

Greene Arc, Inc.

Policy and Procedure Manual

892 Fraud, Waste and Abuse Awareness and Reporting Policy

892 Fraud, Waste and Abuse Awareness and Reporting Policy

PURPOSE:

To ensure Greene Arc, Inc. has a comprehensive plan to detect, correct and prevent fraud, waste and abuse as required by Pennsylvania Department of Human services (DHS), more specifically the Office of Developmental Programs (ODP) Bulletin 00-17-02.

POLICY:

Greene Arc, Inc. requires all of its work force to exercise due diligence in the prevention, detection and correction of fraud, waste and abuse. Greene Arc, Inc. promotes an ethical culture of compliance with all state and federal regulatory requirements, and mandates the reporting of any suspected fraud, waste and abuse to the Executive Director by any means including the use of calling 1-(866)-379-8477 or mail:

Department of Human Services
Office of Administration
Bureau of Program Integrity
P.O. Box 2675
Harrisburg, PA 17105-2675

DEFINITIONS

ABUSE:

Abuse includes actions that may directly or indirectly result in unnecessary cost to the Office of Developmental Programs, improper payment; payment of services that failed to meet the professionally recognized standards of authorized services, or services that are not necessary.

FRAUD:

Means an intentional deception or misrepresentation that an employee knows to be false or does not believe to be true, and the employee makes knowing that the deception could result in some unauthorized benefit to himself/herself or to some other person.

WASTE:

The inappropriate utilization and/or inefficient use of resources.

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POLICY 892

Greene Arc is committed to operating with honesty and integrity. Therefore, all employees must ensure that all statements, submissions and other communications with individuals, prospective individuals, all government entities, suppliers and other third parties are truthful, accurate and complete.

Greene Arc is committed to ethical, honest billing practices and expects every employee to be vigilant in maintaining these standards at all times. Greene Arc will not tolerate any deliberately false or inaccurate billing. Any employee who knowingly submits a false claim, or provides information that may contribute to submitting a false claim such as falsified clinical, billing, progress notes or time card/time sheets documentation is subject to termination. In addition, legal or criminal actions may be taken.

PROHIBITED PRACTICES, BUT ARE NOT LIMITED TO:

- Billing for services that were not provided or costs that were not incurred;
- Duplicate billing—billing for service more than once;
- Billing for services that were not authorized;
- Assigning an inaccurate code to increase reimbursements;
- Providing false or misleading information about a client's condition or eligibility;
- Failing to identify and refund credit balances;
- Submitting bills without supporting documentation;
- Soliciting, offering, receiving or paying a kickback, bribe, rebate or any other remuneration in exchange for referrals.

If you observe or suspect that false claims are being submitted or have knowledge of a prohibited practice, you must immediately report the situation to the Executive Director. Should the Executive Director be unavailable you must report to your immediate Supervisor.

Documentation of waiver services and TSM serves multiple purposes, including but not limited to:

1. Provide a claim record to support the claiming of Federal Financial Participation (FFP); and maintain a record of service-related information that provides a:
 - Record of essential information.
 - Communication tool for support team.

Document to monitor, assess, and adjust service delivery to ensure individual progress toward preferred outcomes. Resources for quality assurance and improvement.

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Claim Records and Service Documentation

Claims documentation requirements ensure that necessary measures are in place to verify that services that are billed to the Office of Developmental Programs (ODP) are delivered to the individuals approved to receive the services. Providers must maintain the documentation used to generate a claim. If the provider does not have this documentation, the claim is not eligible for FFP.

To justify FFP claiming of waiver services and TSM, each claim must be supported by documentation that demonstrates that the service is:

- Provided to a Medicaid-eligible individual. Medicaid eligibility can be verified by checking Eligibility Verification System (EVS);
- Provided by a qualified provider meeting licensing and/or other standards for authorized services, and qualifications have been verified and documented;
- Authorized based on assessed need;
- Rendered as authorized in the person-centered support plan; and Complaint with the State Medicaid Manual, which state that each claim for service must include the following:
 1. Date the service was rendered;
 2. Name of Recipient;
 3. Medicaid identification number;
 4. Name of the provider agency and person providing the service;
 5. Nature, extent, or units of service; and
 6. The place(s) the services were rendered.

