

**Announcing Agency COVID Protocol Changes to Quarantine Guidelines and  
Some Reminders Regarding Submitting and Processing COVID-Related Information  
January 21, 2022**

Good afternoon to all! As referenced in the All Agency email that was sent last week, The Baby Fold is moving forward with making changes to our Agency COVID protocols for Quarantine, which will align our practices with the Centers for Disease Control (CDC), and the Illinois Dept of Public Health (IDPH).

**Revised Quarantine Guidelines if you meet the definition of “close contact” with a  
COVID-19 Positive Person(s) –Effective January 24, 2022**

The definition of WHO is required to Quarantine following a “close contact” with a COVID positive person has changed. Please read these changes carefully:

1. **Unvaccinated employees, AS WELL AS employees that have NOT received a booster shot** and are 2 months past receiving their initial vaccine (if you received Johnson and Johnson) or 6 months past receiving their initial vaccine (if you received Pfizer or Moderna) **MUST Quarantine at home for 5 days followed by use of a KN95 mask for 5 days, upon return to work.** You will be eligible to return to work after the 5 days of quarantine if the following criteria are met:
  - **Your most recent date of the “close contact” counts as Day 0. If you have remained symptom free after Day 5 , you may then return to work and ALWAYS wear a KN95 mask during working hours for the next 5 days (both on agency properties, and in service delivery).**
  - **NOTE: If you develop symptoms in the first 5 days of Quarantine, you must continue in Quarantine, and seek a lab administered test for COVID-19. You may email the test results to [Covid-19documentation@thebabyfold.org](mailto:Covid-19documentation@thebabyfold.org)**
  - **NOTE: If you return to work after a 5 day Quarantine period and these criteria are not met, you will be subject to documented and progressive employee discipline.**
  
2. **Employees who have received recommended COVID vaccines, including booster vaccines as recommended, do NOT have to Quarantine.** You must ALWAYS use a KN95 mask as described above, for 10 days, on all of The Baby Fold’s properties, and in service delivery, following the date of the close contact.

**Quick Reminders for Reporting COVID Status Information**

- Please do NOT send status of being Covid positive, or having “close contact” to the Human Resources email box.
- There will be other Leadership Team members helping to process COVID positive and contact tracing, after hours, in Veronica’s absence. Your supervisors and department directors will know who to contact after hours to process the more urgent notifications after hours.
- You may use the [Covid-19documentation@thebabyfold.org](mailto:Covid-19documentation@thebabyfold.org) email box to send test results, or to update your vaccination status.

**If you have any questions, please contact your Department Director...Many Thanks!**

