

## AHRC Nassau COVID-19 Resource Materials

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February 27, 2020

Dear Staff and Families:

We have all been watching the Coronavirus (COVID-19) epidemic unfold around the world and new information becomes available every day. We felt that it was important at this time to reach out to all of you and let you know that we are monitoring the situation very closely, along with our local Department of Health offices (DOH) and the Office for People with Developmental Disabilities (OPWDD). We receive ongoing guidance and information as to infection control protocols from these entities, and will ensure swift implementation of any and all recommendations. Our emergency preparedness plans are currently being updated to include all guidance available to date and will continue to be updated as new information becomes available.

Since this virus is very new, health authorities continue to carefully watch how this virus spreads. The Centers for Disease Control and Prevention (CDC) is working hard to learn as much as possible about this new virus, so that we can better understand how it spreads and causes illness. The CDC considers this virus to be a serious public health concern. Based on current information the CDC recommends avoiding travel to China. Updated travel information related to the Coronavirus can be found at <https://wwwnc.cdc.gov/travel/notices/warning/novel-coronavirus-china>

We want to be clear that we are acting in an abundance of caution, and have absolutely no reason to suspect that staff or people who receive supports and services from our organization are at risk at the moment. Agency-wide training on general infection control precautions including the most important step in infection prevention which is frequent handwashing will be reinforced at all agency locations. Below is a summary of information from the CDC regarding the virus:

### How Does 2019 Novel (New) Coronavirus Spread?

Health experts believe the virus probably spreads from animals to humans and from person to person. It's not clear yet how easily the virus spreads from person-to-person. The 2019 Novel Coronavirus (2019-nCov) is not currently a concern for the general public and is not actively circulating among New Yorkers at this time. Therefore, there is no need to cancel regular activities or social events, and there is no need for staff or people supported to wear surgical masks, unless otherwise directed by a health care professional.

**Prevention:**

There are currently no vaccines available to protect against this virus. The New York State Department of Health (DOH) recommends the following ways to minimize the spread of all respiratory viruses, including the Corona virus:

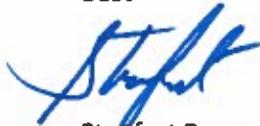
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing. If you use a tissue, throw it in the trash.
- Routinely clean and disinfect frequently touched objects and surfaces.
- CDC recommends that travelers avoid all travel to China.

**Symptoms:**

Information to date suggests that the Corona virus causes mild-to-moderate illness and symptoms like the flu, including fever, cough, and difficulty breathing. Please ensure prompt reporting of symptoms of people supported, as evaluation by their health care provider will be critical. Staff should also seek the advice of their health care provider should they have any symptoms.

The best outcomes always come from thorough preparation, especially when it concerns the health and safety of the people who we support and our workforce. We also believe in sharing pertinent information with all of you as it becomes available and will continue to do so as the need arises. Please feel free to reach out to the Senior Director of Health Services, Nicole Ferrar, at 516-293-2016 x 5347 should you have any questions or concerns.

Best



Stanford Perry  
Executive Director

March 5, 2020

Dear Program Participants, Families and Staff,

We felt that it was important to reach out to the people we support, agency personnel and families in light of the recent Coronavirus (Covid-19) diagnosis in our county. We first want to share that we are fully prepared and would like to provide you with some additional information related to our planning and the actions taken to protect the people we support and staff. We are monitoring and ensuring swift action on all communications from the CDC (Centers for Disease Control) and DOH (Department of Health). We encourage you to do the same to ensure that you are seeing up to date and accurate information at:

[www.cdc.gov/coronavirus/2019-ncov/index.html](https://www.cdc.gov/coronavirus/2019-ncov/index.html)  
<https://www.nassaucountyny.gov/agencies/Health/> <https://suffolkcountyny.gov/health>

**What are we doing to reduce the risk in our programs?** As we have shared, this is a rapidly changing situation. Any steps we take may be modified and enhanced as we are closely following DOH guidance. While Coronavirus may simply present as cold symptoms, given that there is no vaccine or antiviral medication available at this time, we are ensuring that enhanced precautions are being taken as below.

**Hygiene:** We are instructing staff and individuals across all programs to engage in frequent hand washing including after using restrooms, after coughing or sneezing, upon returning home and always before eating. We are making hand sanitizers, with 60% alcohol content, available to take into the community for staff and people supported for use when sinks are not available. Cough and sneeze etiquette, including the use of tissues for coughs or sneezes, is being reviewed in every program. The CDC does not recommend the routine use of respiratory/surgical masks. We do have an available supply of surgical masks and N95 masks that are reserved for individuals that may present with symptoms and cannot exercise safe respiratory hygiene.