This policy is in accordance with the following:

Office of Developmental Programs (ODP) Bulletin # 00-17-02
ODP Announcement – ODP Communication #118-17
ODP Announcement – ODP Communication #113-17

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893 Living Technology & Remote Monitoring Policy

893 Living Technology & Remote Monitoring Policy

Greene Arc has a policy regarding living technology, remote monitoring, photographed that all Individual's sign a consent form, being informed this technology is utilized at Greene Arc.

Definition is as follows-including but not limited to;

The assistive technology is an item, piece of equipment, or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve a participant's functioning or increase a participant's ability to exercise choice and control. Examples of equipment and services covered as independent living technology include: medication dispensers, door sensors, window sensors, stove sensors, water sensors, pressure pads. GPS Tracking Watches, panic pendants and the remote monitoring equipment necessary to operate the independent living technology such as vehicle camera's and security systems.

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893 Living Technology & Remote Monitoring Policy



PERMISSION TO BE PHOTOGRAPHED AND CONSENT FOR REMOTE MONITORING

I _____ give Greene Arc, Inc. or a person/company acting on Greene Arc, Inc. behalf, permission to take and use my picture for advertising and/or publicity purposes.

INDIVIDUAL'S SIGNATURE: _____

DATE: _____

I _____ give Greene Arc, Inc. or a person/company acting on Greene Arc's behalf, permission for consent for remote monitoring as defined by assistive technology. The potential impact regarding privacy is not effected; all remote monitoring is for Greene Arc's utilization for quality assurance unless otherwise mandate by law.

INDIVIDUAL'S SIGNATURE: _____

DATE: _____

GREENE ARC, INC. REPRESENTATIVE: _____

DATE: _____

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894 Individual's Rights

894 Greene Arc, Inc. Individual's Rights

- 1. Individuals must not be deprived of any civil, legal or human rights solely because of their diagnosis of intellectual disabilities.**
- 2. An individual may not be abused, neglected, mistreated, exploited, abandoned or subjected to corporal punishment.**
- 3. Individuals must not be neglected, abused or mistreated by employees or other individuals.**
- 4. Individuals must be free from bodily restraints and restrictions.**
- 5. Individuals must have the right to make informed health care decisions including selection of all physicians and the right to change them at any time.**
- 6. Individuals must not be required to participate in research projects.**
- 7. Individuals have a right to access food at all times, provided clothing, and a safe comfortable place to live.**
- 8. Individuals have the right to manage their personal finances. For individuals who are incapable of assuming financial responsibility, a guardian may, by written authorization, permit the Chief Executive Officer or designee, to maintain an account for the individual.**
- 9. Individuals have the right to be informed of what services are available to them, the cost of these services and the right to voice concern about services. Individuals have the right to change or request new services by contracting their supports coordinator and will be afforded assistance in doing so,**
- 10. Individuals have the right to participate in the development and implementation of the Individual Plan.**
- 11. Individuals have the right to be informed of what rights they have and what rules they should follow.**
- 12. Individuals must be afforded the opportunity to participate in program planning which affects them.**
- 13. Individuals have the right to receive, purchase, have and use property.**
- 14. Individuals have the right to choose and wear their own clothing.**

