

What: Training materials for Heartland Industries, Hearth Residential Homes, Adult Life Programs, and Montana Achievement Project

Why: To address concerns for respiratory illnesses circulating in the Winter/Spring 2020 (i.e. COVID-19) and to reduce the spread of such illnesses in the facility

Who: For all staff

Updated March 16, 2020

Specific instructions for staff at program sites:

- Have alcohol-based hand sanitizer readily available at common areas used throughout the facility.
- Ensure the bathroom is supplied with soap and paper towels.
- Ensure you and clients are appropriately washing their hands. The following link will take you to a video from the World Health Organization on proper hand-washing: <https://www.youtube.com/watch?v=3PmVJQUCm4E>
- Ensure the facility is stocked with easily accessible Kleenex boxes and trash bins.
- Staff shall wash their hands with soap and water or use alcohol-based hand sanitizer and ensure the clients are doing as well:
 - Upon arriving to facility/work or returning from an outing
 - Before and after eating
 - After using the restroom
 - Before and after touching their nose, eyes, and face
 - Before and after touching another staff person or client (i.e. high fives, shaking hands, etc)
 - After touching an item that was recently touched by a sick person (i.e. a client's sick family member comes to the office and hands you a piece of paper)
 - After sneezing or coughing
 - After emptying trash cans or disposing of used Kleenex
- Staff shall also ensure the following:
 - All clients you demonstrate or report a cough, fever, or shortness of breath, shall not participate in programming and shall remain home (or at a medical facility). If there are any questions about symptoms and concerns, please consult with facility supervisor, administration or facility nurse for clarification. (It should be noted that a concerning cough should be distinguished from a mild cough caused by a chronic condition, allergies, etc.). Clients MUST be fever free for 24 hours before returning to the facility. this includes the use of medication that suppresses a fever (such as Tylenol or Ibuprofen). Please note, that clients may still be taking these medications for other symptoms, but they can not be suppressing a fever and participate in services at the facility.
 - All clients who have come in contact with a person known to have COVID-19 (a.ka. "Coronavirus") or visited an area that is experiencing a COVID-19

- outbreak, shall not participate in programming and shall remain home (or at a medical facility).
- All clients who have been diagnosed with COVID-19 shall not participate in programming and shall remain home (or at a medical facility), until approved by medical professional and facility administration.
 - All clients shall be offered supplies and encouraged to cough or sneeze into a clean Kleenex and properly dispose of it.
 - All staff shall wear hygiene gloves when handling any item that may be contaminated with a bodily fluid (i.e. a used Kleenex found on the floor).
 - While on outings in public, to the extent possible, encourage clients to avoid touching high-touch surfaces in public places – elevator buttons, door handles, handrails, handshaking with people, etc. Use a tissue or sleeve to cover hand or finger if something must be touched. When appropriate and possible, bring alcohol-based hand sanitizer to outings or at least keep in the car for readily available use.
 - Wash your hands or use sanitizer after touching surfaces in public places.
- In ADDITION to normal daily cleaning tasks, staff shall do the following every work day:
 - Wipe down all common areas, including tables, counters, hand rails, door knobs, faucets, toilets at least once per morning and once per afternoon/evening session, using approved cleaning supplies.
 - If a client or staff person leaves facility for the day because of being ill, everything that person came in contact with will be wiped down as soon as the person leaves.
 - If a family member, delivery person, etc stop by facility or come for a meeting and they are ill, everything that person came in contact with will be wiped down as soon as the person leaves.
 - Vehicles need to be disinfected after morning routes and afternoon routes using Clorox 1:10 mixture or another appropriate disinfectant wipe, such as Clorox Wipes. Gloves should be in vehicles and used by staff to protect their skin from cleaning supplies or bodily fluids.
 - For the safety of clients and staff, anyone visiting the facility who is ill with a fever or cough should be politely asked to leave and to reschedule their attendance until they are well. Explain that this is being asked to protect the clients since many of them are high-risk for suffering more severe symptoms if they are infected with a respiratory illness.
 - Staff should not be working at the facility if they have a fever or had one in the last 24 hours. This includes if you are taking medication to keep a fever down. Any other symptoms where staff are concerned about if they should be working or not, should be directed to their supervisor or facility administration.

