

A. Stay in quarantine for 10 days after your last contact, without additional testing. If you develop no symptoms during this time, you are free to return to work.

**4. If you have both tested positive and developed symptoms**

A. Stay in quarantine for at least 14 days after your last contact. We recommend retesting at the end of the 14 days or after symptoms resolve if you are able to do so. We do realize that you may continue to test positive for up to 90 days from your initial exposure and do not require a negative test in order to return to work. Employees must be symptom-free (with the exception of loss of sense of smell/taste, which may persist) and fever-free without the aid of fever reducing medications for a minimum of 72 hours prior to returning to work.

NOTE - In all above scenarios, be sure to contact all of your learners' families to cancel any necessary sessions past the 7-day mark. Any updates on your health should be sent directly to [wknowles@nba-autism.com](mailto:wknowles@nba-autism.com) and CC the Director, Assistant Director, and your team PMs/supervisors.

***Keep in mind that any time you are unable to attest to ALL of the questions in our daily form, you are not considered cleared to work that day, regardless of exposure or testing status!***

**Attestation Form Requirements:**

In order to maintain the highest level of safety for our staff, learners, and their families, please complete the attestation form each day **BEFORE** you enter NBA or deliver/receive NBA in home services. Failure to complete the form will result in termination of a daily work schedule and/or intervention session.

Here are the questions that are included in the Attestation Form:

1. I am currently experiencing one or more of the following symptoms: fever, cough, sore throat, shortness of breath, difficulty breathing, new loss of taste and/or smell, diarrhea, congestion, runny nose, muscle/body aches, chills, headache, fatigue, nausea/vomiting. \*

2. I have a sick individual(s) in my home.

~ This item does not apply to me as I received both/two doses of either the Moderna or Pfizer COVID 19 vaccine at LEAST 14 days ago.

3. I have been fever-free for 72 hours without the aid of fever-reducing medication.

4. To the best of my knowledge, no one in my home has been exposed to anyone who has tested positive or is showing/has shown potential symptoms of COVID19 in the past 14 days.

5. As a family, we have been avoiding any indoor gatherings of more than 5 people from no more than ONE other household outside our own, and outdoor gatherings of more than 15 people from no more than ONE other household outside our own per week. This includes outdoor recreation and fitness activities such as camping, going to beaches, etc.

~ This item does not apply to me as I received both/two doses of either the Moderna or Pfizer COVID 19 vaccine at LEAST 14 days ago.

6. No member of my household has been on a flight for the last 14 days.

~ This item does not apply to me as I received both/two doses of either the Moderna or Pfizer COVID 19 vaccine at LEAST 14 days ago.

7. If a member of my household has been on a flight in the last 14 days, I/they have tested negative for Covid-19 no sooner than 5 days after my/their return and have self-quarantined from the time and date of my/their return flight until my/their Covid-19 test results were available.

~ This item does not apply to me as I received both/two doses of either the Moderna or Pfizer COVID 19 vaccine at LEAST 14 days ago.

~ This question does not apply to me as I have not been on a flight for the last 14 days.

8. No member of my household has traveled out of Washington state by any means of transportation in the last 14 days.

~ This item does not apply to me as I received both/two doses of either the Moderna or Pfizer COVID 19 vaccine at LEAST 14 days ago.

9. If a member of my household has traveled out of Washington state by any means of transportation in the last 14 days, I/they have tested negative Covid-19 no sooner than 5 days after my/their return and have self-quarantined from the time and date of my/their return flight until my/their Covid-19 test results were available.

~ This item does not apply to me as I received both/two doses of either the Moderna or Pfizer COVID 19 vaccine at LEAST 14 days ago.

~This question does not apply to me as I have not traveled out of Washington state by any means of transportation in the last 14 days.