**Cleaning:** In all programs commonly touched surfaces are being disinfected with anti-viral products including doorknobs, light switches, railings, remote controls, telephones, etc. This is being on a daily basis at minimum and in residential settings at the end of each shift.

**Maintaining Stock of Essential Items:** We are maintaining a stock supply of non-perishable food, water, toilet paper and cleaning supplies in the event that a program requires anything that is not readily available in the community. We are in contact with our pharmacy and other vendors to ensure their availability to provide us with additional resources if necessary.

**Monitoring for Signs of Illness:** Staff and individuals are instructed to stay home when showing signs of respiratory illness (fever, cough, shortness of breath, sore throat & headache). Nursing staff will guide actions for all people supported who present with respiratory symptoms. Staff should not present for work if they have any respiratory symptoms and must contact their physician. In the event that you need to seek medical attention, call ahead and tell them about any recent travel and symptoms. Always avoid contact with others until a diagnosis is received. In the event that staff or a person supported is diagnosed with Coronavirus, it will be reported immediately and we will work in conjunction with the CDC and DOH to ensure that every possible step is taken to minimize the impact to all involved.

**Travel precautions:** As the virus continues to spread, travel restrictions are being updated and now include several countries. The CDC has very strict measures in place at all ports of entry to

screen people coming back from any of the identified countries. The results of that screening carefully dictate what follow up is required for that person and there is direct contact with their local county health department as well as strict follow up measures. We have discouraged all non-essential travel to outbreak areas and have requested that employees and people supported disclose travel to outbreak areas to their Program Director so that appropriate steps related to self-quarantine can be taken upon return. Updated travel information related to 2019-nCoV can be found at: [www.nc.cdc.gov/travel/notices](http://www.nc.cdc.gov/travel/notices)

We remain firmly committed to the health and wellness of the people we support and our workforce. We have taken every possible step to prepare to meet the challenges of this virus outbreak. If you have any questions or concerns, please feel free to reach out to our Senior Director of Health Services, Nicole Uterano-Ferrar at [nuterano@ahrc.org](mailto:nuterano@ahrc.org) or 516-293-2016 ext. 5347.



Stanford Perry  
Executive Director



Nicole Uterano-Ferrar  
Senior Director of Health Services



March 24, 2020

Dear Staff Members,

Effective Saturday, March 21, 2020, Governor Cuomo issued an Executive Order mandating that 100% of New York State's workforce must stay home, excluding only essential services. Our organization is an essential services provider as defined by the NYS Executive Order. Accordingly, we must maintain *all* functions necessary to support the safe operation of these essential services, including necessary administrative functions. At the same time, we are striving to do what we can to protect your health and the health of everyone in our communities.

Therefore, as indicated in my letter last Friday, March 20<sup>th</sup>, staff assigned to work in agency administrative offices, maintenance, and business lines should continue to remain at home. **However, we are asking that all employees remain available during their usual work hours to report to work, should your presence on site be necessary for our continued operations.** For those employees who are approved to work from home temporarily, the job responsibilities as established with your supervisor must be fulfilled.

It is expected that if we contact you at home, you will be able to come in to work whenever needed. If you are not able or willing to do so, please inform your supervisor when the request is made, that you will be using your earned absence time. This is important so that other arrangements can be made to cover your work. If you are called in to work, PPE will be provided to you for your safety and the safety of others.

**For this current earnings period of March 21 to April 3, 2020, inclusive, you will receive your regular pay for the hours you normally would have worked in the office, without having to utilize your earned absence time, unless you are sick or not available if called in to work.**

Unfortunately, we do not know how or if the state will reimburse agencies for services beyond March 31<sup>st</sup>, so we do not know if we can offer regular pay to you beyond the current pay period. We certainly hope that we will be able to do so, and we will keep you updated as we receive updates from the state. Regardless, we remain fully committed to supporting all of our employees through this global health crisis.

We are hopeful that the government will be able to provide us with the support needed to continue to pay you. If not, we will inform you of the need to use your earned absence time in order to receive your usual bi-weekly pay. We are monitoring developments very closely, and will advise you on or prior to April 3<sup>rd</sup>, as more information is available.

