



COVID-19 Pandemic

POLICY

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1. To protect clients and employees from transmission of the COVID-19 virus.
2. To ensure employee education on COVID-19 best practices is available and understood.

PROCEDURE

1. It should be assumed that any person encountered by an employee or client outside of their home could be infected with the COVID-19 virus. It is important to practice social distancing strategies when outside the home. Maintain a 6-foot radius from others. If a Stay at Home order is in place only leave your home for essential reasons such as providing client services, food shopping, going to the pharmacy, etc. Do not let anyone visit your home during a Stay at Home order, even family members.

2. Stay home if you are feeling sick with any of the following symptoms and notify your supervisor at once if you have an onset of these symptoms while providing services to a client:

- a. Fever
- b. Cough
- c. Sore Throat
- d. Respiratory symptoms, runny nose, difficulty breathing, chest pain upon taking a breath
- e. Headache, muscle aches and pains



f. GI symptoms

g. Sudden onset of acute fatigue

h. Sudden loss of smell/taste

3. Notify your supervisor immediately and **Stay Home** if a you or a member of your direct household (i.e. anyone who is currently living with you) is displaying any of the symptoms listed above -or - if you or a direct household member are notified that you have or may have been been exposed to a person who has tested positive for COVID-19 or is in the process of being investigated, tested or awaiting results of a COVID-19 test. If you are caring for a client and the client or a member of their immediate household develops any of the symptoms listed above, or if the client or a member of their immediate household is notified they have tested positive for COVID-19, or may have been exposed to CLOVID-19, or is in the process of being investigated, tested or awaiting results of a COVID-19 test immediately contact the office for instructions. Continue to practice all infection control procedures while awaiting response from your supervisor.

4. Read through all COVID-19 information posted on the employee training portal and ask your supervisor if you have any questions regarding the information.

5. Review SHS training materials and policies and procedures regarding Universal Precautions and Infection Control posted on the employee training portal.

6. At home and at client's homes, conduct frequent disinfecting of all frequently touched surfaces - doorknobs, grab rails, bannisters, counters, bathroom fixtures, etc. (environmental cleaning and disinfection recommendations can be found on the CDC's website).

7. Thoroughly wash your hands for a minimum of 20 seconds frequently throughout the day and always before preparing food, after using the bathroom or coughing/sneezing, petting animals, and assisting a client with personal care activities. If you can't wash your hands, use a hand sanitizer that is at least 60% alcohol.