- *A fever is considered 100.4F or 38C or above.*

**“Fully vaccinated” is defined as individuals who have completed both doses of the Pfizer or Moderna vaccines more than 2 weeks ago.**

Should any non-vaccinated staff member respond: “Yes”, to any of Questions One-Two, and/or “No” to any of Questions Three-Five, and/or “No” to any of Questions Six or Eight without ALSO being able to answer “Yes” to Questions Seven and/or Nine on the On-Site Service/Work Attestation, the staff member will be required to STAY HOME and notify the Compliance Coordinator, Director, Assistant Director, and their PMs/Supervisors immediately.

Though fully vaccinated staff members are exempt from the quarantine requirements in questions 2, 5, 6, 7, 8 and 9, should any vaccinated staff member respond “Yes” to Question One, the staff member will be required to STAY HOME and notify the Compliance Coordinator, Director, Assistant Director, and their PMs/Supervisors immediately.

Should any non-vaccinated learner or caregiver respond: “Yes”, to any of Questions One-Two, and/or “No” to any of Questions Three-Five, and/or “No” to any of Questions Six or Eight without ALSO being able to answer “Yes” to Questions Seven and/or Nine on the On-Site Service/Work Attestation, the learner will not be granted access to NBA for the day of their session, nor the subsequent 14 days. Learners must be fever-free for 72 hours in the absence of fever-reducing medications before re-admitted to NBA.

Though fully vaccinated learners and caregivers are exempt from the quarantine requirements in questions 2, 5, 6, 7, 8 and 9, should any vaccinated learner or caregiver respond “Yes” to

Question One, the learner will not be granted access to NBA for the day of their session, nor the subsequent 7-14 days depending on symptoms and COVID testing status.

NBA assumes that learners are transported to and from sessions by their caregivers or family members. Non-family member adults transporting NBA learners will need to complete the On-Site Service/Work Attestation. For non-vaccinated non-family drivers presenting with a fever and/or responding, “Yes”, to any of Questions One-Two, and/or “No” to any of Questions Three-Five, and/or “No” to any of Questions Six or Eight without ALSO being able to answer “Yes” to Questions Seven and/or Nine on NBA’s attestation form, the learner whom they drive will not be granted access to NBA for the day of their session.

Though fully vaccinated non-family member adults transporting NBA learners are exempt from the quarantine requirements in questions 2, 5, 6, 7, 8 and 9, should any non-family member adults transporting NBA learners respond “Yes” to Question One, the learner will not be granted access to NBA for the day of their session.

NBA does keep no-touch thermometers on site in order to accommodate staff/learners who do not have access to home thermometers. Those requiring temperature checks after arriving at NBA must do so immediately upon arrival. Neither staff nor learners will be permitted to stay on NBA grounds with a fever. Should a learner need to be discharged from a scheduled session, the appointment will be counted as a late cancellation and no subsequent sessions can be held until the learner is fever free for 72 hours in the absence of fever reducing medications. We encourage families and staff members to do temperature checks prior to leaving their homes to minimize exposure and avoid any surprises at NBA.

**For Staff and Learners Working in Homes:**

Staff will be required to take their temperatures and complete the attestation form once each morning before they begin going to learner’s homes. **If a staff member does not have a working thermometer in their home, no session will be held, and the learner’s family must be notified immediately.** Staff should not leave their home for a session without having taken their temperature and completed the attestation form. Should a staff member be unable to participate in a home session, the appointment will not count as a family cancellation.

Families will also need to take their children’s temperature and complete the attestation form before an in-home session can occur. The staff member needs to confirm that the family took the learner’s temperature and completed the attestation form, or they have the option of taking the learner’s temperature and completing the attestation form when they arrive. **If the family/BT does not have a working thermometer, no session will be held.** Staff are not permitted to remain at a family’s home if they or the learner have a fever. Should a learner be unable to participate in a home session, the appointment will be counted as a late cancellation and no subsequent sessions can be held until the learner is fever free for 72 hours in the absence of fever free medications.