Please continue to contact our Human Resources leadership team if you have any questions or concerns at 516-626-1075 or by email.

Robert White, Senior Director, [rwhite@ahrc.org](mailto:rwhite@ahrc.org), x1266  
Craig Wolfson, Director, [cwolfson@ahrc.org](mailto:cwolfson@ahrc.org), x1269  
Jason Persan, Assistant Director, [jpersan@ahrc.org](mailto:jpersan@ahrc.org), x5363



The health and safety of our employees and their families is of the highest importance to us at all times, and especially during this national emergency. Please be careful to follow the most recent directives to protect your health and the health of your loved ones. Thank you.

Sincerely,

A handwritten signature in black ink, which appears to read 'Stanford', is positioned to the left of the typed name.

Stanford J. Perry  
Executive Director

## CORONAVIRUS GUIDELINES

As you have probably already seen in the news, there is a dangerous virus in our local community. It is important that you understand and agree to the steps that our New York State Governor is saying we must follow in order to stay safe and healthy and help to protect our friends and neighbors.

Please Stay Home- there should be no gatherings or parties or visits from family or friends at this time. Please call, email, text or FaceTime your friends and family and stay in touch with them as much as possible! If you need help reach out to staff for assistance.

Call staff if you feel sick or have chills- more than ever it is very important that you let someone know if you feel sick, have a cough, feel extra cold, have chills/shivering.

Wash your hands-It is very important that if you have to go out for any reason that you always wash your hands when you get back and do not touch your face while you are out.

Keep a safe distance- When you are talking to someone, including staff who may come by, stand as far away as you can so that you can still see and still hear them but are not standing close to them. They may be wearing a mask when they come to visit. Do not be afraid, this is to help protect you so that they do not bring germs into your home.

If you are nervous about what you see on the news or have any questions please call your staff or nurse.

Stay Safe, Stay Home and Stay Healthy!

## **INFECTION CONTROL GUIDELINES**

### **Respiratory Illness prevention**

- Respiratory viruses are passed person to person primarily through coughing and sneezing, contact with the droplets that are expelled and then touching your nose or mouth.
- Many viruses can also live on surfaces if droplets have landed on surfaces.
- For this reason, it is very important that everyone covers their mouths when sneezing or coughing and uses a tissue to prevent droplets from entering the air.
- After coughing or sneezing you should wash your hands for a minimum of 20 seconds afterward including between fingers and wrists or use hand sanitizer that is comprised of 60% alcohol if a sink is not available immediately.
- Surgical masks offer little protection to an uninfected person however can be used by the person with a respiratory illness to prevent droplets from entering the air if tolerated.
- If there is a person in your site diagnosed with a contagious respiratory illness such as the common cold or RSV (respiratory syncytial virus) all commonly touched surfaces should be cleaned at the end of each shift or if a person visibly coughs or sneezes on a surface without using a tissue to cover their mouth and nose. Anti-viral wipes such as Sani-wipes, Lysol or Clorox wipes should be used, allowing for the proper “sit time” per the manufacturers recommendation on the label before wiping away with a clean paper towel and discarding.
- You should always wear gloves when wiping surface and wash your hands immediately after removing.
- You should always wash your hands before eating and after using the bathroom and assist/prompt a person supported to do the same before eating or after using the bathroom at the level of assistance that they require.
- No staff or person supported should go/come to work or go to program if they have a fever until they are fever free for 24 hours without fever reducing medication.

*If there is a person in the location diagnosed with the flu or there is a location that is particularly at risk for flu transmission there will be more formal guidelines in place for infection control.*

*These are general respiratory illness guidelines that are also applicable to Coronavirus (Covid19) prevention per the CDC. Please also review additional ongoing guidance sent via email, text and robo-call by agency Executive Staff and Human Resources regarding travel and Coronavirus prevention as new information becomes available.*

**INFECTION CONTROL GUIDELINES**  
**RN Triage Covid-19 Instructions (updated 3/24/2020)**

These triage instructions are to be used for telephone and in person triage of a person presenting with potential symptoms of Covid-19.

While there is a lot that remains unknown about the virus and how people react, symptoms generally emerge 5 days after exposure and typically begin with fever, not necessarily accompanied by body aches. Shortness of breath, headache and a dry hacking cough.

It is important to note that it is still flu season and allergy season is upon us, so asking questions to determine what steps need to be taken are critical. We must not assume that every person with respiratory symptoms is a potential case of Coronavirus.

