



MEMO

To: All Employees
From: Sharon Francis, CEO
Date: October 6, 2021

RE: COVID-19 Vaccine Requirements for All Employees

On September 28, 2021, the California State Public Health Officer issued a new public health order (link below) which **requires vaccination of all in-home direct care services workers by November 30, 2021**. We already implemented this requirement last month for our administrative employees. This notification is also being sent by email to all individuals and families we support, but your vaccination status remains confidential and not shared by our office.

What this means to you:

1. Our employees must show proof of full vaccination against COVID-19 to remain actively employed.
2. Proof of full vaccination must be submitted by employees to the CISS Human Resources department no later than November 30th (1 dose of Johnson & Johnson, or 2 doses of Pfizer or Moderna).
Email to HR@IslandSocialServices.org or fax to the secure HR fax line at (805) 299-0600.
Please note that we currently do not need proof of booster shots.

Eligible exemptions from vaccination, per CDPH guidelines, requiring CISS review:

- *Relative or Live-In for Single Household:* Direct care employees who support a family member, or someone with whom they live, may be exempt from this requirement as long as they only provide services to a single household. If the employee provides services across multiple households, then the exemption is not an option, and the employee must be fully vaccinated.
- *Sincerely held and documented religious beliefs as to why your beliefs prevent you from being vaccinated*
- *Qualified medical reasons certified by a licensed healthcare professional*

If you wish to apply for one of the eligible criteria listed above for vaccine exemption, please contact Rosy Lopez, HR Manager by November 8th. She will send you forms to complete and return no later than November 15th for our review and approval. Rosy can be reached at (805) 384-0983 x862 or by email at Rosy@IslandSocialServices.org. If approved for a medical or religious exemption, you must be tested for COVID-19 once per week and provide negative results to the organization to continue working. Relative or live-in exemptions do not require weekly testing.

Resources for vaccines:

Anyone age 12 and older can get vaccinated for free in Ventura County. For vaccine locations, including pharmacies and other healthcare settings, visit www.vaccines.gov or call 1-800-232-0233. You can also make an appointment at MyTurn.ca.gov.

Contact our office for questions related to submitting for paid time to get vaccinated or tested.
Thank you for continuing to keep yourselves and those in your care safe!

Please review and continue to practice our continued COVID Care Guidelines on page 2

Link for CDPH Order: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Order-of-the-State-Public-Health-Officer-Adult-Care-Facilities-and-Direct-Care-Worker-Vaccine-Requirement.aspx>



Channel Islands Social Services

**Quality In-Home Respite Care
& Independent Living Services**



COVID-19 Care Guidelines for Staff & Families

Updated October 6, 2021

The COVID-19 virus continues to present a serious public health threat in our community, posing a higher risk to some of the individuals receiving direct care from our organization. We must all be diligent in practicing basic safety precautions to keep everyone safe. Please review the following care guidelines and contact us should you have any questions:

1. Vaccination - Our organization strongly recommends that everyone receiving or providing care receive the COVID-19 vaccination whenever possible. In compliance with the California Department of Public Health, as of November 30, 2021, all CISS employees must show proof of full vaccination to remain employed, or have an exemption approved by CISS for one of the qualifying reasons.
2. Care must **NOT** be provided if anyone has symptoms such as a fever, congestion, runny nose, cough, shortness of breath, headache, or body aches until everyone in the household and our employees are symptom-free. If you suspect it may just be allergies or a regular cold, do not provide or schedule care until all symptoms are gone. Temperature checks using an air thermometer are recommended for employees and children prior to starting care. If someone has a temperature that is higher than 100.4F, care should not be provided.
3. Face coverings must be worn by all of our employees during care, regardless of vaccination status, if they live outside of the family's home. We can provide face coverings and gloves to be worn during CISS care as needed.
4. **If you MAY have been exposed** to someone who has any communicable disease including COVID-19 (even if you do not have any symptoms), please:
 - a. **do not provide or schedule any care through CISS**
 - b. **contact our office right away** at (805) 384-0983 to discuss the potential exposure. If our office is closed, press x9
 - c. self-isolate and await direction from CISS and
 - d. get tested after 3 days from exposure date at one of the many free testing centers across the county
<https://www.venturacountyrecovers.org/coronavirus-testing/>
5. If you are **awaiting** a COVID-19 test, do not provide care, even if you have no symptoms! Notify our office that you are self-isolating and forward your test results when you receive them.
6. If you receive a **positive** COVID-19 test result, you must not provide care and contact our office right away. We will perform contact tracing with you and give you information and [resources](#) to support you. Our office will take the lead on making all necessary calls to any families or employees you may have exposed to the virus, while maintaining your confidentiality as much as possible. We are also required to complete a Special Incident Report to our funding agency.
7. Frequent hand washing with soap and water for at least 20 seconds continues to be recommended by the CDC.
8. Avoid or minimize accessing the community, especially avoid indoor locations or activities in any location with large groups of people during this time of increased risk.
9. Please notify CISS if you plan to travel by public means of transportation, such as airplane, train, or ship. Upon return, contact us prior to resuming or receiving care so we may advise on the required isolation period, if applicable

All of our COVID-19 communication since the pandemic was declared in March 2020 can be found on our website at <https://www.islandsocialservices.org/covid-19/>. If you have not received our emails, please check your junk email folder and mark our emails as safe. Please also continue to reference the many resources available on the websites for the [Centers for Disease Control](#) (CDC) and the [Ventura Public Health](#).

Channel Islands Social Services

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Ventura County's In-Home Respite & ILS Provider

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www.IslandSocialServices.org
