



INFORMATIVE DETAILS REGARDING BEST PRACTICES FOR STAFF REGARDING COVID-19 TO HELP KEEP YOU AND OTHERS HEALTHY

FOR ALL ESSENTIAL (DUTIES) STAFF CURRENTLY WORKING:

Screen yourself each day prior to coming to work by asking yourself these questions:

1. Are you currently experiencing fever and respiratory symptoms? YES NO

If “yes” to above: What is/was your temperature (in degrees F): If respiratory symptoms please check all that apply: - cough shortness of breath other (please list below):

2. Is anyone you live with currently experiencing fever AND respiratory symptoms? YES NO

3. Have you or anyone in your household been diagnosed with COVID-19? YES NO

4. Have you had close contact with someone diagnosed with COVID-19 in the last 30 days?
 YES NO

4. Have you or anyone you have had close contact with traveled to China, South Korea, Japan, Italy or Iran in the past 30 days? YES NO

If you have a temperature 99.6 F or higher, OR if you have respiratory symptoms not explained by a chronic usual condition for yourself (like seasonal allergies or asthmatic cough), OR BOTH temperature and symptoms, you MUST stay home. Call your supervisor and let them know. Be sure to include the date you first started having symptoms. Then call your medical provider for further instructions for your care.

During your work day maintain social distancing practices with your co-workers and residents. This means being NO CLOSER than 6 feet from another person at all times, if at all possible. If you must be in close contact (which means closer than 6 feet apart), then you MUST limit that contact. Some authorities are suggesting (speculate) that if a face mask is not available, a scarf may be used when in close proximity to others in less than 6 feet. Plan your work duties accordingly. Respect each other’s space. This is the way we can BEST care for each other right now.

Wash hands regularly. NOTE: Frequent hand washing or use of hand sanitizers will dry out your hands. It is important that you regularly use a good lotion in order to keep your skin from cracking. Small cracks in your skin can be a way for germs to enter. Avoid this by using lotion and gloves appropriately. Having a small bottle of lotion in your pocket or immediate work area that you can use throughout the day may be a good practice.

If you begin having symptoms during your work day, stop your activities immediately. Go to your car and call your supervisor from your car. Tell your supervisor about your symptoms and if you have a fever or not. When possible report off (give notice) on work you were assigned that may still need to be done. It is advised that you contact your medical provider from home---by phone or via virtual visit. It is not



recommended that you show up at the Dr's office, emergency room or urgent care, as they may not take you in. Let them know you are coming if you need to go in. NOTE: If things are busy where you normally go, you MAY be directed to another health care site. Follow the instructions you are given. This helps keep one place from being too crowded, and decreases long wait times, while keeping you and healthcare staff safe. It is possible that you doctor's office/medical provider may have already advised you on where to go in case of COVID 19 symptoms.

In order to return to work after being ill with a temperature or respiratory symptoms, you MUST have a written medical clearance from your medical provider to return to work. This should be consulted and updated to follow the local county health dept. guidelines and the CDC guidelines as they are continually changing during the COVID 19 Pandemic. For Asymptomatic symptoms, the observation has been 7 days from first symptom and 3 days after not having a fever. Testing is strongly encouraged and is becoming more available.

Handling of potentially contaminated trash, clothing, linens, work areas: Wear gloves when handling. For cleaning use appropriate cleaners for the space (i.e. food safe cleaners in the kitchen, and items like Lysol or Clorox in non-food areas). All wastebaskets should be lined with plastic bags. All large trash bins should be lined with heavy, puncture-resistant plastic bags. When disposing of contaminated trash, make sure that the bag is securely tied off before putting in large bin. Please try to tie off closer to the top of the trash, to avoid excess air in the bag, which if punctured can cause germs to spread.

FOR KITCHEN STAFF:

If two or more of you are working in the kitchen at one time—divide up your work so it can be done in opposite ends of the kitchen. This will help to maintain your social distancing. Assign work accordingly. This takes some thinking and planning.

You MUST always wear gloves when you are touching food and dishes that have been soiled. Make sure you wash your hands and change out your gloves between work duties as required and particularly when moving towards working with food.

FOR HOUSEKEEPING STAFF:

We will be using WAXIE products to ensure all cleaners used should be ones that kill 98-99.8% of all germs. The use of Lysol or equivalent for areas where you need to avoid bleaching of colored fabrics, or Clorox or the equivalent for areas that bleaching doesn't produce a negative result.