Below is information obtained directly from the CDC website:
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Coronavirus Disease (COVID-19) Basics

A novel coronavirus is a new coronavirus that has not been previously identified. The virus causing coronavirus disease 2019 (COVID-19), is not the same as the coronaviruses that commonly circulate among humans and cause mild illness, like the common cold. COVID-19 has shown that it can be spread in the community more easily and can include more severe symptoms, including death. Older people and people with severe chronic conditions should take special precautions because they are at higher risk of developing serious COVID-19 illness.

Who is at Higher Risk

Older adults and people who have severe chronic medical conditions like heart, lung or kidney disease seem to be at higher risk for more serious COVID-19 illness. Early data suggest older people are twice as likely to have serious COVID-19 illness. This may be because:

- As people age, their immune systems change, making it harder for their body to fight off diseases and infection.
- Many older adults are also more likely to have underlying health conditions that make it harder to cope with and recover from illness.

How COVID-19 Spreads

There is much to learn about the newly emerged COVID-19, including how and how easily it spreads. Based on what is currently known about COVID-19 and what is known about other coronaviruses, spread is thought to occur mostly from person-to-person via respiratory droplets among close contacts.

Close contact can occur while caring for a patient, including:

- being within approximately 6 feet (2 meters) of a patient with COVID-19 for a prolonged period of time.
- having direct contact with infectious secretions from a patient with COVID-19. Infectious secretions may include sputum, serum, blood, and respiratory droplets.

How to prevent the spread of COVID-19 and other respiratory illnesses

- Perform hand hygiene frequently.
- Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer that contains 60 to 95% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

- Clean all “high-touch” surfaces, such as counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables, every day. Also, clean any surfaces that may have blood, stool, or body fluids on them.
- Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

If you develop symptoms consistent with COVID-19 (fever, cough, or difficulty breathing), do not report to work.

For Community Outings:

- Take everyday preventive actions
 - Clean your hands often
 - Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing, or having been in a public place.
 - If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
 - To the extent possible, avoid touching high-touch surfaces in public places – elevator buttons, door handles, handrails, handshaking with people, etc. Use a tissue or your sleeve to cover your hand or finger if you must touch something.
 - Wash your hands after touching surfaces in public places.
 - Avoid touching your face, nose, eyes, etc.

Watch for symptoms and emergency warning signs

- Pay attention for potential COVID-19 symptoms including, fever, cough, and shortness of breath. If you feel like you are developing symptoms, call your doctor.
- If you develop emergency warning signs for COVID-19 get medical attention immediately. In adults, emergency warning signs*:
 - Difficulty breathing or shortness of breath
 - Persistent pain or pressure in the chest
 - New confusion or inability to arouse
 - Bluish lips or face

Illness Severity

The complete clinical picture with regard to COVID-19 is not fully known. Reported illnesses have ranged from very mild (including some with no reported symptoms) to severe, including illness resulting in death. While information so far suggests that most COVID-19 illness is mild, a report external icon out of China suggests serious illness occurs in 16% of cases. Older people and people of all ages with severe underlying health conditions — like heart disease, lung disease and diabetes, for example — seem to be at higher risk of developing serious COVID-19 illness.

Watch for symptoms

Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed coronavirus disease 2019 (COVID-19) cases.

The following symptoms may appear **2-14 days after exposure.***

- Fever
- Cough
- Shortness of breath

Prevention

There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19). The best way to prevent illness is to avoid being exposed to this virus. However, as a reminder, CDC always recommends everyday preventive actions to help prevent the spread of diseases, including:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Follow CDC's recommendations for using a facemask.
 - CDC does not recommend that people who are well wear a facemask to protect themselves from respiratory diseases, including COVID-19.
 - Facemasks should be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others. The use of facemasks is also crucial for health workers and people who are taking care of someone in close settings (at home or in a health care facility).
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
 - If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.