

COVID PROCEDURES – Key Things to Know (9-1-21)

Monitor for Symptoms:

- Uncontrolled cough or change in baseline cough
- Fever of 100.4F or higher
- Difficulty breathing or shortness of breath
- Vomiting, nausea, diarrhea, or abdominal pain.
- New onset of a fever headache, especially with fever
- Sore Throat
- Loss of taste or smell

Direct exposure defined by CDC:

- Someone who has been within 6ft for at least 15 minutes, cumulatively in a 24-hour period with an infected person starts 48 hours (about 2 days) before their symptoms started.

What should I do if staff or individuals served have been exposed, have symptoms, tested positive or traveled out of the country?

- Notify Supervisor and HR/QA
- Complete Symptom call with HR/QA
- HR/QA will determine if a quarantine is needed and/or if any additional safety steps need to be implemented.
- ❖ Please remember that symptoms and exposures should be reported regardless of whether they occur while at work or during personal time.

Quarantine/Return to Work Guidelines:

- HR/QA will determine when employee is released from quarantine.
- The scenarios are as follows but not limited to:
 - Criteria for individuals with Suspected or Confirmed COVID-19
 - Symptomatic individual with suspected or confirmed CoViD-19
 - Individual with laboratory confirmed COVID-19 who have not had any symptoms
 - Individuals with severe to critical illness or weakened immune system
 - Individuals with suspected or confirmed to have direct exposure to someone who has had or is suspected of having COVID-19
 - Criteria for Individuals who have traveled outside of the country

How Can I Protect Myself and Others?

- **PPE:**
 - Mask should be worn indoors in communal areas or offices where others are present and there is an inability to remain at least 6ft apart when county transmission levels are substantial or high regardless of vaccine status.
 - Higher level mask and PPE may be required as deemed necessary.
 - If KN95 masks & N95 masks are utilized, staff should store the mask in brown paper bags at the end of their shift.
 - KN95 & N95 masks may be used up to 3 days.
 - Face shields should be worn when providing direct care within 6ft (i.e., showering, toileting, giving meds, feeding, etc.)
 - Face shields should be disinfected/cleaned and stored in brown paper bag when not in use.

- **Social Distancing:**
 - Staff and individuals served shall remain at least 3ft apart, when possible, in-service delivery areas. 6ft distance is recommended.
 - Social Interaction to Use: elbow bumps & waving
 - Avoid: handshakes, hugs, knuckle bumps.
 - **Cleaning/Washing Hands:**
 - Wash hands with soap and water for at least 20 seconds.
 - Use hand sanitizer
 - Sneeze or cough into your elbow rather than your hands.
 - **Cleaning/Disinfecting Work Area:**
 - Staff should disinfect the work area after use.
 - If the surface is dirty, clean the area/surface with soap or detergent and water first prior to disinfecting.
 - When disinfecting a surface,
 - utilize antibacterial cleaners such as sprays or wipes.
 - Use mister sprayer in facilities and vans
 - If disinfectant cleaners are not available, a bleach solution can be used as follows:
 - 5 tablespoons (1/3rd cup) bleach per gallon of water or
 - 4 teaspoons bleach per quart (4 cups) of water.
 - **Get Vaccinated:**
 - Vaccine Types: Pfizer, Moderna, and Johnson & Johnson
 - Vaccines available for individuals 12 and over.
 - Pfizer vaccine has received FDA approval
 - Someone is considered fully vaccinated when:
 - Two weeks after their second dose in a two-dose series, such as the Pfizer or Moderna vaccines.
 - OR
 - Two weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine.
 - Booster:
 - Immunocompromised individuals - currently available and may be administered 28 days after the last dose
 - All individuals - tentatively scheduled to release in the fall of 2021 and may be administered 8 months after last do

❖ As a reminder, Sycamore Services strongly encourages employees to get vaccinated against the coronavirus.
 - **Cohorting:**
 - Staff should try to limit the number of offices or locations to two sites or less unless job duties require multiple service locations.
 - If staff have a need to work at more than two office locations, staff shall wear a KN95 mask.

❖ As a reminder, Sycamore Services strongly encourages employees to create cohort groups outside of work as well to limit the number of individuals you are exposed to.
- ❖ We appreciate everyone working together to keep the individuals we serve and staff safe and healthy during this unprecedented time. Please continue to remember that decisions made inside and outside of work could potentially impact others. We encourage the above procedures both inside and outside of work.