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**Family Outreach, Inc.**  
**COVID-19 Safety Precaution Update October 11, 2022**

Family Outreach, Inc. provides guidance to staff, families and the community regarding COVID-19 precautions for clients and staff. This memo replaces and supersedes previous COVID-19 Safety Precautions memos.

This memo reflects recent efforts by the Centers for Disease Control (CDC) to streamline COVID-19 guidance to help people better understand their risk, how to protect themselves and others, what actions to take if exposed to COVID-19, and what actions to take if they are sick or test positive for the virus.

*This **October 11, 2022** memo includes the following updates:*

- *Implementation of streamlined CDC guidance.*
- *Removal of enterprise-wide tier precautions (we will manage risk on a case-by-case basis).*
- *Strategies for managing risk of transmission.*

Family Outreach, Inc. will continue to address Core Preparedness Responsibilities including:

- Protect the health and safety of those living and working with vulnerable populations.
- Maintaining protocols for social distancing and face-coverings (where appropriate or directed).
- Monitor for Covid-19 symptoms.

**Masking:**

Family Outreach, Inc. discontinued the requirement for wearing masks in the office. However, if a family or individual we serve requests we wear a mask, employees will honor that request. Management retains the right to require employees to wear masks when appropriate. Please consider your own relative health risks in deciding whether to wear a mask. Masks are one of the ways to reduce risk exposure as detailed in the guidance provided in this memo.

**Sick Leave for COVID-19:**

Family Outreach, Inc. will continue to authorize the use of sick leave for quarantine, isolation, or other management-approved COVID-19 related reasons. The use of sick leave remains subject to all other policy provisions. Employees with questions or requests regarding sick leave should see their Program Manager.

**Working from home**

Family Outreach, Inc. staff are now working from the office. Upon authorization from the Executive Director and with appropriate technology, devices, and mandatory technology safeguards, employees impacted by COVID may work from home. Employees working from home must comply with the Work at Home policy and may be required to sign a telecommuting agreement if required by the Executive Director. Program Managers (or their designee) will provide specific direction to employees regarding the ability to work from home, as well as specific direction on work hours and schedule for non-exempt employees. Family Outreach expects employees working from home to communicate frequently with their supervisor and to accurately report hours worked. Employees impacted by COVID-19 and working remotely must communicate with their supervisor as to their individual capacity to continue to work remotely as their individual or household situations change. Employees shifting between working remotely and using leave must clearly delineate and report their time.

## **Strategies for Managing Risk**

Family Outreach, Inc. bases the following risk mitigation strategies on the CDC's Summary of Guidance for Minimizing the Impact of COVID-19 on Individual Persons, Communities, and Health Care Systems — United States, August 2022<sup>1</sup>

**Vaccination:** Family Outreach, Inc. continues to promote up to date vaccination as protection against serious illness, hospitalization, and death. It is important to stay up to date, especially as new vaccines become available.

**If you are sick:** Regardless of vaccination status, you should isolate from others when you have symptoms of COVID-19 or any other contagious illness. You should also isolate if you are sick and suspect that you have COVID-19 but do not yet have test results. If your results are positive, follow CDC's full isolation recommendations. If your results are negative, you can end your isolation. All employees are required to complete a health self-screening assessment at the start of their work shift if they are working from their normal place of work. Employees experiencing any symptoms of contagious illness must stay home or leave work immediately and notify their immediate supervisor or follow the normal call-in/out procedures for leaving or not reporting to work

**Exposure:** If you were exposed to COVID-19 (i.e., close contact with an individual with COVID-19), **wear a high-quality mask for 10 days and get tested 5 full days after your last exposure.** The CDC continues to define close contact as someone who was less than 6 feet away from an infected person (laboratory-confirmed or a clinical diagnosis) for a total of 15 minutes or more over a 24-hour period (e.g., three separate 5-minute exposures for a total of 15 minutes).

**Testing:** If you are an employee and were exposed to COVID-19 or if you experience COVID-19 symptoms you should test for COVID (5 full days after exposure or immediately if you have symptoms). Family Outreach, Inc. maintains a limited supply of tests. If you need a test, please contact your Program Manager or Human Resources.

**If you are Positive for COVID-19:** If you test positive for COVID-19, you stay home for at least 5 days and isolate from others in your home. You are likely most infectious during these first 5 days. Wear a high-quality mask when you must be around others at home and in public.

- If after 5 days you are fever-free for 24 hours without the use of medication, and your symptoms are improving, or you never had symptoms, you may end isolation after day 5.
- Regardless of when you end isolation, avoid being around people who are more likely to get very sick from COVID-19 until at least day 11.
- You should wear a high-quality mask through day 10.
- If you had [moderate illness](#) (if you experienced shortness of breath or had difficulty breathing) or [severe illness](#) (you were hospitalized) due to COVID-19 or you have a weakened immune system, you need to isolate through day 10.
- If you had [severe illness](#) or have a weakened immune system, consult your doctor before ending isolation. Ending isolation without a viral test may not be an option for you. If you are unsure if your symptoms are moderate or severe or if you have a weakened immune system, talk to a healthcare provider for further guidance.
- After you have ended isolation, if your COVID-19 symptoms worsen, restart your isolation at day 0. Talk to a healthcare provider if you have questions about your symptoms or when to end isolation.

Maintaining physical distance and limiting exposure time are just two components of how to protect yourself and others. The guidance on the following pages will help you mitigate risk and assess the likelihood that you were infected when you were around a person with COVID-19 (the questions are written in past tense to help you assess the likelihood that you were infected when you were around a person with COVID-19). **If multiple factors on the following pages indicate higher transmission risk, you should follow the steps for what to do if you are exposed.**

We will continue to exercise caution. Please take the time to care for yourself and support each other.

