



Martemucci Information

COVID Precautions are still in place until Corporate states otherwise this means Masks, Proper PPE, Hand washing and sanitizing

This is EVERY half-hour cleaning and sanitation.

Every day you must make a new batch of Bleach and water mix, label this with Date made, date expired (24hrs) and your initials. If this is being done properly then that bottle by the next day should be empty or close to it. We have aerosol spray disinfectant this should be used on DK's Chairs, door knobs, computers, light switches or anywhere all of us touch. Furniture should be sprayed and wiped down at this time as well. We also have for your convince Clorox wipes which I should have one in every room labeled with date opened. All of these are to help make your guys days and clearing easier.

All Documentation Must be complete

- Integro Documentation
- Nextstep Documentation
- Daily Care Logs
- Med Key Attestation
- House Key Log
- Van Key Log
- Temp Logs
- Sharps Log
- Staff Change Agenda
- Staff Checklist/ Cleaning Log
- Resident Shower Charts
- Bed Linen Changes/Room Deep Cleaning
- Laundry disinfection Log

Razor Sign out

- **Make sure you are properly doing Shift changes. This includes a walk through the house, if things are not complete ask the outgoing shift to complete the task or report it to Management.**
- **Properly count the controlled Medications as well as hand off the keys, and sign all appropriate paperwork for this. If something is off you will be held accountable for the missing medication which is a medication error and PA**
- **Residents Hygiene is EVERYONE'S responsibility this includes but not limited to Showers (every other day), Nail care (fingers only), Shaving. The same with residents' rooms & Linens being changed.**
- **Everyone is assigned a Laundry Day this is to be followed with the exception of bed pads, urine-soaked clothing or bedding, and towels. No Residents clothing should be in with another!!! This is a health hazard and needs to be followed per Beacon Policy!**
- **All residents are assigned a Shower Day, Laundry Day, and Linen change/ room deep cleaning day. This is for you convince not mine.**

- **Last but not least pay attention to starrs or training schedules which will be sent thru your email, if they are not completed in a timely manner, this will become a disciplinary action and I will take you off the schedule.**

Check you emails daily, & Folders daily for necessary Notifications and check your schedules for any communications

Adam [Signature]
11/10/21

Amber Sheplard 11/10/21