



## HUMAN RESOURCE & PROFESSIONAL DEVELOPMENT PROTOCOLS

It is the goal of NCIA and specifically the Human Resources & Professional Development Department to hire and train competent, compassionate employees. This not only consists of “new hires” and those attending New Hire Orientation and training but also those current employees who are required to complete refresher/re-certification training(s). In order to accomplish this, the following procedures have been created to maintain our organizational environment of “Safe in All Settings” for those we support, their families/caregivers and staff. These procedures will be in place until further notice.

### **Hiring Safety Procedures:**

1. NCIA designated staff will maintain contact with applicants through a variety of remote methods including phone calls, emails, texts and video conversations. NCIA staff will conduct initial screenings and contacts via these methods as much as possible until they determine an “in person” meeting or interview is necessary.
2. Prior to a potential employee visiting the office, staff should conduct a “risk screening” over the phone. (This form can be found on the next page). This form will be used to determine if the person is at an elevated risk of sharing COVID-19 virus based on their personal symptoms and exposure to others in their living environment.
3. Once it is determined that the person does not pose an elevated risk, NCIA staff will schedule a time for the person to come to the location for the next phase of the process. All applicants must wash their hands/use hand sanitizer during their visit, wear a mask and maintain as much distance as possible from others. Other safety procedures may be necessary as directed.
4. NCIA will schedule specific appointment times for persons to come to the office so that waiting times are kept at a minimum. The goal should always be to have no more than (1) person in waiting area.
5. All applicants entering an NCIA building will need to complete a screening form used to assess the degree to which the applicant poses an elevated risk of exposure to COVID-19. This will be administered upon entry (unless otherwise designated) and includes obtaining the current temperature of the applicant. If an applicant has any COVID-19 symptoms, they should not be allowed entrance & be rescheduled.
6. Screening forms will either be completed on a secure computer document or, if done in person, in a private setting to protect confidential information. Completed paper forms will be given to the designated HR employee for safekeeping.
7. The process of scheduling and screening should occur each time a potential or new hire enters any building up through training and orientation.
8. Once hired, the NCIA staff will coordinate and notify the new hire of the dates and locations of trainings.



SAFE IN ALL SETTINGS

**NCIA ADMINISTRATIVE SCREENING QUESTIONS**  
*(for someone coming to a NCIA location for work purposes)*

Printed Name of Person: \_\_\_\_\_ Date: \_\_\_\_\_

Completed by (Printed name & Title): \_\_\_\_\_

***IF SOMEONE ANSWERS “YES” TO ANY QUESTION BELOW , THEY SHOULD RESCHEDULE THE APPOINTMENT AND SEEK MEDICAL TREATMENT.***

- |  |     |    |
|--|-----|----|
| 1. Do you have a cough?  | Yes | No |
| 2. Do you have a fever, or have you had one in the last 14-21 days?                                      | Yes | No |
| 3. Have you come into contact with any people with confirmed diagnosis of COVID-19 in the last 14 days?  | Yes | No |
| 4. Are you experiencing any shortness of breath or chest tightness?                                      | Yes | No |
| 5. Are you experiencing any other flu-like symptoms such as stomach upset/diarrhea, headache or fatigue? | Yes | No |
| 6. Have you recently experienced a loss of taste or smell?   | Yes | No |
| 7. Have you been treated or diagnosed with COVID-19 in the last 14 days?                                 | Yes | No |

**NOTICE:** *For the health and safety of all, you will need to stay in home isolation for 14 days should you become diagnosed or treated for COVID-19.*

***If at any point in the future you become COVID-19 symptomatic, you should immediately seek medical treatment, and then notify the Human Resource Department.***

**New Hire and/or Annual Training safety procedures:**

1. NCIA designated staff will maintain contact with new hires and staff attending refresher trainings through a variety of remote methods including phone calls, emails, texts and video conversations. NCIA staff will notify new hires and/or current employees on dates and locations of trainings.
2. Prior to the training date, the office staff should conduct a “risk screening” over the phone. (This form can be found on the preceding page). This form will be used to determine if the person is at an elevated risk of sharing the COVID-19 virus based on their personal symptoms, exposure to others in their living environment, and within their community at-large.
3. All staff must wash their hands/use hand sanitizer, wear a mask and maintain as much distance as possible from others throughout the training session. Other safety procedures may be necessary as directed.
4. Staff must wait (as necessary) six feet apart when in lines. Lines and crowding should be avoided as much as possible during any training activity.
5. All tables and desks must be kept a minimum six feet apart from each other whenever staff is in the same room. This distancing must be maintained during meal breaks and restroom breaks. Each person must keep their personal belongings in a designated locker or with them and not “congregate” those items with other objects.
6. If physical contact is required during any training, then each person involved must wear full PPE as provided by the agency. This consists of full-face protection (eye covering plus mask), gown and disinfected hands or gloves.
7. The process of scheduling and screening should occur prior to each training and orientation session. Disinfectant procedures should be followed at the end of each training session.
8. Any questions on safety protocols or procedures should be forwarded to the NCIA Director of Quality & Compliance at (443) 894-0907.