

## **COVID-19 directions regarding PPE and positive cases:**

For sites/locations where personal care are not needed:

- Staff will be required to use a cloth face mask on shift
- Individuals will be encouraged to wear a cloth face mask on shift but it will not be mandatory.
- Cloth face masks for the staff and the individual will be provided by DHHC.
- Staff will follow the cloth face mask guidelines on maintenance and care. (training/flier provided)
- If the cloth face mask is lost or broken it will be responsibility of the employee to notify their supervisor/on call of the need for replacement.
- Staff and individuals will also be encouraged to follow COVID prevention and precautions such as social distancing (6 ft+), wash hands, staying home when sick and disinfect areas. (training/flier provider and cleaning flier)

For sites/locations where personal cares are needed:

- Staff will be required to use cloth face masks on shift when they are not able to social distance (6 ft+).
- Individuals will be encouraged to wear a cloth face mask on shift, but it will not be mandatory.
- Cloth face masks for the staff and the individual will be provided by DHHC.
- Staff will follow the cloth face mask guidelines on maintenance and care. (training/flier provided)
- If the cloth face mask is lost or broken it will be responsibility of the employee to notify their supervisor/on call of the need for replacement.
- When providing personal cares staff will be required to wear a surgical mask, eye protection such as goggles or a face shield and gloves. (donning and doffing training flier)
- Surgical masks, eye protection such as goggles or a face shield and gloves will be provided to staff in a one-two week supply.
- Surgical masks are to be used for one shift and then thrown away at the end of the shift.
- Gloves will be changed after each interaction and are not to be worn between individuals or around the house.
- Face shields/goggles will be sanitized with alcohol or bleach cleaner after each use and kept on site. Each staff will be issued their own face shield/goggle.

- If the surgical masks, eye protection such as goggles or a face shield and glove supply is running low it is the responsibility of the employee to contact their supervisor/on call for additional supplies PRIOR to be completely without.
- The supervisor of the site/location will also be responsible for checking in with employees on a regular basis to discuss COVID PPE supplies, cleaning supplies or other questions and concerns the employee has.
- Staff and individuals will also be encouraged to follow COVID-19 prevention and precautions such as social distancing (6 ft+), wash hands, staying home when sick, and disinfection areas (training/flier provider and cleaning flier)

In the event there is a positive COVID-19 case at a 24 hour site/location:

- When providing personal cares or being in the same room with a COVID-19 positive individual, staff will be required to wear a surgical mask, eye protection such as goggles or a face shield, gloves and a gown. (training/flier on donning/doffing and how to wear)
- Surgical masks, eye protection such as goggles or a face shield, gloves and gowns will be provided to staff in a one-two week supply.
- Surgical masks are to be used for one shift and then thrown away at the end of the shift.
- Gloves will be changed after each interaction and not to be worn between individuals or around the house.
- Face shields/goggles will be sanitized with alcohol or bleach cleaner after each use and kept on site. Each staff will be issued their own face shield/goggle.
- Gowns will be worn once and thrown away.
- Donning and Doffing training of PPE will be reviewed with each employee prior to working at a COVID-19 positive location.
- If the surgical masks, eye protection such as goggles or a face shield, glove or gown supply is running low it is the responsibility of the employee to contact their supervisor/on call for additional supplies PRIOR to be completely without.
- The supervisor of the site/location will also be responsible for checking in with employees on a regular basis to discuss COVID PPE supplies, cleaning supplies or other questions and concerns the employee has.
- Staff and individuals will also be encouraged to follow COVID-19 prevention and precautions such as social distancing (6 ft+), wash hands, staying home when sick, and disinfect areas. (training/flier provider and cleaning flier)

- There is no set protocol for positive COVID-19 cases and what staff should do. We will follow the recommendations of MDH, CDC and DHS to protect staff and provide care to the individual(s). DHHC will evaluate each home and come up with the best plan for the person based on the house lay out, the needs of the person, the understanding of the person and the roommates in the home.
- Some of the things that will be considered and encouraged are quarantining in their bedroom, using a separate bathroom, eating meals in their room, limiting interactions with others.

In the event that there is a positive COVID-19 case at a unit-based site/location:

- A discussion with the team will occur on the need for DHHC staffing support.
- If staffing support is needed and can be provided the above steps will occur.
- If staffing support is not able to be provided DHHC will work with the case manager to discuss options.
- If the person or family does not want DHHC staffing support shifts will be cancelled until the family and staff is ready to access services again.

In the event that there is either a positive COVID-19 staff or individual at the site you work/worked at:

- DHHC will be notified by MDH of any staff that has tested positive for COVID-19. Often times this is delayed by a week, so it is important that if you test positive you, as the employee notify your direct supervisor or on call immediately to report.
- As an employee there is funding outside of using your PTO for needed days off that is accessible to you when you have COVID. Your supervisor and HR will work with you on how to access this benefit.
- Once DHHC receives a notification of a positive case (either staff or individual), management will call any employee that was exposed during the “high risk” exposure time frame. MDH states that high risk of cross contamination is 48 hours prior to symptoms starting, during symptoms and could last up to 14 days. Staffing changes and precautions will be discussed as needed based on the specific situation.

- It is important to remember that CDC is still learning about this virus and recommendations on how to address its spread, symptoms, etc are changing and evolving. DHHC is following the CDC and MDH for guidance on COVID-19.

What to do if you need help:

- If you need more PPE please call your direct supervisor or the on call manager.
- If your co-worker/peer is not using or following COVID-19 precautions we encourage you to discuss it with them kindly and remind them of the importance. We all need to practice good hygiene, use our PPE and practice social distancing. We want everyone at DHHC to be safe and healthy!
- What if I'm sick or someone in my household is sick... call your supervisor immediately. They will work through any questions and discussion options for you. (training on sign/symptoms)
- What if someone I support is sick.... Call your supervisor immediately. Then call the on call nurse. They will work through next steps with you. (there is a chain of command posted in Connect for each person)

Other things you can do:

- Train and talk to the person you support on the signs and symptoms of COVID-19 and how they can prevent it.
- Be familiar with COVID-19 symptoms and recognize them in yourself and the people you support. Sometimes the individuals we work with don't report, or can't report, when they are feeling ill. They look to us to be observant and provide prompt care.
- Create meaningful days for the people you are supporting by finding fun activities at home, through video calls or other activities.
- If you are feeling stressed or anxious during this pandemic, we encourage you to talk with someone that you trust and seek support.