Jackie Mohler M.Ed., LBA  
Executive Director




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<sup>1</sup> <https://www.cdc.gov/mmwr/volumes/71/wr/mm7133e1.htm>

## Factors that lower or increase risk of transmission


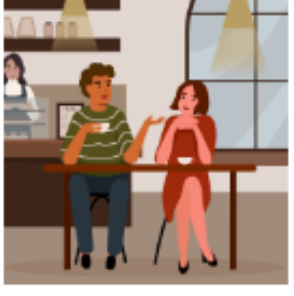

**Length of time:** How long were you with the infected person?

Longer exposure time increases the risk of transmission (for example, contact longer than 15 minutes is more likely to result in transmission than two minutes of contact).

Shorter exposure time	Medium exposure time	Longer exposure time
		
Lower Risk	Moderate Risk	Higher Risk



**Cough or heavy breathing:** Was the infected person coughing, singing, shouting, or breathing heavily?

Activities like coughing, singing, shouting, or breathing heavily due to exertion increase the risk of transmission.

Less	Moderate	Elevated
		
Lower Risk	Moderate Risk	Higher Risk

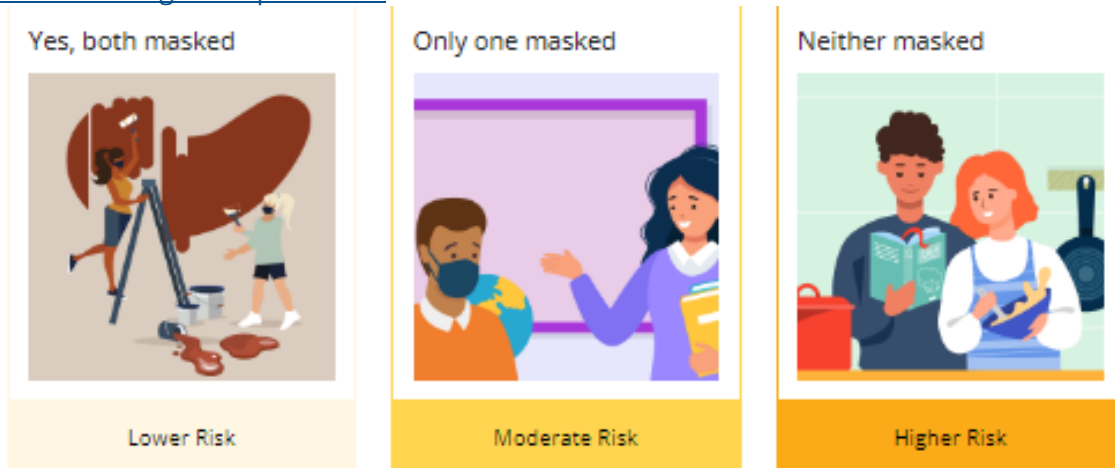
**Symptoms:** Did the infected person have symptoms at the time?<sup>1</sup>

Being around people who are symptomatic increases the risk of transmission.

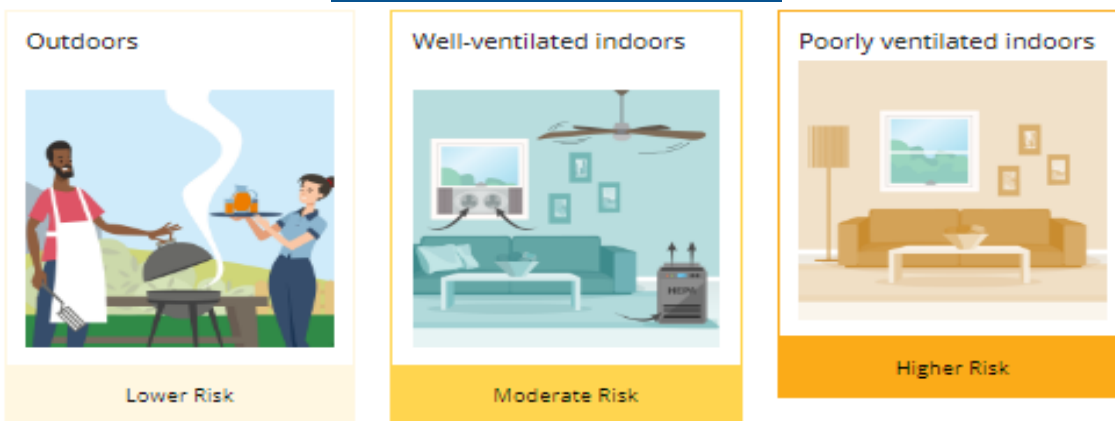
No symptoms	Symptoms
	
Lower Risk	Higher Risk

**Masks:** Were you or the infected person or both wearing a [respirator](#) (for example, N95) or high-quality [mask](#)?

If one person was wearing a mask, the risk of transmission is **decreased**, and if both people were wearing masks, the risk is **substantially decreased**. Risk is also lower if the mask or respirator is a [type that offers greater protection](#).



**Ventilation and filtration:** How well-ventilated was the space? More outdoor air can **decrease** the risk of transmission. Being outside would be lower exposure risk than being indoors, even with good ventilation and filtration; both of those options would be lower risk than being indoors with poor ventilation or filtration. See the [Interactive Home Ventilation Tool](#).



**Distance:** How close was the infected person to you?

Being closer to someone who is infected with COVID-19 increases the risk of transmission. Crowded settings can raise your likelihood of being close to someone with COVID-19.