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15. Individuals have the right to unrestricted access to send and receive mail and other forms of communication, unopened ^{and} unread by others and the right to share information with whom they choose.
16. Individuals have the right to unrestricted and private telecommunications including access to a telephone and the opportunity to receive or deny calls, with assistance, when necessary.
17. Individuals who are of voting age must be informed of their rights to register and vote in all elections.
18. Individuals will be informed of the voting procedure.
19. Individuals have the right to practice the religion of faith of their choice.
20. Individuals have the right to marry and live with their spouse, have children, or get divorced.
21. Individuals have the right to be free from excessive medication.
22. Individuals must not be required to work at the facility except for the upkeep of his or her personal living area and share in the upkeep of community living areas. All other work entitles the individuals to compensation in accordance with State and Federal Labor Laws.
23. Individuals and their families or guardians have the right to offer comments or complaints about programming, treatment, or living conditions.
24. Individuals have the right to be moved from one place to another, only if they agree.
25. Individuals have to the right privacy in bedrooms, bathrooms, and during personal care.
26. Individuals are afforded freedom to move about their home and community, which includes the opportunity to regularly update and choose their activities.
27. Individuals have the right to lock their bedrooms.
28. Individuals have the right to access to and security of the individual's possessions.
29. Individuals have the right ^{to} choose with whom they share a bedroom with.

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- 30. Individuals have the right to voice concerns about services they receive.**
- 31. Individuals have the right to receive scheduled and unscheduled visitors, and to communicate and meet privately with whom they choose to at any time.**
- 32. Individuals have the right to furnish and decorate their bedrooms and common areas of the home.**
- 33. Individuals have the right to be treated with dignity and respect.**
- 34. Individuals have the right to make choices and accept risks.**
- 35. Individuals have the right to privacy of person and possessions.**
- 36. Individuals have the right to have a key to the entrance of their home.**

Greene Arc Inc. Individual Rights
Signature Page

Individual Signature

Date

Witness

Date

***If Individual is unable to understand the above statements, parents or guardian may sign.**

Parents/Guardian

Date

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895 Sexual Health, Personal Relationships & Sexuality

895 Sexual Health, Personal Relationships & Sexuality

The following policy statement is to comply and support the policy and guidelines of The Office of Developmental Programs & Pennsylvania's Department of Human Services; to support persons with disabilities receiving support services from Greene Arc, Inc.

Greene Arc employees shall treat each individual receiving service with dignity and respect. Sexuality at its core is a natural and integral part of who we are. It begins at birth and extends over our life span. It influences how we feel about ourselves and our relationships.

Greene Arc will promote an environment where individuals with disabilities can pursue personal relationships and their sexuality; an environment where individuals with disabilities can receive objective, non-judgmental, comprehensive information regarding sexual health and relationships.

Objectives to this policy are as follows:

Greene Arc will promote an environment where individuals with disabilities have the right to pursue personal relationships and their sexuality and experience a life that is no different than that of an individual without disabilities, without being neglected, exploited, or abused.

Greene Arc will ensure that individuals with disabilities have the same opportunity to receive accurate sexual health and relationship information as individuals without disabilities.

Policy 895 Supports the concept of Everyday Lives and will adhere to the following considerations:

Individuals with disabilities are sexual human beings with their own cultural, religious/faith, ethnic, and family values.

Individuals with disabilities have the right to enjoy their personal relationships and sexuality in a safe, consensual, and legal manner, while respecting the rights of others.

Individuals with disabilities have the same basic rights as individuals without disabilities to self-identify their gender, sexual orientation, and sexual preferences.

Individuals with disabilities have the right to accessible and appropriate education, information and resources that address their individual personal relationships, sexual health, and sexual needs.

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895 Sexual Health, Personal Relationships & Sexuality

Individuals with disabilities have the right to privacy when accessing supports and have the right to have information about personal relationships remain private unless they consent to a disclosure. Privacy covers all forms of communication. Information regarding an individual's personal relationships, sexual health, and sexuality should be considered private and must be treated with respect and dignity.

Individuals with disabilities have the right to enjoy relationships and to express their sexuality in a safe manner.

Individuals with disabilities have the right to have their sexual health and personal relationships supported by knowledgeable Greene Arc staff and a knowledgeable Individual Support Plan Team.

