



COVID-19 Positive Case Plan

Scenario 1:	(1) A Club 21 staff member tests + through a lab test or (2) an individual who entered the Club 21 office, but is not a staff member (member, constituent, meeting attendee, service provider, etc.) tests + through a lab test:
WIPC tasks and responsibilities	<p>Perform contact tracing:</p> <ul style="list-style-type: none"> • The WIPC should speak with the individual who has tested positive in order to assess when they began experiencing symptoms and who they interacted with within the two weeks prior to the start of their symptoms. • They must inform anyone in the office at the same time as the individual within the past two weeks that they may have possibly been exposed to COVID-19. • All employees will be encouraged to self quarantine and prevent all interaction with other individuals. • While performing contact tracing, the WIPC must maintain confidentiality and privacy. They are not permitted to name the employee who has tested positive without their explicit permission. • The WIPC should also reach out to the individual who has tested positive to offer them resources and support.
Staff response/responsibilities	All Club 21 staff members will be required to obtain a COVID-19 test at least five days after potential exposure. The results of these tests must be communicated to the WIPC.
Cleaning and disinfecting	<p>The Club 21 office will be completely closed until a professional cleaning company can be hired to perform a deep clean on the office.</p> <ul style="list-style-type: none"> • This cleaning must occur at least 24 hours after the individual who tested positive had last been in the office in order to allow the respiratory droplets in the air to settle onto surfaces.
Closure and re-opening protocol	<p>The Club 21 office will remain closed for a minimum of 14 days to ensure any exposure does not develop into illness, and if there are further cases, the potential for exposure is minimized. The WIPC is responsible for making the final decision in regards to re-opening after a positive COVID-19 case in collaboration with other Club 21 employees. The Club 21 office will only be able to reopen when:</p> <ul style="list-style-type: none"> • All employees excluding the individual who has tested positive have self isolated for 14 days without developing symptoms AND they have received a negative COVID-19 test result. • The employee who initially tested positive will only be able to return to the office after 14 days since they received their diagnosis AND they have not had a fever for 72 hours WITHOUT fever reducing medication. • If the employee has a persistent cough, they may be asked to work from home for longer even though a lingering cough is not a sign of the virus' presence. Instead this is a preventative measure for those members of our staff who are immunocompromised or in an at risk group. • The WIPC is responsible for checking in with the employee daily to monitor symptoms and provide any necessary medical resources/references.



COVID-19 Positive Case Plan

Scenario 2:	(1) A Club 21 staff member's close contact(s) test + for COVID-19 through a lab test or (2) an individual who entered the Club 21 office, not a staff member (member constituent, meeting attendee, service provider etc.) had close contact with someone who tests + for COVID-19 through a lab test:
WIPC tasks and responsibilities	<p>Perform contact tracing:</p> <ul style="list-style-type: none"> • They must speak with the individual to assess any Club 21 employee or Club 21 community member with whom they came in contact with. • Those who experienced potential exposure must be notified and will be encouraged to self quarantine and obtain a COVID-19 test at least five days after the most recent potential exposure. • In the event any of the potential exposures develop into a positive COVID-19 case, the process outlined in the prior section must be followed.
Staff response/responsibilities	The individual will be required to work from home and will be obligated to obtain a test if they develop symptoms or at least five days after possible exposure (whichever comes first).
Cleaning and disinfecting	The individual will be required to work from home and will be obligated to obtain a test if they develop symptoms or at least five days after possible exposure (whichever comes first).
Closure and re-opening protocol	<p>The Club 21 office will close and all those who were in the office within fourteen days of the potential exposure will be encouraged to self isolate until the WIPC determines it is safe for some or all employees to return to the office</p> <p>The Club 21 office will be allowed to reopen once: All employees who had been in the office within the fourteen days prior to the closure have tested negative - these tests must have been performed at least five days after each employee's potential exposure to COVID-19.</p>