### **Billing for COVID-19 Cancellations- For In Person Sessions**

Provided that NBA receives timely notification (prior to 8 a.m. on the day of the scheduled session when possible), our current policy is that COVID-19 cancellations due to exposure, testing, or quarantine do not count against families' annual cancellations with the following exceptions: Should a learner need to be discharged from a scheduled session in progress, the appointment **will** be counted as a late cancellation. Should a learner be unable to participate in a home session after the BT arrives, the appointment **will** be counted as a late cancellation. If in-person sessions have been offered but a family declines due to COVID-19 concerns but NOT an actual COVID-19 exposure or compelling health risk (e.g. medically fragile, immunosuppressed), these cancellations **will** be applied to the family's annual cancellations. Should a family choose to participate in non-essential (non-emergency, not school or work related) travel or gatherings, these cancellations **will** be applied to the family's annual cancellations.

~ Should a staff member be unable to participate in a home session due to their own health status or a possible exposure, the appointment will **not** count as a family cancellation.

### **Notes for Staff – ADP and Cancellation Log Entries**

*Parent Cancellations for PM and BT – Parents want to re-schedule, cancellation does not meet above exceptions, will NOT be charged*

- **ADP-** Code X in ADP, note is COVID-19 Family Cancellation– Telehealth Not Appropriate Service Delivery Model- Makeup Requested. Time entered as 0 hours 0 minutes.
- **Enter in COVID-19 Cancellation Log**- Enter under Excused Family Absence, note is COVID-19 Family Cancellation– Makeup Requested. When the session is re-scheduled, please change note to COVID-19 Family Cancellation– Makeup Rescheduled to DATE.

*Parent Cancellation for PM and BT – Parents don't want to re-schedule, cancellation does not meet above exceptions, will NOT be charged*

**ADP-** Code X in ADP, note is COVID-19 Family Cancellation– Telehealth Not Appropriate Service Delivery Model.

- **Enter in COVID-19 Cancellation Log**- Enter under Excused Family Absence, note is COVID-19 Family Cancellation.

*Parent Cancellations for PM and BT – Cancellation meets one of the above exceptions, WILL be charged*

- **ADP-** Code X in ADP, enter the time you normally would have worked in the hours section, and select from following note options:
  - Late COVID-19 Cancellation, time cancelled, Fee Applied, Annual Family Cancellation #x
  - Late COVID-19 Cancellation, time cancelled, Fee Applied, Maximum Allowable Family Cancellations Exhausted
  - COVID-19 Cancellation without Prior Notice and Annual Family Cancellation #x



- COVID-19 Cancellation without Prior Notice and Maximum Allowable Family Cancellations Exhausted. Enter the expected session time as you normally would for the hours you would have worked.
- **Enter in REGULAR Cancellation Log**- Enter the date of session, time cancelled and reason in note, followed by “fee applies”.
- Remember that we do not offer make-up sessions for late cancellations that met one of the above exceptions.

*Staff Self Isolation Cancellation for PM and BT – Parents want to re-schedule*

- **ADP**– Code X in ADP, note is COVID-19 NBA Cancellation– Telehealth Not Appropriate Service Delivery Model- Makeup Requested.
- **Enter in COVID-19 Cancellation Log**– Enter as a Staff Absence, note is COVID-19 NBA Cancellation– Makeup Requested. When the session is re-scheduled, please change note to Makeup Scheduled– COVID-19 NBA Cancellation– Makeup Rescheduled to DATE.

*Staff Self Isolation for PM and BT – Parents don’t want to re-schedule*

- **ADP**– Code X in ADP, note is COVID-19 NBA Cancellation– Telehealth Not Appropriate Service Delivery Model.
- **Enter in COVID-19 Cancellation Log**– Enter as a Staff Absence, note is COVID-19 NBA Cancellation.

## FAQs

### **1. What if I had indirect exposure, i.e. exposed to someone who was exposed to someone else who has now tested positive?**

These types of potential exposures are not currently tracked. If the individual to whom you had direct exposure later tests positive, follow the steps for COVID-19 exposure. Otherwise, you are not considered to have been exposed, though you are free to get tested for your own peace of mind if you choose.