Individuals can live like individuals without disabilities and not to be neglected, exploited or abused.

Greene Arc will provide accessible and appropriate education, information, and resources that address sexual health, personal relationships, and sexuality needs.

Greene Arc will ensure that organizational and managerial resources are available to staff to support individuals with disabilities that have issues related to sexual health, personal relationships, or sexuality. Greene Arc staff will request resource materials from their immediate Director as needed.

Greene Arc will provide resources and training for staff on understanding, supporting, and responding to sexual health, personal relationships, and sexual issues.

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896 Petty Cash Fund

896 Petty Cash Fund

General Information

The purpose of this policy is to establish procedures for petty cash and the custody of those funds.

Greene Arc, Inc. has established a petty cash fund for a maximum of \$500, receipts or cash must equal \$500.

Greene Arc, Inc. will close an authorized petty cash funds that is not operated in accordance with these procedures.

Greene Arc, Inc. will conduct random audits, weekly by the fiscal technician & monthly by the CFO.

Upon completion of weekly/monthly audit the fiscal technician/CFO will sign off the petty cash is reconciled and accurate. The sign off sheet will be locked and secured with the petty cash.

Greene Arc, Inc. will hold the fiscal technician/CFO liable for the misuse or mismanagement of petty cash funds.

Petty cash funds/sign off sheet must be kept in a locked and secured area.

Petty cash funds may not be used for personal use, loans or the payment of services, rentals, prizes or awards. Payment of services, rentals, prizes and awards must be made through accounts payable.

The CFO is responsible for the establishment of the petty cash fund and:

- Ensuring the fiscal technician understands and complies with the policy.
- Ensuring the disbursements are in compliance with Greene Arc's mission.
- Ensuring the proper security of funds and prompt reporting of losses.
- Ensuring accountability is maintained for the fund.
- Ensuring the correct amount is promptly deposited or if the fund is terminated.

The CFO may find the petty cash fund is replenished more frequently than once a month, the amount of the fund may need to increase, not to exceed a total fund amount of \$500.

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896 Petty Cash Fund

When a change in fiscal technician is required, the CFO must safeguard the fund and account for the fund's cash. The cash on hand must be counted, receipts reconciled, and the results of the reconciliation recorded.

Petty cash funds are established for the reimbursement of small out of pocket or small purchases incurred by employees conducting Greene Arc business.

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897 Temporary Leave Policy Changes (Covid-19)

897 Temporary Leave Policy Changes (Covid-19)

Due to the continuing effects of the COVID-19 pandemic and pursuant to a recently enacted federal Families First Coronavirus Response Act (“FFCRA”), Greene Arc, Inc. has added temporary provisions (“Temporary Leave Policy”) to its current leave policies. In addition to the leave policies outlined in the Employee Handbook, Greene Arc, Inc. will now offer the following additional leave programs for eligible employees from April 1, 2020 through December 31, 2020, under the FFCRA. This Temporary Leave Policy is not retroactive and is not applicable to leave taken before April 1, 2020. Greene Arc, Inc. will fully comply with all applicable requirements of the FFCRA and the Policy will be applied in a way that is consistent with such requirements.

To request use of EPSL, employees must provide the Human Resources Department with a signed statement containing the following information: (1) the employee’s name; (2) the date (s) for which leave is requested; (3) the COVID – 19 qualifying reason for leave; and (4) a statement representing that the employee is unable to work or telework because of COVID-19 qualifying reason. An employee must provide additional documentation depending on the COVID-19 qualifying reason for leave. An employee requesting EPSL for reason (1), must provide the name of the government entity that issued the quarantine or isolation order to which the employee is subject. An employee requesting EPSL for reason (2), must provide the name of the health care provider who has advised employee to self-quarantine for COVID -19 related reason. An employee requesting EPSL for reason (4) must provide either the government entity that issued the quarantine or isolation order to which the individual is subject or the name of the health care provider who advised the individual to self-quarantine, depending on the precise reason for the request. An employee requesting EPSL for childcare purposes (5) must provide the following information; (1) the name(s) of the child(ren) being cared for; (2) the name of the school, place of care, or child care provider that closed or became unavailable due to COVID-19 reasons; and (3) a statement representing that no other suitable person is available to care for child during the period requested.

