Protocol for Prevention and Management of COVID-19

BACKGROUND: COVID-19 is a respiratory disease caused by the SARS-CoV-2 virus. Illness severity ranges from asymptomatic to life-threatening. Signs and symptoms of infection can include fever, cough, and difficulty breathing. Fatigue, muscle aches, sore throat, headache, and less frequently, gastrointestinal symptoms, such as nausea, vomiting, or diarrhea also have been reported in some patients. Older adults and those with chronic medical conditions are at highest risk for severe illness.

For the purpose of this guidance:
- *Fever is defined as temperature at or above 100.4°F (100.0°F using contactless thermometer.)*
- *Respiratory symptoms are defined as new cough, sore throat, difficulty breathing, or shortness of breath.*

Ill visitors and staff are the most likely sources of introduction of COVID-19 into the workplace. Spread can occur between and among clients, staff, and visitors. Screening of all staff, including those not directly involved in care, is important to prevent introduction of COVID-19 into a home.

GENERAL MEASURES TO BE IMPLEMENTED:
To help protect staff and clients from being exposed to COVID-19, please:
1. Screen all staff and visitors prior to entering the workplace at the beginning of each shift. Require employees to take their temperature with a thermometer and report to their supervisor any cough, sore throat, shortness of breath, temperature, and any other symptoms.
2. Restrict any staff or visitors from entering a workplace, including family members, who are ill, experiencing COVID-19 related symptoms or have tested positive for COVID-19.
3. Minimize work activities and restrict community activities with potential for exposure. Encourage clients to wear a mask.
4. All staff and visitors must wear face masks at all times while working with a client. Masks must be worn appropriately as indicated in CDC guidelines.
5. Staff will correctly use and remove personal protective equipment (PPE).
   a. Apply and use PPE correctly as per CDC guidelines. N95 masks are to be used when assisting individuals with confirmed/suspected COVID-19 positive cases.
   b. Surgical or cloth masks may be used for all other daily wear.
   c. Wash hands before putting on PPE; do not touch the front of the mask; ensure mask has a proper seal around the face, etc.
   d. Follow guidelines for removal of PPE: grab from edges instead of the front; remove and dispose carefully; wash hands afterwards.
   e. Staff will be provided information on proper use of PPE.
   f. PPE (including facemasks, eye protection, gowns, and gloves) will be available for use to every employee.

6. Encourage hand hygiene and respiratory etiquette by all clients, visitors, and staff:
   a. Staff should review and follow recommendations for hand hygiene before and after contact with client, after contact with contaminated surfaces or equipment, and after removing personal protective equipment (PPE).
   b. Encourage handwashing and/or use of alcohol-based hand sanitizer.
   c. Hand sanitizer, soap and paper towels will be available for handwashing.
   d. Frequently wash hands with soap and water for at least 20 seconds or use alcohol-based hand sanitizer containing at least 60% ethanol or 7% isopropyl alcohol (hand washing preferred whenever possible), especially after going to the bathroom, before and after eating, before and after providing care.
   e. Always wash hands with soap and water if hands are visibly dirty. All staff and visitors must wash their hands immediately after entering the workplace and prior to leaving.
   f. Staff and visitors must use "cough etiquette." Cover mouth and nose with a flexed elbow or tissue when coughing and sneezing. Throw away the used tissue immediately and wash hands or use alcohol-based hand sanitizer.
   g. Staff and visitors will be encouraged to avoid touching face, nose, eyes or mouth.
   h. Do not shake hands. Other means of greeting is encouraged.
   i. Signs will be posted encouraging hand hygiene and respiratory etiquette.
7. Exercise infection control practices and frequent disinfecting of high touch surfaces and common areas:
   a. Cleaning of high touch surfaces and common areas should occur regularly, at a minimum of every 2 hours while providing client services.
   b. Clean and disinfect high touched objects and surfaces using EPA-registered disinfectants (refer to list of approved disinfectants on CDC website).
   c. High touch surfaces include, but are not limited to, commodes, toilets, faucets, bathroom counters/faucets, hand railings, telephones, door handles and knobs, computer equipment, kitchen counter/faucet and other kitchen food preparation surfaces.
   d. Make sure to not wipe disinfectant right away; allow to stay on surface for at least 10 minutes, or as per manufacturer's recommendations for utmost effectiveness. Use all cleaning products according to the directions on the label. Use gloves when handling disinfectants/cleaning. Wash hands after removing gloves.
   e. Clean and disinfect work areas after each meeting and interactions between client and visitor.
8. Encourage visits outside to optimize social distancing.
9. Staff and visitors must practice/maintain six (6) feet of social distance.

