

Forte Residential, Inc. and Forte Home Health Care, Inc.'s COVID-19 Safety Plan

A. Purpose and Scope

COVID-19 has the potential to pose a significant public health threat to the clients/consumers, families, and staff of Forte Residential, Inc. ("Forte Residential") and Forte Home Health Care, Inc. ("Forte HHC") (together, Forte Residential and Forte HHC are referred to herein as "Forte," the "agency," "we," "us," or "our"). Forte is committed to providing a safe and healthy workplace for all our staff members and has developed this updated COVID-19 Safety Plan (the Safety Plan), which includes policies and procedures to minimize the risk of transmission of COVID-19.

The Safety Plan applies to all Forte staff members. The Safety Plan supersedes all prior versions of COVID-19 safety plans applying to Forte Residential or Forte HHC.

Certain Forte staff members, including all staff members of Forte HHC and those staff members of Forte Residential who provide services to Forte HHC, are subject to Forte HHC's Mandatory Vaccination Policy (the "Mandatory Vaccination Policy"). The Safety Plan supplements and is intended to be implemented in conjunction with the Mandatory Vaccination Policy. In the event of a conflict between the Safety Plan and the Mandatory Vaccination Policy, the Mandatory Vaccination Policy controls. When in doubt regarding any provision of the Safety Plan or Mandatory Vaccination Policy, Forte HHC staff members should consult with Human Resources or their direct supervisor to determine applicable requirements.

B. Roles and Responsibilities

Forte's goal is to prevent the transmission of COVID-19 in the workplace(s) and comply with all applicable laws, regulation, and guidance, including guidance from the U.S. Centers for Medicare and Medicaid Services ("CMS"), Occupational Safety and Health Administration ("OSHA"), and U.S. Centers for Disease Control and Prevention ("CDC"). Managers, as well as non-managerial employees, are all responsible for supporting, complying with, and providing recommendations to further improve this Safety Plan.

Any Forte staff member with questions or concerns regarding this Safety Plan may contact Human Resources at lisa@forteresidential.org. Forte will review this Safety Plan periodically and may make updates to this Safety Plan as appropriate.

C. Forte Locations

1. Forte Office Locations

To prevent the spread of infection, and to maintain social distancing, our offices will remain open to see client/family/employees by appointment only. Posters reminding office visitors to remain at home if they have any symptoms will be posted at each office location entrance. Employees will be screened

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following the Employee Medical Screening Procedures set forth below.

2. Client/Consumer Homes¹

Forte employees may, in the course and scope of their employment, enter private residences of clients/consumers and other physical locations within the community. This Safety Plan requires that employees conduct COVID-19 screening prior to conducting work activities at private residences or other physical locations. If such a location does not provide a safe work environment in accordance with the Safety Plan or Forte's other policies and procedures, Forte employees will not be present or will be removed from the location until compliance is established and confirmed.

Any employee providing home-based services to Forte clients/consumers outside of their own households must follow the Employee Medical Screening Procedures set forth below before entering any service location that is not their own household. All individuals within the household must be screened prior to the employee's entry in accordance with Forte's COVID-19 Safety Procedures and Acknowledgment of Risk Form. While the employee is present and providing services, any non-employee must be screened prior to entering the household. Employees may provide home-based services only in households where all non-employees have been screened for COVID-19 and there are no people present with suspected or confirmed COVID-19.

3. Employee Medical Screening² Procedures

- Any employee having direct contact with clients/consumers must self-screen daily, prior to shift, and notify their direct supervisor if they have a fever ($\geq 100.4^{\circ}$ F) or any other signs or symptoms of infection, such as chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, or any other symptom of COVID-19 as set forth by the U.S. Centers for Disease Control and Prevention ("CDC"). Employees having come into close contact with a person with suspected or confirmed COVID-19 must report this to their direct supervisor before reporting to work. Close contact is defined by the CDC as follows: "Someone who was within six feet of an infected person (laboratory-confirmed or a clinically compatible

¹ Due to the unique nature of services provided by Forte, some employees provide direct client/consumer care to members of their own households. Forte defines "own household" as the location where the employee lives, along with all other individuals who live at that location. To the extent a Forte employee renders direct client/consumer care to client(s)/consumer(s) living in the employee's own household, certain requirements of this Safety Plan will not apply as described herein. Employees with questions regarding site-specific Safety Plan requirements, including questions about its applicability to their own households, should contact Human Resources or their direct supervisor.

² The screening process is not diagnostic but is designed to screen for potential infection/exposure.

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illness) for a cumulative total of 15 minutes or more over a 24-hour period.” See <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact> for more information on close contact.

- Office staff will self-screen daily, prior to entering the office, and will notify their direct supervisor if they have a fever or any other signs or symptoms of infection such as chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, or any other symptom of COVID-19 as set forth by the CDC.
- Any employee presenting signs or symptoms of illness or fever or who has come into close contact with someone with suspected or confirmed COVID-19 will be removed from the workplace asked to stay home pending a decision on when the employee may return to work.
- Employees should communicate with Forte via email or phone if they are sick or experiencing symptoms while at home or work, or if they come into close contact with a person with suspected or confirmed COVID-19 while at work or outside of work.
- Employees will be referred to their primary care provider or testing site if needed. If a staff has symptoms, requires testing at a testing site and/or tests positive or is otherwise diagnosed with COVID-19, they should reach out to the Human Resource Department for directions and benefit information.
- Employees may not enter any Forte office location while subject to a COVID-19 related quarantine or render in-home services to a client/consumer who is not a member of their personal household during any period of COVID-19 quarantine applying to the employee or any member of the client/consumer’s household.
- Employees may utilize any available and applicable leave options, subject to Forte’s policies and procedures with respect to such options, when they are sick, when a household member is sick, or when they or a household member are required by a healthcare provider to quarantine or isolate. Employees should review the Forte Employee Handbook for information on leave options.
- Forte will follow CDC Return to Work Criteria for [healthcare personnel](#) or [non-healthcare personnel](#), as appropriate, for employees who are office-based or who are rendering home-based services in a household that is not their personal household. With respect to services provided within an employee’s personal household, CDC Return to Work Criteria applies to any activities outside of the employee’s personal household, such as visits to a Forte office or home-based visits to another household.
- Any Forte non-employee staff member, such as a contracted service provider, who comes into direct contact with clients/consumers or other Forte staff members is also subject to these requirements.