1. Emergency Paid Sick Leave

All employees are eligible for emergency paid sick leave (“EPSL”) to be taken if the employee:

1. Is a subject to a federal, state, or local quarantine or self-quarantine due to COVID-19.
2. Has been advised by a healthcare provider to self-quarantine due to COVID-19 concerns.
3. Is experiencing COVID-19 symptoms and seeking a medical diagnosis.

Effective 4-1-2020 & Expires 12-31-2020. This document is for informational purposes only and is not to be construed as an employment agreement or contract. Greene Arc, Inc. retains the right to amend or change policies contained here-within at any time without prior notice. The provisions of this Policy and Procedure Manual will apply except where the policy conflicts with state law or Collective Bargaining Agreement provisions

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897 Temporary Leave Policy Changes (Covid-19)

If an employee no longer has a qualifying reason for taking EPSL before exhausting EPSL the employee may take any remaining EPSL at a later time, until December 31, 2020, if another qualifying reason occurs.

Unused EPSL does not carry over from one year to the next, and unused EPSL is not paid out at termination of employment.

To request use of EPSL, employees must provide the Human Resources Department with the following information: name, qualifying reason for requesting leave, statement that the employee is unable to work (including telework) as a result of that qualifying reason, and the date (s) for which EPSL is requested. [Employees requesting EPSL must complete and submit the Leave Request Form.] Documentation of the reason for EPSL related to childcare (item 5 above) will also be necessary.

The following documents may satisfy the documentation requirement: a notice of closure or unavailability from the child's school, place of care, or child care provider, including a notice that may have been posted on a government, school, or day care website, published in a newspaper, or emailed to the employee from an employee or official of the school, place of care, or child care provider.

[Please also note that all existing certification requirements under the Family and Medical Leave Act ("FMLA") remain in effect if employees are taking leave for one of the existing qualifying reasons under the FMLA. For example, if an employee needs leave beyond the available hours of EPSL because of the employee's COVID-19 related medical condition rises to the level of a serious health condition under the FMLA, the employee must comply with Greene Arc, Inc.'s current FMLA policy located in the Employee Handbook.]

2. Public Health Emergency Leave

An employee who has worked for Greene Arc, Inc. for at least 30 days is eligible for up to 12 weeks of job-protected public health emergency leave ("PHEL") if the employee is unable to work or (telework) due to a need to care for a child under 18 years of age if the child's school or place of care has been closed, or the childcare provider is unavailable, due to a public health emergency. PHEL may also be available in these same circumstances to care for a child who is over the age of 18 if the child has (1) a mental or physical disability, and (2) is incapable of self-care because of that disability.

The first 10 days of PHEL are unpaid, and an employee may elect to substitute PTO or another form of paid leave, *including EPSL*, for those days. The remaining 10 weeks of PHEL will be paid at a rate no less than two-thirds of the employee's usual pay based on the employee's regular work schedule, up to \$200.00 per day and \$10,000.00 total. Employees on a variable schedule will be eligible for an amount of PHEL equal to the average number of hours that the employee was scheduled per day over the previous

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Intersection with FMLA

An employee's eligibility for the expanded family and medical leave (PHEL) depends on how much FMLA leave an eligible employee has already taken during the applicable 12 month period. An eligible employee may take a total of 12 workweeks of leave during a 12- month period under the FMLA, including any time taken as PHEL. If an employee has taken some, but not all of the 12 workweeks of leave available under FMLA during the current 12-month FMLA period, that employee may take the remaining portion of leave available. If an employee has already taken 12 workweeks of FMLA leave during this 12-month period, that employee may not take additional FMLA as PHEL. Please contact the Human Resources Department about FMLA-related questions.