### **2. Are families/staff allowed to ask one another to see proof of a negative test?**

No. HIPAA laws prevent such requests being made between families and staff members. As a legal business entity, NBA is allowed to establish a COVID-19 protocol designating who can be on-site or engage in home services, but we cannot demand medical records be exchanged with additional team members, and any records voluntarily presented to us remain confidential.

### **3. What information does NBA collect for contact tracing on the Individual Staff COVID-19 Tracker form?**

Employees who have a direct COVID-19 exposure or positive test enter their full name, date of birth, home address, phone number, date of symptom onset, date of positive COVID-19 test collection, infection period starting 2 days before symptoms/test until at least 10 days after symptom onset, date quarantine began, and any dates of contact for NBA staff members and clients the person has had close contact with (defined as being at a distance of 6 feet or less for greater than 15 minutes) within the infectious period.

### **4. What does NBA use as a basis for their COVID-19 protocol?**

NBA bases their COVID-19 protocol on the current policies of the CDC and the King County DOH. In the case where these policies conflict, NBA goes with the MOST restrictive policy. The following are the current policies listed by these agencies, and can be reviewed at [Coronavirus Disease 2019 \(COVID-19\) | CDC](#) and [Coronavirus Disease 2019 \(COVID-19\) resources for King County, WA - King County](#) .

**If you have not yet received both doses of the Pfizer or Moderna vaccines, or received the last dose less than 2 weeks ago, and you've been exposed to someone with COVID-19 and you test negative, Public Health recommends the following for people who have no symptoms:**

1. Stay in quarantine for 14 days after your last contact, this is the safest option.
2. If this is not possible, stay in quarantine for 10 days after your last contact, without additional testing.

3. Or, if options #1 and #2 are not possible, it may be possible to end quarantine after 7 full days beginning after your last contact and after receiving a negative result from a test (the negative COVID-19 test cannot be obtained sooner than 48 hours before ending quarantine). This will depend on availability of testing resources.

### **Option to Reduce Quarantine:**

Reducing the length of quarantine may make it easier for people to quarantine by reducing the time they cannot work or receive services. 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.

Local public health authorities determine and establish the quarantine options for their jurisdictions. CDC currently recommends a quarantine period of 14 days. However, based on local circumstances and resources, the following options to shorten quarantine are acceptable alternatives.

- Quarantine can end after Day 10 without testing and if no symptoms have been reported during daily monitoring.
  - With this strategy, residual post-quarantine transmission risk is estimated to be about 1% with an upper limit of about 10%.
- *When diagnostic testing resources are sufficient and available (see bullet 3, below), then quarantine can end after Day 7 if a diagnostic specimen tests negative and if no symptoms were reported during daily monitoring. The specimen may be*

collected and tested within 48 hours before the time of planned quarantine discontinuation (e.g., in anticipation of testing delays), but quarantine cannot be discontinued earlier than after Day 7.

- With this strategy, the residual post-quarantine transmission risk is estimated to be about 5% with an upper limit of about 12%.

In both cases, additional criteria (e.g., continued symptom monitoring and masking through Day 14) must be met and are outlined in the full text:

1. Persons can discontinue quarantine at these time points only if the following criteria are also met:
  - No clinical evidence of COVID-19 has been elicited by daily symptom monitoring<sup>†</sup> during the entirety of quarantine up to the time at which quarantine is discontinued; and,
  - Daily symptom monitoring continues through quarantine Day 14; and,
  - Persons are counseled regarding the need to adhere strictly through quarantine Day 14 to all recommended non-pharmaceutical interventions (NPIs<sup>±</sup>, a.k.a. mitigation strategies), especially. They should be advised that if any symptoms develop, they should immediately self-isolate and contact the local public health authority or their healthcare provider to report this change in clinical status.
2. Testing for the purpose of earlier discontinuation of quarantine should be considered only if it will have no impact on community diagnostic testing. Testing of persons seeking evaluation for infection must be prioritized.
3. Persons can continue to be quarantined for 14 days without testing per existing recommendations. This option maximally reduces risk of post-quarantine transmission risk and is the strategy with the greatest collective experience at present.

## **2-10-21 CDC Update**

- 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.