



## What if a client tests positive for COVID-19?

If a client tests positive for COVID-19, please complete the following steps:

### Managers:

- Inform Human Resources if the client has been in physical contact with another TMI client or employee. Any TMI employee who has been in the physical presence of such client will need to follow our current COVID-19 Exposure protocol. This can be found on the employee section of the website, under Policies & Procedures
- If other clients were exposed to the individual who tested positive, managers must notify them.
- Report the information to the department director.
- If applicable, contact the client's family.
- If applicable, report the information to the Regional Center.
  - Contact the client's Service Coordinator
  - Prepare and submit a Special Incident Report to Regional Center by appropriate deadlines
  - Follow up with Regional Center as needed
- If applicable, contact the client's Vocational Rehabilitation Counselor at the Department of Rehabilitation

### Direct Staff:

- Report the information to your supervisor immediately.
- Inform the supervisor if the client has been in contact with other client or employees.