3. Supplementing PHEL and EPSL Leave

Subject to Greene Arc, Inc.'s approval and compliance with applicable law, employees may elect to take additional pre-existing leave, such as PTO or another form of paid leave, to supplement the PHEL and EPSL leave rates in order to match the employee's normal earnings. Please contact the Human Resources Department for further information regarding leave increments.

4. Anti-Retaliation

Discrimination and retaliation against employees who exercise their right to take PHEL and EPSL under this policy will not be tolerated. Please see Greene Arc, Inc. [Complaint Policy] in the Employee Handbook for how to report any complaints. [Employee should contact Executive Director to report any complaints under this policy.]

An employee's use of PHEL and/or EPSL leave will not affect an employee's rights under any other law, policy, contract, or collective bargaining agreement.

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898 Greene Arc, Inc. Visitation Residential Settings Policy During “Green” Phase

898 Greene Arc, Inc. Visitation Residential Settings Policy During “Green” Phase

Purpose: This policy is establishing visitation in residential settings when a county transitions to the Green Phase. Residential Settings include licensed and unlicensed settings.

Visits that Occur Inside Home

- Scheduling in-person visits in advance of the visit
- Establish “visiting hours” for in-person visits
- Limit the number of visitors who may enter the home per individual. No more than two (2) visitors at any time
- Required social distancing
- Staggered visitation times, only one individual receives in-person visits at any given time
- Restrict visits that take place in the home to areas that reduce contact with other individuals, remain in individual’s bedroom or outdoor area on premises
- Visitors required to wear cloth or surgical masks when present in the home and continue hand washing practices when practicable or use hand sanitizer
- Visitors prohibited from entering any home where individuals who are at higher risk for serious illness from COVID-19 reside
- Visitors will be prohibited who are: currently diagnosed with COVID-19, have been exposed to someone with COVID-19 in the past fourteen (14) days prior to visit, are demonstrating symptoms of COVID-19 or any other illness
- Screening of visitors will include; taking visitors temperature (using a no-touch thermometer) asking the questions on the COVID-19 checklist (see attached)
- This policy may be modified based on future changes to visitation guidance set forth by Pennsylvania Department of Health or ODP

Visits That Occur Outside The Home

- Greene Arc will comply with Governor Wolf’s Green Phase Social Restrictions
- Wear cloth or surgical masks when within six (6) feet from others
- Continue to practice social distancing
- Select outdoor activities that will minimize exposure to other people
- Continue hand washing practices when practicable or use hand sanitizer

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898 Greene Arc, Inc. Visitation Residential Settings Policy During “Green” Phase

Screening Checklist for Visitations in Residential Settings

Questions to ask visitors:

- How do you feel physically?
- Have there been any changes in your health since the COVID-19 pandemic?
- Do you have any sign or symptoms of COVID-19?
- Have you or anyone in your household been tested for COVID-19? If so, what were the results of the test?
- Are any members of your household sick or have a positive COVID-19 diagnosis?
- Have you traveled internationally or outside of Pennsylvania in the last fourteen (14) days?
- Have you had close contact in the last fourteen (14) days with anyone diagnosed with COVID-19?

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899 Greene Arc, Inc. Visitation Residential Settings Policy for Fully COVID Vaccinated

899 Greene Arc, Inc. Visitation Residential Settings Policy for Fully COVID Vaccinated

Purpose: This policy is establishing visitation for those individuals in residential settings who are fully COVID vaccinated. Residential Settings include licensed and unlicensed settings.

An individual is considered fully vaccinated for COVID-19 more than or equal to 2 weeks after receipt of the second dose in a 2-dose series, or more than or equal to 2 weeks after receipt of a single dose vaccine, per CDC.