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D. Additional Forte COVID-19 Safety Measures

1. **Enhanced Cleaning and Disinfecting Protocols, Including High-Touch Surfaces:**

- All high-touch surface areas will be cleaned prior to the end of the workday in each office, including common areas, doorknobs, workstations, railings, training areas, phones, and faucets. Disposable disinfecting wipes will be used to disinfect after soap and water to remove visibly soiled areas.
 - a) Rotating staff will be dismissed from regular duties early to begin daily cleaning of each office.
 - b) Training rooms will be cleaned with disinfectant wipes before and after each training.
- If it is determined that an individual has visited any Forte office location and within 24 hours is suspected of contracting COVID-19, the office location will be closed temporarily and fully cleaned and disinfected in accordance with CDC guidance.

2. **Enhanced Personal Hygiene Measures:**

- Encourage correct handwashing procedure and use of hand sanitizers for all employees
- Posters on topics including proper hand hygiene, sneeze and cough etiquette, and encouraging sick staff to stay home will be easily visible upon entrance to offices.
 - a) Handwashing training has been reviewed by employees and the CDC handwashing video is posted on Forte's electronic bulletin board for easy review.
 - b) Office personnel has access to wash hands with soap and water, with no touch trash cans, as well as hand sanitizer.

3. **Social Distancing Requirements as Established by CDC:**

- In accordance with CDC guidance for vaccinated individuals, social distancing, including wearing a facemask (see CDC guidance for facemasks in Section F below), is required regardless of employee vaccination status.
- Posters will be displayed in each office, reminding employees and visitors to remain 6 feet away from others (outside of those in your home) even if they are showing no signs or symptoms of illness or fever, and even if wearing a facemask.
- Avoid gatherings in groups or crowded places.
- Rules apply indoors and outdoors.
- Wear a facemask when 6-foot distance cannot be maintained.
- Employees working with a client/consumer with whom they do not reside, should wear a facemask when on duty.

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E. Mandatory Vaccination for Certain Staff Members

Forte HHC's Mandatory Vaccination Policy applies to all Forte HHC staff members and any Forte Residential staff member who provides services of any type (regardless of whether such services involve direct patient care) to Forte HHC. Staff members who are uncertain whether the Mandatory Vaccination Policy applies to them should contact their direct supervisor or Human Resources.

F. Additional Precautions for Unvaccinated Staff Members

All Forte HHC employees, all Forte Residential staff members who provide services of any type to Forte HHC (regardless of whether such services involve direct patient care), and all other Forte HHC staff members who have not completed their primary vaccination series (together, these three groups are the "Unvaccinated HHC Staff Members") must adhere to the following requirements, in addition to all other provisions of this Safety Plan.

- Unvaccinated HHC Staff Members will be assigned to provide services to clients/consumers only on an as-needed and case-by-case basis and expressly conditioned on compliance at all times with this Safety Plan.
- Unvaccinated HHC Staff Members must follow all [CDC infection control precautions](#), including adhering to universal source control and physical distancing measures in areas that are restricted from client/consumer access (e.g., staff meeting rooms, kitchen), even if the Forte office, client/consumer household, or other service location is located in a county with low to moderate community transmission.
- Unvaccinated HHC Staff Members must use one of the following for source control, regardless of whether they are providing direct care or otherwise interacting with clients/consumers.

Option #1

A well-fitting facemask, defined by [CDC Infection Control Recommendations for Healthcare Personnel](#) as "a surgical, medical procedure, dental, or isolation mask that is FDA-cleared, authorized by an FDA EUA, or offered or distributed in an FDA enforcement policy." Facemasks may be worn for an entire shift, in accordance with CDC source control guidance, unless they become soiled, damaged, or hard to breathe through.

Option #2

A NIOSH-approved N95 or equivalent or higher-level respirator.

G. Anti-Retaliation

All Forte employees have a right to a safe and healthy work environment, and Forte encourages

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employees to report their concerns and take reasonable measures to protect themselves. No Forte employee will be discriminated or retaliated against in connection with raising a reasonable concern about infection control related to COVID-19 to Forte, other employees, a government agency, or the public. No Forte employee will be discriminated or retaliated against for voluntarily providing and safely wearing their own personal protective equipment. Employees with questions or concerns are encouraged to contact Lisa Glon, Human Resources Manager, at (574)549-9961 or lisa@forteresidential.org, their direct supervisor, or any member of Forte's leadership. In addition, employees may make an anonymous report via email to forte@forteresidential.org.

H. Revisions to the Safety Plan

Forte is committed to monitoring new information relating to COVID-19 safety. This Safety Plan will be reviewed periodically and is subject to revision in accordance with applicable law and guidance. Employees having questions regarding the Safety Plan or their specific situation should contact Human Resources. Copies of this Safety Plan are available at any Forte office location, posted to Forte's electronic bulletin board, and are available upon request from Human Resources.