**FIRST-** Always use Universal precautions and the respiratory infection control guidelines that we direct staff to do the same!

Go through this series of questions:

- Does the person have shortness of breath? Do they require emergency care? If yes- engage EMS

Triage questions:

- Has the person been knowingly been exposed to a person with Covid-19 either at their day program, in the residence or through a family member?
- Does the person have a fever? What is their temperature? What kind of thermometer did you use? Did they receive medication to lower a fever? When was the last time that they received the medication?
- Does the person have a dry cough?
- Have they had any GI issues (diarrhea, vomiting)?
- Have they been eating and drinking? Any non-verbal or verbal signs of sore throat?
- Does the person have a history of seasonal allergies?
- What are vital signs?
- What is their pulse oximetry reading? (if below 85%, activate EMS)

- *All DSP staff are currently using N95 masks in addition to universal precautions, so guidance related to PPE has changed. Please provide them with reassurance that they are wearing a mask and we will stay with them through the entire process.*

If the person has a combination of fever, GI symptoms and/or cough sore throat and does not require emergency care→

If the physical space allows, keep the person in their room with the one identified staff person wearing the PPE until you receive further instruction as below.

If the physical space does not allow, keep them within 6 feet of all other people in the area

Direct the staff to determine one person to work directly with the person supported until a plan is established.

If the person does not require emergency care due to symptoms, call their MD and explain their history and symptoms and get direction. Many doctor's offices and Urgent Cares now, including Advantage Care have a telehealth capability. We are making iPads available to homes for this use. Due to the fact that the App is HIPPA compliant, staff may use personal phones as needed as well.

- *If the person must be taken OUT to an MD office, UC or ER, the staff person should wear PPE including mask and gown and the individual should wear mask if tolerated. If PPE not available in home, the spill kit can be accessed for gown and mask for person supported. Staff will already have an N95 mask.*

If you cannot reach their provider immediately (under 30 minutes), direct the staff to call ahead to urgent care, explain the history and symptoms and get direction. Northwell Urgent Care centers are preferable as Covid-19 results return fastest in this setting. Many doctor's offices and Urgent Cares now, including Advantage Care have a telehealth capability. This option should be used wherever possible. You do not need separate consent as our general consent to treat upon admission covers this. If there is a telehealth tablet already in the home, direct them to use this.

Avoid the use of the ER to every extent possible for possible Covid-19 cases. In general it is not a medical emergency. They should only use ER if symptoms dictate in an effort to prevent overuse of emergency room.

If you determine based on triage that emergency care is required and EMS/911 is not required, call ahead to nearest ER, explain history and symptoms and get direction.

Once you have obtained direction, notify nursing and program administration of the situation.

Once the person has left to obtain medical care- clean all surfaces in location with antiviral wipes allowing for the specified sit time to ensure that they work.

If at any time you are unsure as to how to proceed, call a nursing supervisor and they will guide you.

#### AFTER MEDICAL ATTENTION:

Once a person has been tested and is awaiting results or has been admitted to hospital or receives a positive result, the DOH for the county is immediately contacted by a nursing supervisor and guidance is obtained as to next steps.

Until that time- all people tested, awaiting results and/or are positive should be quarantined in room with 1:1 staffing utilizing PPE throughout care.  
1:1 staff should engage in social distancing to extent possible

One bathroom should be designated for the individual and all other housemates should use different bathroom. If not possible- the bathroom will need to be cleaned with antiviral cleanser or wipes after each time that the person uses it, even if just to wash hands or brush teeth.

Roommate should be relocated to extent possible and if not possible ensure a distance of 6 feet

You are responsible for implementing infection control guidelines for the person immediately- *even if on call-* using the template that has been provided to you and ensure that training commences immediately.

You can do training on phone or using computer if needed. Have the manager carry on after initial training and use a sign in sheet to record which staff have reviewed the guidelines.

Maintain copy of guidelines for addition to their PONS when able.

If you need assistance in accessing template or writing guidelines, reach out to a nursing supervisor.

## ICF INFECTION CONTROL

Date:

Due to increased prevalence of COVID-19 in our county, we are going to escalate our infection control measures at this time an effort to ensure the strictest infection control that we can. At this time all individuals in all buildings will remain in their rooms beginning today. No people supported should go from their home into another building.