CLIENT SPECIFIC MEASURES TO BE IMPLEMENTED

1. Actively evaluate clients when providing services at least once daily for symptoms (new cough, sore throat, shortness of breath), fever (using a thermometer).
2. Staff and client must wear masks at all times.
   a. Practice social distancing.
   b. Practice hand hygiene.
   c. Frequently sanitize equipment.
   d. Staff and client will continue to monitor for symptoms.
3. Set up a process to allow for effective client communication:
   a. Ensure emergency contact information for family members and the client's responsible party is up to date.
   b. Ensure proactive communication with clients, loved ones, support circle, contractors, volunteers, etc. to make them aware of current COVID-19 restrictions and to keep them up to date.
   c. Communicate with the client's care team in order to get their concerns or questions answered.

POSSIBLE EXPOSURE TO COVID-19: STAFF

1. Staff should notify human resources upon knowledge of possible exposure—while at work or outside of work—or if experiencing symptoms. N95 masks are to be worn when working directly with clients. Staff are encouraged to obtain a COVID-19 test 3-5 days after exposure.
2. Staff developing symptoms while at work should immediately notify their supervisor and leave work. Once identified, staff with respiratory or influenza-like illness should not work and are recommended to obtain a COVID-19 test.
3. Staff should self-monitor for symptoms, and seek re-evaluation from their health care provider if respiratory symptoms recur or worsen. Staff should quarantine at home under current protocol from local health authorities in coordination with the CDC.
4. Staff will work with human resources to develop a return-to-work plan following current protocol from local health authorities in coordination with the CDC.

CONFIRMED COVID-19: STAFF

1. Staff will isolate and follow return-to-work criteria as per local health authority guidelines in coordination with the CDC. (See Attachment #1)
2. After returning to work, staff must follow return-to-work practices:
   a. Wear a facemask at all times.
   b. Adhere to hand hygiene, respiratory hygiene, and cough etiquette (e.g., cover nose and mouth when coughing or sneezing, dispose of tissues in waste receptacles). Wash hands afterwards.

c. Self-monitor for symptoms, and seek re-evaluation from occupational health if respiratory symptoms recur or worsen.
    3. If staff were never tested for COVID-19, but have an alternate diagnosis (e.g., tested positive for influenza), criteria for return to work should be based on that diagnosis.

POSSIBLE EXPOSURE OR CONFIRMED COVID-19: CLIENT
    1. Clients developing symptoms should quarantine for 14 days and limit their contact with others as much as possible. COVID-19 testing is highly recommended.
    2. Clients developing symptoms while receiving services should immediately notify their assigned staff member and leave the work site immediately.
    3. Clients with respiratory or influenza-like illness and are recommended to obtain a COVID-19 test.
    4. 911 to be called as indicated for respiratory distress or emergent issues.
    5. Services shall be suspended until client fulfills quarantine or isolation guidelines and remains symptom free.
    6. Encourage clients to contact their health care provider for an evaluation if symptomatic, and, if needed, local public health department for guidance.
    7. Contact human resources for assistance and direction on completing contact tracing to identify other clients and/or staff who might have potentially been exposed.
    8. Staff must exercise infection control practices listed above before and after contact with clients.

COVID-19 RELATED STAFF TRAINING
    1. Provide training on implementing recommended COVID-19 and infection prevention:
        a. Direct care staff demonstrate competency with putting on and removing PPE.
        b. Effective infection control practices.
        c. Hand hygiene and respiratory etiquette.
        d. Self-care best practices.
    2. Encourage staff to stay up to date with local and state COVID-19 activity and developments (in addition to CDC)

Protocol for Prevention and Management of COVID-19
Attachment #1
SAFETY PRECAUTIONS

Taking Temperature	All **employees** will test temperature prior to shift. Touchless thermometers are available in the office reception areas and the HR Department. A temperature above 100.4 (or 100.0 with touchless thermometer) is considered symptomatic and you should not report to work. Call your Supervisor immediately.
Assessing Conditions	Do not report to work if you have any of the following symptoms: fever, cough, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.
Social Distancing	Maintain 6-foot distance from others, and limit outings in the community.
Sanitizing	Wash hands, disinfect surfaces regularly.
Masks	Wear masks when working in or around clients and in public, when social distancing is not possible (i.e. providing client care).

