

<b>Policy Title: Staff and Client Illness</b>	
<b>Policy Owner:</b> COO <b>Policy Originated by:</b> Program	<b>Date Written:</b> 10/1/13
<b>Applicable Programs:</b> All Programs	<b>Date Reviewed and Approved by COO:</b> 3/11/14, 12/9/20, 11/8/23, 6/12/25, 3/2/26
<b>Statutory or Regulatory Citation:</b> Minn. R. 4605.7040 Minn. R. 9503.0080, 9503.0140, Subdivision 6, subitem D	<b>Date Reviewed and Approved by Medical Director:</b> 9/18/15, 10/06/16, 10/19/17, 10/18/18, 11/18/21, 1/1/24

## Policy

It is the policy of St. David’s that individuals experiencing certain illnesses recover at home, both to facilitate their recovery and to protect the health and well-being of staff/providers, other children, and their families. St. David’s will follow any more stringent exclusionary policies as stated by any public health or medical guidance for as long as needed.

## Definitions

“Ill:” means an individual with any of the following conditions or behaviors:

- A reportable illness or condition (as specified in the Minnesota Administrative Rules, as attached);
- Chicken pox (until the individual is no longer infectious or until the lesions are crusted over);
- Vomiting (two or more times within 24 hours);
- Loose stools (three or more abnormally loose stools within 24 hours);
- Contagious conjunctivitis (pus draining from the eye/“pink eye”);
- Bacterial infection (including, but not limited to, strep throat or impetigo and has not completed 24 hours of antibiotic therapy);
- Unexplained lethargy;
- Lice, ringworm, or scabies (children are not to be excluded day of discovery, but treatment should be started before they can return);
- Temperature (has a 100° or higher Fahrenheit axillary temperature of undiagnosed origin before fever-reducing medication is given);
- Undiagnosed rash or a rash attributable to a contagious illness or condition;

- Significant respiratory distress (such as wheezing, skin color changes with breathing, or obvious struggle for breath);
- Inability to participate in program activities with reasonable comfort or who requires more care than the program can provide without compromising the health and safety of other clients in care or staff;
- A client too ill to attend school or Day Service Programs should not attend Therapeutic Recreation Programs. Nonrelative staff should not work with their client under these circumstances and families should cancel their staff as soon as possible.

## Procedure

### I. All Services

- A person with any of the above listed conditions or behaviors is considered ill and may not participate in programming until they:
  - are able to participate in programming as defined in 12 above, and
  - have been fever free without the aid of fever-reducing medications for at least 24 hours, and
  - have been free from vomiting or loose stools for at least 24 hours; or
  - have received treatment and, **if needed**, a doctor's approval to return.
- If a person becomes sick while in St. David's staff care, the child's/client's parent or guardian will be called immediately.
- A sick child/client will be supervised at all times.
- If a child/client is in group care they will be isolated from others in care until a parent or guardian arrives.
- St. David's requires a child's/client's parent(s) and guardian(s) to inform St. David's within 24 hours, exclusive of weekends and holidays, when the child is diagnosed by the child's source of medical or dental care as having one of the reportable illnesses or conditions (as specified in the Minnesota Administrative Rules, as attached), or lice, scabies, impetigo, ringworm, or chicken pox.

### II. Group Services only – Early Childhood Education, Center-based Day Treatment, and Therapeutic Recreational Services

- St. David's Group Services will notify parents or guardians of exposed children/clients the same day a program is made aware of an illness or condition exposure from the attached list in section E immediately above.

- i. Fact sheets can be found in Hennepin County’s [infectious diseases in childcare settings and schools manual](#).
  - ii. In Early Childhood Education families are notified by the Program Director or Supervisor via email to temporarily exclude from programming if their child is not immunized when exposure to a vaccine preventable disease occurs in program
    - a) Notification to caregivers of under immunized children will occur as soon as possible but not more than 8 hours upon confirmation of exposure
    - b) Children that attempt to attend programming after the notification will be sent home
    - c) Guidelines for timelines of exclusion will be followed based on recommendations from Hennepin County’s Infectious Diseases in Childcare Settings and Schools Manual
- B. In cases in which spread in a classroom or treatment group is equal to or greater than 40% of clients/children and staff, a meeting with program leaders will be made to decide if more stringent exclusionary policies will be considered, such as increasing return requirements (e.g., 5 days after onset of symptoms or diagnosis), closing services or rooms for period of time to reduce exposure rates, and/or providing additional cleaning services.
- C. St. David’s Center Group Services will ensure that the health authority (Minnesota Department of Health) is notified of any confirmed cases of a reportable illness or condition (as specified in the Minnesota Administrative Rules, as attached). Most reports are due within one working day, but in some rare cases, immediate phone reporting may be required.

### **III. Individual Services – Community-Based Services, Outpatient Pediatric Therapy, and Outpatient Children’s Mental Health**

- A. Staff should not be exposed to clients or family members who are ill.
- B. If a client (or a client’s family member, in the case of Community-Based Services) is ill, the client’s parent or guardian will notify St. David’s Center of the illness and cancel the scheduled service as soon as possible.
  - i. Community-Based Services staff are required to inform their supervisor of any cancellation and may attempt to reschedule the shift directly with the family.
- C. Staff cannot provide services to clients who are hospitalized or in out-of-home placement due to state regulations for Medical Assistance services.
  - i. Staff with a client in the hospital or placed outside of the home will contact their supervisor for further instruction.

- F. If a staff's shift is canceled or shortened due to a client's illness, staff will receive pay for either the number of hours scheduled to work or four (4) hours, whichever is less.
  - i. Staff will not be paid for any cancellations after initial notification of illness or if they are notified within 24 hours.
- G. If a client or family member becomes ill during a St. David's Center staff/provider scheduled shift/visit, the parent or guardian will be notified.
  - i. In the case of center-based therapy and support, the parent or guardian will be asked to return to the center and pick up the client.
  - ii. In the case of community-based services, the parent or guardian will be asked to return to the home to care for the client or family member.
  - iii. The St. David's Center staff/provider person will care for the client until the parent/guardian returns.
  - iv. If staff are unable to reach a parent, they will then contact one of the client's emergency contacts.

#### **IV. Staff Illness**

- A. Staff with any of the above listed conditions or behaviors are considered ill and should report this to their supervisor.
  - i. An employee exhibiting symptoms of illness may be sent home by their supervisor or another supervisor/manager.
  - ii. Early Childhood Education staff must report symptoms and diagnoses to their supervisor according to Minnetonka Health and Food Inspection.
- B. Staff may return to work when they are 24 hours symptoms free (without fever reducing medication), except when illnesses require different timelines, according to medical or public health guidelines.
- C. Staff are able to work remotely for the hours that align with the essential functions they are able to complete that are associated with their primary role and with supervisory approval.

#### **Violation of this Policy or Procedure**

No or only partial adherence to this policy or procedure may result in noncompliance with current regulatory requirements and subsequent penalties to St. David's Center. Remediation for violators will include, but not be limited to, disciplinary action up to and including termination depending on the circumstances of the situation at the time.

#### **Reference or Attachment:**

[Accident/Critical Incident Policy](#)

[Reportable Diseases A-Z: Reportable Infectious Diseases - MN Dept. of Health \(state.mn.us\)](#)