

# Coronavirus - What You Need to Do

What is the Coronavirus – also known as COVID-19?

It is a powerful illness which makes some people very sick. If people are too close together, they can catch it very easily if someone else has it. People can have a sore throat, runny nose, cough, fever over 100 degrees and trouble breathing.

There is a stay at home order in the state of Ohio but you are an essential employee and need to continue to work because the people we serve still need assistance.

## **Here is the protocol we are using during this Coronavirus pandemic:**

What to do before you go to work:

Take your temperature orally before you go to work everyday.

If it is over 100 degrees, do not come to work and contact your supervisor immediately.

If you have had a fever over 100 degrees, you cannot return to work until it is under 100 degrees for 3 days without the use of medication.

Ohio requires face coverings at all times while at work. This includes when you are within 6 feet of the person you are serving and/or when you are doing personal care tasks including hygiene, toileting, meal preparation, and medication administration.

Continue to follow all universal precautions as you've been trained to do.

Wash your hands several times a day especially:

- after touching something that has been touched by someone else
- before and after you eat
- before and after handling medications
- after using the bathroom
- after sneezing or coughing
- after touching your face
- after using phones, filling out paperwork, etc...
- after touching money

Things to remember every time you wash your hands:

1. Wet your hands with warm running water
2. Apply soap
3. Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers and under your nails.
4. **Scrub for at least 20 seconds** – sign Happy Birthday twice to know how long to scrub them
5. Rinse your hands well under warm running water
6. Dry your hands with a **clean towel**

It is also important to keep the things around us, in each home, as clean as possible. This includes kitchen counters, sinks, bathrooms, doorknobs, railings, grab bars, wheelchairs and everything that is touched regularly. This should also include remotes, electronics, and phones.

“Social distancing” or “physical distancing” is a requirement except when providing a service that requires you to be closer. This means staying at home and not being in any group of people that is 10 or more in number. You should avoid going outside of your house or the consumer's house as much as possible. While working, you should let someone else go to the grocery store, pharmacy, or run other errands so you are not bringing the

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consumers in physical contact with anyone else. Contact your District Manager to see who is available in your area to help with this. This does not mean you cannot still talk to people, you can talk on the phone or through Facetime, Skype or other apps.

### **What to do when someone gets sick?**

Symptoms to look for: Fever of over 100 degrees is the most important thing to look for. Fever will also be accompanied by dry cough you feel in your chest and/or difficulty breathing (you feel like you cannot catch your breath or have tightness in your chest.) If someone has this combination of symptoms you need to contact your doctor or the department of health. They will give you direction on what to do next. Some people will have to go to the hospital and others will stay at home and recover at home.

If it is your consumer who is sick - make sure contact your supervisor and District Manager, you will need to fill out an incident report and you need to follow the advice of the doctor.

If it you, the staff, who is sick - do not come to work if you have a fever over 100 degrees. Contact your supervisor and District Manager to get coverage. You can return to work once the fever is gone for 3 days without using medication

### **What to do regarding a quarantine or isolation:**

What is the difference between quarantine and isolation:

**Quarantine** — Restricting the movement of people who might have been exposed to an infection but who aren't yet sick. Usually, quarantine restricts a person's movement to their home.

**Isolation** — Separating people with confirmed or probable infections from other healthy people, so that they can get better without infecting anyone else. One member of a household could be in isolation (perhaps in a designated room that others do not enter), while the other members of the household are in quarantine (free to move around the home but not enter the isolation area).

If a consumer you serve requires quarantine or isolation your first step is to contact your District Manager and they can determine with the SSA a plan of action for everyone to follow. It is important to identify now which staff are able spend 14 days quarantined or isolated with them to care for their needs. The person being tested needs to isolate themselves from the other people in the home.