EMPLOYEES

Procedures for Staff

Steps	1-Employee Reports Direct Exposure to COVID-Positive Person	2-Employee Becomes Symptomatic or Tests Positive for COVID
1	Are they symptomatic? If yes, must stay off work immediately and follow steps in Column #2. If no, proceed with steps 2-9. Contact HR for guidance.	Employee must immediately be removed from all shifts. Contact HR for guidance.
2	Employee will review, sign and follow ***COVID-19 Exposure Safety Practices Agreement*** and receive an approved face mask and appropriate PPE. Training will include: *-Implementing Safety Practices* *-Safely Wearing Face Masks* *-Proper Use of PPE* *-Tips for Caregivers* *-Steps for Cleaning & Prevention* COVID-19 Plan Documents	**If employee tests positive:** Complete Contact Tracing going back to date employee became symptomatic and two days prior. For asymptomatic employees, trace going back two days prior to test date.
3	Employee will self-monitor for symptoms and wear a mask (provided by OMOCS) at all times while in the workplace.	Exposed clients, staff and community members will be informed of exposure within one day—maintaining confidentiality of source.
4	Employee will practice social distancing and disinfect workspaces regularly.	For exposed employees, follow steps in Column #1.

5	COVID-19 nasal swab testing will be provided <u>if suspected exposure came from work.</u> HR will supply an authorization form for approved Occupational Health Provider.	Return to work criteria: At least 10 days have passed *since symptoms first appeared* **(up to 20 days if severely ill or immunocompromised) and** At least 24 hours have passed *since last* fever without the use of fever-reducing medications **and** Symptoms (e.g., cough, shortness of breath) have improved.
6	If test is positive, follow steps in Column #2.	**Asymptomatic** employees may return to work when at least 10 days have passed since the date of their first positive viral diagnostic test (date of the test, not date results received).
7	If client is exposed, follow Client Procedures below.	Upon return to work, employee must wear a face mask at all times.
8	Supervisor and HR will check on employee regularly, monitor clients' well-being.	Employee must self-monitor for and report any return of symptoms.

Clients

Procedures for Clients

	1-Client Reports Direct Exposure to COVID-Positive Person or Tests Positive for COVID-19.
1	Are they symptomatic? If yes, encourage to seek medical attention and be tested immediately.
2	Services shall be suspended until client fulfills quarantine or isolation period, and: At least 10 days have passed *since symptoms first appeared* **(up to 20 days if severely ill or immunocompromised) and** At least 24 hours have passed *since last* fever without the use of fever-reducing medications **and** Symptoms (e.g., cough, shortness of breath) have improved.
3	If client tests positive for COVID-19: Complete Contact Tracing going back to date client became symptomatic and two days prior, or, if asymptomatic, the date the test was administered.
4	Exposed individuals will be informed of exposure—maintaining confidentiality of source.
6	If employees were directly exposed, see Employee section of this document for procedures.
7	Supervisor will check on client's well-being.

Rev 02-2021

Useful Links

DDS: Coronavirus Information and Resources:
https://www.dds.ca.gov/corona-virus-information-and-resources/

CDC: General Information for Essential Employees about COVID-19:

https://www.cdc.gov/coronavirus/2019-nCoV/hcp/index.html

CDC: Safety Practices for Essential Employees Exposed to Suspected or Confirmed COVID-19:
https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html

CDC: Return to Work Criteria for Essential Employees with Suspected or Confirmed COVID-19:
https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html

CDC: Contact Tracing for Potential Exposure to COVID-19:

https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assesment-hcp.html

CDC: Infection Control Guidance for Essential Employees about COVID-19:
https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control.html

https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Finfection-control%2Fcontrol-recommendations.html