

## **PANDEMIC COVID-19 (SARS-CoV-2)**

### ***PURPOSE***

To ensure that Y.E.S. The Arc's response and proactive measures maintain the safety and well being of all members and staff during the pandemic period to the best of our ability. Implement policies, procedure, and guidance from DDD, Arizona Department of Health and Safety, Center for Disease Control and Prevention, and The World Health Organization.

### ***COVID-19 (SARS-CoV-2)***

Not much is known about COVID-19 also known as SARS-CoV-2. COVID-19 is a new strain of coronavirus that has not been previously identified in humans. The COVID-19 is the cause of an outbreak of respiratory illness first detected in Wuhan, Hubei province, China. Since December 2019, cases have been identified in a growing number of countries. In Arizona, it has been deemed as widespread by the CDC. Coronaviruses are a large family of viruses that are known to cause illness ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). Public health authorities are learning more every day.

### ***SIGNS AND SYMPTOMS***

Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed coronavirus disease 2019 (COVID-19) cases.

These symptoms may appear 2-14 days after exposure.

- Fever
- Cough
- Shortness of breath

If you develop emergency warning signs for COVID-19 get medical attention immediately.

#### **Emergency warning signs include:**

Trouble breathing, persistent pain or pressure in the chest, new confusion or inability to arouse  
bluish lips or face

This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

## PROTECTING YOURSELF AND OTHERS

There is no vaccine for the virus. The best way to prevent illness is to avoid being exposed to the virus.

### *POLICY*

Staff must take every measure they can to keep safe and follow all procedures to ensure they are protecting themselves and the people we support from the further spread of COVID-19.

### *PROCEDURES*

- 1. Wearing of face Coverings.** As Proclaimed by the city of Cottonwood effective 06/19/2020 all persons must wear face coverings that are designed to cover both the nose and mouth whenever such person is in a close public setting. Exceptions; when objectively unfeasible including but not limited to when contraindicated by an underlying physical or mental disability or health condition; or when dining/drinking in a public establishment. "Close Public Setting" is defined in the proclamation to include any building, facility, school, business, workplace, public vehicle, or other indoor or outdoor space, event, program, gathering or activity in or at which a person is or will likely come within less than 6 feet of any other person to whom they are not related or with whom they are not currently sheltering.
- 2. Screen ALL members, staff and Visitors.** Any person entering any program site must sign in. They will be asked if they have any symptoms they must circle yes or no. They must provide their phone number if we do not already have it on file. Any person showing signs or symptoms will not be able to enter the program. If it is a member that lives in that program instructions are covered further in this policy.
- 3. Social Distancing-** Maintaining 6 feet away from a person. Limiting the number of people who congregate and interact with one another within a facility and allowing more physical space between people can help curb spread of this infection. Depending on specific facility needs and severity of exposure to persons with COVID-19, social distancing can range from decreasing the number of people who can congregate at a time for different activities to suspending all nonessential activities. Explain to members and staff why people are isolated from others to avoid stigmatizing those who are affected. Members have the right to participate in the processes surrounding their funds that are kept in their home, as appropriate and where defined by their ISP-SP.
- 4. Wash your hands** often and thoroughly with soap and water for at least 20 seconds. Use an alcohol- based hand sanitizer if soap and water are not available and if your hands are not visibly dirty. Avoid touching your eyes, nose or mouth with unwashed hands. Always wash your hands before and after going into the bedroom.