All meals should occur in bedrooms when a person's guidelines allow. If they cannot adhere to guidelines in their rooms, meals should be staggered so that there is no group dining and one person supported is dining at a time. Areas must be cleaned with anti-viral materials prior to another person dining in the same location.

All staff breaks and meals should be completed allowing for appropriate social distancing of 6 feet.

I understand that some people may need to go outside occasionally to blow off steam and that is ok and part of the reason why it will help to have everyone else in rooms. No groups should go outside together. Maintain appropriate distances, use closest exits and clean any surfaces used please. If the person supported will tolerate a surgical mask, have them wear one any time they are out of their room, even if not symptomatic.

If weather permits, bedroom, office and common area windows should be opened for a period of time. Additionally every shift cleanings should continue.

Bathrooms should be wiped down be cleaned with antiviral wipes or spray between each use allowing for the required sit time.

Masks should continue to be worn at all times and sharing of staff between suites/buildings should be minimized to the extent possible. Clinical management staff should minimize travel between buildings and into any bedrooms to the extent possible and ensure hand washing and use of PPE as well. No C/M staff should be on floor and in rooms unless they are performing a direct care/critical clinical function (i.e.: no checking in to say Hi or visiting with people)

No large meetings should be occurring in person. Use telephones and teleconference technology to complete meetings as necessary when the gathering of people cannot allow for 6 feet of space between attendees.

Our no visitor and temp/symptoms screenings continue ongoing.

My hope is that we will only have to implement these measures for a short period of time.  
Thank you for all that you do!

\_\_\_\_\_, RN

Senior Director of Health Services

## Covid-19 Nursing workflow

- Upon determination that person is symptomatic and not in need of emergency care, RN begins isolation procedure, if not already in place, including person remaining in room and relocation of roommate and use of PPE.
- RN will utilize triage protocol and if not in distress, MD is contacted for next steps. MD may make determination to seek immediate medication attention, conduct virtual visit, send to Urgent care, continue to monitor for testing or schedule in person visit. MD may also presume positive based on diagnoses of others in congregate care setting.
- Once person has been identified as suspected Covid + isolation procedures will remain in effect including relocation of roommate until the person either tests negative or is removed from isolation per OPWDD guidance and MD clearance.
- RN will contact the Assistant Director to ensure that adequate PPE is provided to the location for the duration of need. All ADs have an emergency supply of PPE with them to deliver to homes as needed.
- If multiple people in a setting are Covid suspected/presumed/confirmed, consideration will be given to in room isolation for all housemates. In a situation where multiple people test positive in one setting, cohorting of confirmed positive cases will occur as guided by nursing and agency administration.
- If isolation precautions pose an issue for a particular person, the team will meet virtually or by phone to determine strategies to support them.
- The team will identify ways to provide meaningful activities and connections for the person on isolation precautions if they are well enough to do so.
- The RN will implement a person specific infection control guideline with recommendations from the team included for how to best support the person. A template is provided to all nursing staff as a starting point with all critical elements included, such as frequency of vital signs checks, etc.
- In person, telephone and/or teleconference trainings will be conducted by the RN for all staff.
- All new confirmed/presumed positive cases will prompt a visit by the Crisis nurse team within the first 2-3 days max so as to assess the person, provide additional support to DSP staff and confirm that all guidelines are being appropriately followed. The frequency of follow up visits of the crisis RN will be determined by nursing administration in conjunction with program administration.
- If the person requires hospitalization, staff will not be permitted to accompany the person. It is imperative that daily contact with the nursing staff in the hospital and the nursing staff in the program be established and maintained to ensure that any needed supports for the person are offered.
- The RN will coordinate all hospital discharges in a manner that is in keeping with infection control protocols and to ensure the safety of the others in the residence. If this is not possible, alternate living arrangements will be explored.
- Nursing staff will maintain ongoing contact with the person's family and will work with program staff to facilitate virtual visits and phone calls to the person supported.

- Nursing administration track all dates of first symptoms, isolation, testing, hospitalization, etc and will ensure that isolation removal steps are enacted in a timely manner in accordance with OPWDD/CDC/DOH guidance.
- Nursing administration will track all suspected and confirmed cases and ensure reporting requirements are met.

