

## Policy for COVID-19 Guidance

1. The Center has flexible policies for sick leave and absenteeism that encourage people to avoid coming in while sick.
2. All staff and participants/families are familiar with the signs and symptoms of COVID-19, especially fever, cough, and shortness of breath. Signs are posted making it clear that no one with any of the signs or symptoms should enter the building.
3. Each day, each participant and staff will be screened for signs and symptoms of COVID-19 before entering the main rooms. Documentation will be maintained. Persons exhibiting any symptoms will not be admitted.
4. Visitors and volunteers will be restricted.
5. Those over 65 years of age or older and those with underlying chronic medical conditions, such as heart or lung disease, will be informed that they are at high risk for severe disease from COVID-19.
6. Social distancing guidelines will be followed. If social distancing of at least 6 feet cannot be maintained, staff will wear masks or cloth face coverings as per CDC recommendations for the public.
  - a. Cloth face coverings are not considered personal protective equipment and should not be used by healthcare personnel as an alternative to facemasks when those supplies are indicated and still available.
  - b. Cloth face coverings should not be placed on anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
  - c. Separate spaces will be maintained that allow for small groups only (no more than 10 people, counting staff and participants).
  - d. Individual activities will be encouraged, and social distancing of 6 feet or more between persons to the best extent possible.
  - e. Mixing of groups or larger group activities will not be allowed. There will be a schedule in place for use of common areas. Interactions will be minimized and social distancing maintained to the best extent possible.
7. Ill persons will be moved to the room opposite the nurses' office until families arrive to take them home.

8. Staff will monitor participants for any indications of fever or respiratory illness. If an ill participant is identified, he/she will be moved as described in item 7 above. The next of kin or contact will be called to ensure the ill participant is released to them as soon as possible, preferably within 30 minutes.
9. Proper hand and respiratory hygiene practices will be taught and encouraged.
  - a. Regular and routine handwashing with soap and water or hand sanitizer will be provided upon entry, before meals and snacks, after blowing the nose, coughing or sneezing, after toileting and at other scheduled times during the day.
  - b. Coughing into the crook of the elbow will be encouraged, followed by handwashing/hand sanitizer.
  - c. Tissues and hand sanitizer will be provided to the extent available. Staff and participants will be reminded to avoid touching their eyes, nose, and mouth.
10. Supplies for good hygiene will be provided, including handwashing stations with soap and water, paper towels, and lined trash cans.
11. Surfaces will be routinely cleaned and disinfected, especially those that are touched. These surfaces are located throughout the building, and include kitchen, bathrooms, and common areas.
12. All staff and participants/families know and agree to follow expected communication protocols to inform the Executive Director about any health concerns in the Center. The director, in turn, will communicate appropriately with local health and licensing officials.
  - a. The health department will be notified if individuals with known or suspected COVID-19 are identified, if severe respiratory infection is identified, or if clusters (2 or more) of staff and/or participants are identified with respiratory infection.
  - b. Staff and participants/families must be notified if a case occurs at the Center.
13. If COVID-19 occurs in the Center, the practices outlined in 1-12 will be followed.

Signature: *Jane Bauknecht*    Date: *June 9, 2020*