5. **Cover coughs and sneezes.** The mouth and nose of a member should be covered with a tissue when he/she coughs or sneezes. The member can also cough or sneeze into his/her sleeve. Used tissues should be thrown away in a lined trash can, and the member should immediately wash his/her hands with soap and water for at least 20 seconds. Encourage the member to not use his/her hands to cover coughs and sneezes.
6. **Call ahead before visiting your doctor.** Before a medical appointment, call the health care provider and tell them of the member's symptoms. This will help the health care provider's office take steps to keep other people from getting infected. Do not use public transportation, instead use a privately-owned car if available, or if not a taxi or car service and have the member wear a face mask while outside of the facility
7. **Help with basic needs.** Make sure you can help the member adhere to instructions for medication and care, and provide support for getting groceries, prescriptions and other personal needs.
8. **Avoid sharing common items.** You should not share dishes, drinking glasses, cups, eating utensils, towels, bedding or other personal items with the member. After the member uses these items, you should wash them thoroughly.
9. **Clean all high-touch surfaces.** Clean frequently touched surfaces such as counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables, every day.
10. **Wash laundry thoroughly.** Wash all bedding, linens and clothing. Do not shake dirty laundry – this prevents the possibility of dispersing the virus through the air. Dirty laundry that has been in contact with a person who is ill can be washed with other people's items. Wash and dry with the warmest temperatures recommended on the fabric label and follow detergent label and instructions for use. Use a plastic bag lined container to transport bedding, linens and clothing. Once the bedding, linens and/or clothing is placed in the washer, be sure to dispose of the plastic lining. Clean and disinfect hampers or other carts for transporting laundry according to above
11. **Monitor your health.** Direct Support and others in close contact with the member should monitor their own health for signs or symptoms of fever, a new cough, new shortness of breath, or new sore throat. If that occurs, the caregiver will need to be isolated

## **PRESUMPTIVE POSITIVE/ POSITIVE CASE OF COVID-19**

### ***POLICY***

In the event there is a person shows signs, symptoms or has tested positive for COVID-19 they must be isolated. Careful measures must be taken in order to keep other staff or members and the community safe.

### ***PROCEDURES***

1. Any person showing life threatening conditions needs immediate help and 911 shall be called and you must inform them that the person is showing signs, symptoms or has tested positive for Covid-19.
2. A staff who is showing signs or symptoms or positive for COVID-19 will be sent home to isolate and encouraged to follow up with a medical professional.
3. A member who is showing signs or symptoms or positive for COVID-19 shall be isolated to their room. Have the member wear a mask if it can be tolerated without causing trouble/difficulty breathing.
4. In the event of concerns relative to self-harm, follow behavioral health provider's guidance.
5. Call the house supervisor, the supervisor will then call the Executive Director.
6. Staff on duty shall wear Personal Protective Equipment (PPE) including gloves, face mask, gown, and face shield when entering the members room. A sign will be posted on the members door that PPE must be worn. If you are in the same room as the member, stand at least 6 feet away unless otherwise needed due to an emergency or care.
7. Communicate with the member about symptoms of COVID-19 (fever, cough, difficulty breathing). Other symptoms could include chills, sore throat, headache, muscle aches, abdominal pain, vomiting, and diarrhea.
8. **Limit further Spread**
  - a. Other household members should stay in another room or be separated from the member who is ill.
  - b. Other household members should use a separate bedroom and bathroom, if available.
  - c. Prohibit any visitors who do not have an essential need to be in the home.
  - d. Clean all "high-touch" surfaces within the facility every day.

**9. Member Care**

- a. Staff will help member follow their healthcare provider's instructions for medications and care.
- b. Staff will help the member with basic needs and provide support, as needed, for getting groceries, prescriptions, and other personal needs.
- c. The member should wear a facemask, if available, around other people. The employee should wear a mask, if available, when in the same room as the resident.
- d. Avoid sharing household items with the member. After the member uses items, wash them thoroughly.

**10. Confirmed cases of COVID-19**

Any program serving a member with a confirmed case of COVID-19 should immediately contact:

- a. A healthcare provider such as their PCP.
- b. Write a GER (incident report), this must be sent to DDD within 24 hours.

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All residential staff members will be trained on these policies and procedures upon hiring and at least annually thereafter and within thirty days of any revisions. All trainings will be documented on the appropriate training form and kept in the employee's file.