# **Workflow for Responding to an Employee's Report of a Positive COVID-19**

## ***General Guidelines***

- All reports of exposures, possible exposures, and confirmed diagnoses for employees will be received by Human Resources, and will be reviewed by Chris, Nicole, and Barry, who will vet the details and then provide direction to Human Resources and others, as needed.
- No notifications of any oversight body (e.g., OPWDD, Justice Center, Arc NY, etc.), families, or other employees will occur until approval to do so is provided by Chris, Nicole, or Barry.
- The entire situation, including reporting requirements is rapidly evolving, and it is likely that adjustments will be needed to protocols as the situation progresses.
- The Justice Center requires notification **ONLY** when the agency receives documentation from the local DOH office, or a copy of documentation that an employee received from the local DOH office indicating a positive COVID-19 test result.

## ***Protocol to Vet Employee Reports of Positive COVID-19 Test Results BEFORE ANY ACTION IS TAKEN***

1. Employees are directed to call the special agency hotline publicized for employees to report exposures and positive test results, and HR staff who receive calls will record all information and provide employees with direction and information, as appropriate for each call.
2. After each call, HR staff receiving the call will send a brief summary email to Chris, Nicole, Barry, Rob, Craig, Jason, Laura, and Elisa with the content of the call.
3. For any employee reporting an order to self-quarantine, self-isolate, etc., HR will obtain from the employee a copy of a document from their healthcare provider or the Department of Health that indicates the information provided by the employee verbally by telephone.
4. The HR staff receiving the call will contact the local (Nassau or Suffolk County) Department of Health to obtain direction on what action(s), if any, the agency should take, such as but not limited to types of notification to others and to whom, disinfecting areas, etc.
5. HR also will obtain a record of the employee's whereabouts in the organization while the employee was at work for the two weeks prior to the call.
6. HR will forward all relevant information, including directions received from DOH, as well as all documentation provided by the employee, to Chris, Nicole, and Barry for review.
7. Chris, Nicole, and Barry will review and agree upon next steps, and then will inform HR and others, as needed, on what next steps to take, including what notifications to make, if any, based upon the available information and directives from DOH.

### *Notifications (if necessary and approved)*

Based upon the available information, most recent guidance, and direction from DOH, Chris, Nicole, and/or Barry will determine whether or not notifications to others are necessary, and will inform the necessary leads below, who will ensure that the notifications are made.

- Justice Center
  - *Only upon receipt of the DOH Order received by the Employee*, HR will call to make initial report to Justice Center.
  - Justice Center will notify OPWDD by entering information into IRMA.
  
- OPWDD
  - OPWDD IMU will send form(s) that must be completed to HR staff who made initial report.
  - HR will forward this form to Eric along with all available related information and documentation.
  - Eric who will assign RA staff to collection of all requested information available, and to complete the form.
  - Once the form is completed, it will be returned to HR to submit to OPWDD. A copy of the form will be sent to Anne, as well.
  - Anne may receive a separate telephone or email request for information from the local DDRO, and will forward this to Eric to obtain information from RA staff.
  - Anne will provide any required status updates to OPWDD.
  
- The Arc NY
  - Barry will send an email to Eric Geizer at The Arc NY, providing a general synopsis of any positive COVID-19 test result for employees.
  
- Other Employees
  - HR will manage notification of employees, as specified by Chris, Nicole, and Barry.
  - HR will use the established template for this notification.
  
- Families
  - Chris and Nicole will directly determine and manage any notifications families, when needed.

### *Tracking*

- Human Resources will maintain a spreadsheet of all employees who report a positive COVID-19 test result, tracking all notifications to Justice Center/Arc NY/Other Employees/Families, Forms submitted, related documents, follow-up, and status updates.

**COMMUNITY LIVING SERVICES**  
Residential Nursing

Person:

Nurse:

Date:

**Presenting problem:**

The doctor has tested \_\_\_\_\_ for Covid-19/ \_\_\_\_\_ has been diagnosed/presumed positive with Covid-19.

Please ensure that you are following the below guidelines at all times.

**Guidelines:**

If any of the following symptoms are noted please call 911 immediately and then notify the nurse:

- Difficulty breathing or gasping for breath
- Shortness of breath
- Lethargy, difficulty arousing
- Cough that will not resolve

Per doctor orders, \_\_\_\_\_ is to self-isolate for 14 days. He/she should remain in his/her room during this time \_\_\_\_\_.

One bathroom should be designated for \_\_\_\_\_'s use only. This bathroom should be wiped down with disinfectant after each usage.