Greene Arc, Inc. recommends staff, individuals and families adhere to measures that have shown to prevent the spread of COVID-19 infection, including physical distancing (maintain at least 6 feet between people), mask wearing, and frequent hand washing. *If a resident is fully vaccinated, they can choose to have close contact (including touching) with their visitor. However, Greene Arc, Inc. recommends that the resident and visitor wear a well-fitting face mask and perform hand-hygiene before and after close contact.* As a reminder; staff and individuals who are fully vaccinated can get COVID-19 and spread to others. Greene Arc recommends visitors are to physically distance from other residents and staff in residential settings.

Visitation That Occurs at the Home

- In-person visits are to be scheduled in advance of the visit.
- Notification to all visitors about risk mitigations of COVID-19 infection prevention, including effective hand-hygiene and use of face masks.
- Establish “visiting hours” for in-person visits.
- Limit the number of visitors who may enter the home per individual; Greene Arc limits the number of visitors per individual to no more than two visitors at a time. For any extenuating circumstances; prior approval is needed by the Executive Director.
- Social Distancing is still recommended. Follow above protocol if close contact has been made.
- Staggered visitation times so that only one individual receives an in-person visit at any given time.
- Greene Arc recommends that visits occur outdoors when weather is appropriate and the needs of the residents can be accommodated. If inclement weather; visits should occur in individual’s bedroom or a common area where no other residents are occupying.
- Greene Arc requires all visitors wear face masks when present in the residential home, wash their hands when practical or use hand sanitizer, **and if a visitor refuses to comply with these requirements, the visit will be immediately terminated.**
- Face masks will be provided to visitors, should they fail to have one, and visitors will be provided the necessary supplies to effectively wash or sanitize their hands.

Effective Date 4-12-2021. This document is for informational purposes only and is not to be construed as an employment agreement or contract. Greene Arc, Inc. retains the right to amend or change policies contained here-within at any time without prior notice. The provisions of this Policy and Procedure Manual will apply except where the policy conflicts with state law or Collective Bargaining Agreement provisions.

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899 Greene Arc, Inc. Visitation Residential Settings Policy for Fully COVID Vaccinated

- If the individual is symptomatic on screening or has a known exposure to COVID-19 during the visit with friends or family, Greene Arc will immediately arrange testing for the individual. All quarantine protocol will be implemented for the individual; ensuring the safety of other residents; until exposed individual meets criteria to be released from quarantine. Greene Arc will obtain directive from individuals' physician regarding quarantine protocols if vaccinated.

Visits that Increase Risk of Exposure to COVID-19

If a visit is planned that could increase the risk of exposure to COVID-19 or events change during a visit that would increase the risk of exposure to COVID-19, the individual's team will implement the following to safely return to the home.

- Greene Arc will incorporate the guidance set forth (above) for visits that occur outside the home.

Greene Arc will identify factors *prior* for visits that may result in higher risk of exposure to COVID-19, including, but not limited to:

- A visit to an area where there is Substantial Level of Community Transmission.
- Attending a gathering with people who do not live in the household *and* failure to consistent universal masking for the duration of the visit.
- Lack of physical distancing from the individual such as; hugging, riding in a vehicle with unmasked persons.
- Visits that include participation in a large gathering or celebration.

The Individual's team must discuss *prior* to the start of the visit. This includes all parts involved with the visit. The discussion will include the following:

- Greene Arc will provide education about the increased risk of exposure to COVID-19 caused by the specific nature of the visit, and
- Identify individualized methods to mitigate the increased risk of exposure, and
- If the individual has been vaccinated.
- Greene Arc will complete a remote COVID-19 screening of the individual within 24 hours before the individual's planned return to the residence AND upon the individual's return to the residence.
- Greene Arc's mitigation plan includes testing for COVID-19 if appropriate. Greene Arc will wait 2 to 3 days prior to testing following an outing (exposure occurred or symptoms exhibited). The individual will be quarantined until the test results are received *or* 14 days following the visit where there was an increased risk of exposure to COVID-19.