COVID-19 Positive Case Plan

Scenario 3:	If a member of the Club 21 community who has attended a Club 21 event, had contact with a Club 21 member, or been on Club 21 premises tests + for COVID-19 (this procedure will only become applicable once Club 21 enters Phase 4):
WIPC tasks and responsibilities	<p>Perform contact tracing:</p> <ul style="list-style-type: none"> • The WIPC should speak with the individual who has tested positive in order to assess when they began experiencing symptoms and who they interacted with in the two weeks prior to their symptom development. • They must inform anyone on the premises at the same time as the individual within the past two weeks that they may have possibly been exposed to COVID-19. • All individuals contacted will be encouraged to self quarantine and prevent all interaction with other individuals. • While performing contact tracing, the WIPC must maintain confidentiality and privacy. They are not permitted to name the individual who has tested positive without their explicit permission. • The WIPC should also reach out to the individual who has tested positive to offer them resources and support.
Staff response/responsibilities	All Club 21 staff members will be required to obtain a COVID-19 test at least five days after potential exposure. The results of these tests must be communicated to the WIPC. All those who are not Club 21 employees who were potentially exposed will be highly encouraged, but not required, to obtain a COVID-19 test as well.
Cleaning and disinfecting	<p>The Club 21 office and all spaces used on the Pasadena Covenant campus by Club 21 will be completely closed until a professional cleaning company can be hired to perform a deep clean.</p> <ul style="list-style-type: none"> • This cleaning must occur at least 24 hours after the individual who tested positive had last been on the premises in order to allow the respiratory droplets in the air to settle onto surfaces. • Because this event would also affect others who work on Pasadena Covenant's campus, all those who work on the campus will be notified and encouraged to shift to working from home until deep cleaning can be obtained for all facilities with which the individual who tested positive came into contact.
Closure and re-opening protocol	<p>The Club 21 premises will remain closed for a minimum of 14 days to ensure any exposure does not develop into illness, and if there are further cases, the potential for exposure is minimized. The WIPC is responsible for making the final decision in regards to reopening after a positive COVID-19 case in collaboration with other Club 21 employees. The Club 21 premises will only be able to reopen when:</p> <ul style="list-style-type: none"> • All employees have self isolated for 14 days without developing symptoms AND they have received a negative COVID-19 test result. • The individual who initially tested positive will only be able to return to the premises after 14 days since they received their diagnosis AND they have not had a fever for 72 hours WITHOUT fever reducing medication. • If the individual has a persistent cough, they may be asked to work from home or not return to the premises for longer even though a lingering cough is not a sign of the virus' presence. Instead this is a preventative measure for those members of our community who are immunocompromised or in an at risk group.



COVID-19 Positive Case Plan

Scenario 4:	If the close contact of a member of the Club 21 community who has attended a Club 21 event, had contact with a Club 21 member, or been on Club 21 premises tests + for COVID-19 (this procedure will only become applicable once Club 21 enters Phase 4):
WIPC tasks and responsibilities	<p>Perform contact tracing:</p> <ul style="list-style-type: none"> • The WIPC is responsible for performing contact tracing: • They must speak with the individual to assess any Club 21 employee or Club 21 community member with whom they came in contact. • Those who experienced potential exposure must be notified and will be encouraged to self quarantine and obtain a COVID-19 test at least five days after the most recent potential exposure. • In the event any of the potential exposures develop into a positive COVID-19 case, the process outlined in the first section must be followed.
Staff response/ responsibilities	<ul style="list-style-type: none"> • The Club 21 premises will close and all those who were on the premises within 14 days of the potential exposure will be encouraged to self isolate until the WIPC determines it is safe for some or all employees to return to the office. • Others who work on Pasadena Covenant's campus will be informed of the situation and will be encouraged to work from home until they are able to obtain a COVID-19 test (at least five days after the potential exposure).
Cleaning and disinfecting	Club 21 will adhere to COVID-19 cleaning and disinfecting guidelines as recommended by the CDC.
Closure and re-opening protocol	<p>The Club 21 premises will close and all those who were on the premises within 14 days of the potential exposure will be encouraged to self isolate until the WIPC determines it is safe for some or all employees to return to the office.</p> <p>The Club 21 office will be allowed to reopen once:</p> <ul style="list-style-type: none"> • The WIPC's contact tracing determines that there is no heightened risk to any Club 21 employees or Club 21 community members as a result of the relationship between the individual who tested positive and the individual who attended a Club 21 sponsored event or program. OR... • All employees who had been on the premises within the fourteen days prior to the closure have tested negative - these tests must have been performed at least five days after each employee's potential exposure to COVID-19.



COVID-19 Positive Case Plan

Scenario 5:	The following procedure should be followed if (1) a member of the Club 21 community tests + for COVID-19 but has not come in contact with any Club 21 staff members nor Club 21 facilities or (2) a member of the Club 21 community has had close contact with someone who tests + for COVID-19 but has not come in contact with any Club 21 staff members not Club 21 facilities:
WIPC tasks and responsibilities	<p>The WIPC should conduct contact tracing to ensure that the member of the Club 21 community has, indeed, not had close contact with any Club 21 staff members, other Club 21 community members who have had contact with Club 21 staff or facilities, nor Club 21 facilities.</p> <ul style="list-style-type: none"> • If it is discovered that this individual did have close contact with any of the above listed items, the appropriate procedure outlined above should be followed. • The WIPC should provide resources and materials that Club 21 has the capacity to donate to that individual and their family. • The WIPC should reach out to the individual regularly to monitor symptoms and provide any resources as the situation changes. • This request for support may be extended to the greater Club 21 community if that does not violate the privacy and confidentiality wishes of the individual. • The WIPC may wish to launch an educational campaign reminding members of the Club 21 community the importance of self protecting measures and the specific risks that individuals with Down syndrome face regarding COVID-19.
Staff response/responsibilities	Club 21 staff will adhere to COVID-19 guidelines as recommended by the CDC.
Cleaning and disinfecting	Club 21 will adhere to COVID-19 cleaning and disinfecting guidelines as recommended by the CDC.
Closure and re-opening protocol	In these circumstances, the Club 21 offices will not be required to close.