\_\_\_\_\_ should keep a mask on at all times during waking hours if he/she tolerates it. He/she should not wear the mask when she is sleeping. When sleeping, staff should remain 6 feet distance from her.

One staff person should be designated to work with \_\_\_\_\_. Staff working with him/her should be utilizing the PPE personal protective equipment.

The staff working with \_\_\_\_\_ must have on PPE-personal protective equipment (gloves, gown, mask, goggles). Staff should wash their hands before putting on the equipment and follow guidelines for putting on and taking off PPE.

When it is time for staff to take off the equipment, it should be done taking off the gown first, then the mask. These should be placed in a separate garbage bag in the person's room and then the gloves should be removed and placed in the garbage bag and sealed up.

The staff should then wash their hands thoroughly with soap and water for at least 20 seconds or use hand sanitizer. The garbage bag containing the PPE equipment should be thrown out in the outside trash can.

**COMMUNITY LIVING SERVICES**  
Residential Nursing

The staff appointed to care for \_\_\_\_\_ should take his/her temp every 4 hours while awake and document on the MAR. If his/her temperature is above 100F he/she should be given Tylenol as ordered.

All of \_\_\_\_\_'s garbage from his/her room should be bagged separately and also thrown away in the outside trash can.

\_\_\_\_\_ 's clothing should be washed separately using hot water.

\_\_\_\_\_ should be given disposable silverware and disposable plates to eat with. These should be thrown away in his/her trash can and thrown away separately in the outside trash can.

**Please sign below as acknowledgement that these guidelines have been reviewed with you or you have read them and have clarified any questions that you may have.**

Any questions regarding the guidelines and/or care for \_\_\_\_\_ call the residential nurse, on call nurse or nursing coordinator for any questions:

Staff name (please print)	Date





# How to Properly Put on and Take off a Disposable Respirator

WASH YOUR HANDS THOROUGHLY BEFORE PUTTING ON AND TAKING OFF THE RESPIRATOR.

If you have used a respirator before that fit you, use the same make, model and size.

Inspect the respirator for damage. If your respirator appears damaged, DO NOT USE IT. Replace it with a new one.

Do not allow facial hair, hair, jewelry, glasses, clothing, or anything else to prevent proper placement or come between your face and the respirator.

Follow the instructions that come with your respirator.<sup>1</sup>

## Putting On The Respirator



Position the respirator in your hands with the nose piece at your fingertips.



Cup the respirator in your hand allowing the headbands to hang below your hand. Hold the respirator under your chin with the nosepiece up.



The top strap (on single or double strap respirators) goes over and rests at the top back of your head. The bottom strap is positioned around the neck and below the ears. Do not crisscross straps.



Place your fingertips from both hands at the top of the metal nose clip (if present). Slide fingertips down both sides of the metal strip to mold the nose area to the shape of your nose.

## Checking Your Seal<sup>2</sup>



Place both hands over the respirator, take a quick breath in to check whether the respirator seals tightly to the face.



Place both hands completely over the respirator and exhale. If you feel leakage, there is not a proper seal.



If air leaks around the nose, readjust the nosepiece as described. If air leaks at the mask edges, re-adjust the straps along the sides of your head until a proper seal is achieved.



If you cannot achieve a proper seal due to air leakage, ask for help or try a different size or model.

## Removing Your Respirator



DO NOT TOUCH the front of the respirator! It may be contaminated!



Remove by pulling the bottom strap over back of head, followed by the top strap, without touching the respirator.



Discard in waste container. WASH YOUR HANDS!

Employers must comply with the OSHA Respiratory Protection Standard, 29 CFR 1910.134 if respirators are used by employees performing work-related duties.

<sup>1</sup> Manufacturer instructions for many NIOSH approved disposable respirators can be found at [www.cdc.gov/niosh/nppt/topics/respirators/disp\\_part/](http://www.cdc.gov/niosh/nppt/topics/respirators/disp_part/)

<sup>2</sup> According to the manufacturer's recommendations

For more information call 1-800-CDC-INFO or go to <http://www.cdc.gov/niosh/nppt/topics/respirators/>

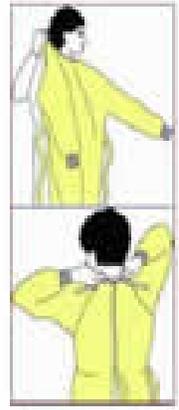


CS 207842  
DHHS (NIOSH) Publication No. 2010-133

# Gown Use: Putting On and Taking Off<sup>2</sup>

## Putting on gown

1. Put on before gloves.
2. Fasten at back of neck and waist.



## Removing gown

*Remember: outside of gown is contaminated*

1. Remove gloves first.
2. Unfasten neck, then waist ties.
3. Remove gown using a peeling motion; gown will turn inside out.
4. Hold removed gown away from body, roll into a bundle and discard in room.



We have many different gowns available but here are some general rules to remember if you have a different type.

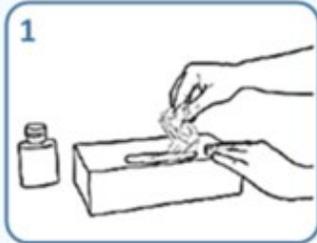
Never pull a gown over your head to remove, if you have to tear or cut it off to remove, that is fine.

Always put your gown on before gloves.

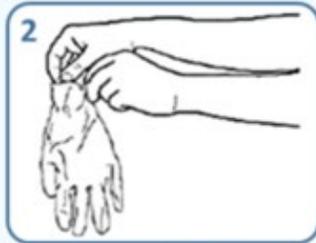
Don't wear the same gown when caring for a person who has Covid symptoms and a person who does not, change in between.

If you are working with a person who is Covid positive, you should stay in their room with them for as long as possible to avoid wasting gowns. If you do not need to provide hands on care you can talk to them from the doorway to avoid having to change gowns too.

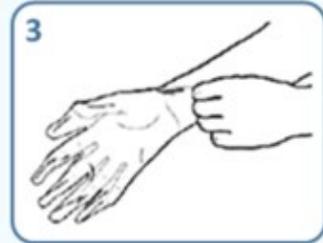
If you have any questions about how to proceed, please reach out to your nurse.



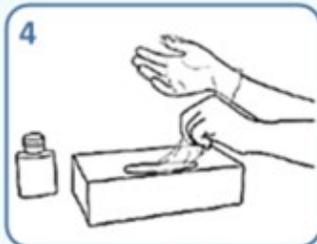
**1**  
Take out a glove from its original box



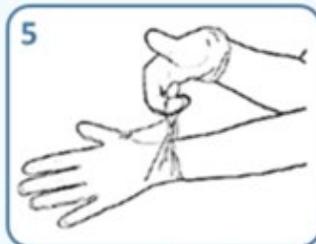
**2**  
Touch only a restricted surface of the glove corresponding to the wrist (at the top edge of the cuff)



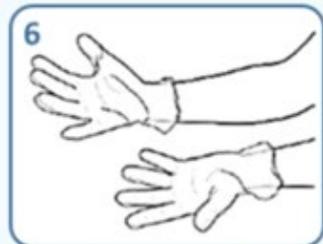
**3**  
Don the first glove



**4**  
Take the second glove with the bare hand and touch only a restricted surface of glove corresponding to the wrist



**5**  
Turn the external surface of the glove to be donned on the folded fingers of the gloved hand, thus permitting to glove the second hand



**6**  
Once gloved, hands should not touch anything else that is not defined by indications and conditions for glove use

## **SONGS WITH A 20 SECOND CHORUS TO SING WHILE WASHING YOUR HANDS!**

<p style="text-align: center;"><b><u>Good as Hell (well)- Lizzo</u></b></p> <p style="text-align: center;"> <b>I do my hair toss            Check my nails            Baby how you feeling            Feeling Good as hell            Hair toss            Check my nails            Baby how you feeling            Feeling good as hell</b> </p>	<p style="text-align: center;"><b><u>Africa- Toto</u></b></p> <p style="text-align: center;"> <b>It's gonna take a lot to drag me away from you            There's nothing that a hundred men or more            could ever do            I bless the rain down in Africa            Gonna take some time to do the thing we never            had</b> </p> <p style="text-align: center;"> <b>It's gonna take a lot to drag me away from you            There's nothing that a hundred men or more            could ever do            I bless the rain down in Africa            Gonna take some time to do the thing we never            had</b> </p>
<p style="text-align: center;"><b><u>Landslide – Fleetwood Mac</u></b></p> <p style="text-align: center;"> <b>Well I've been afraid of changing            'cause I've built my life around you            But time makes you bolder            Even children get older            And I'm getting older too            I've been afraid of changing            'cause I've built my life around you            But time makes you bolder            Even children get older            And I'm getting older too</b> </p>	<p style="text-align: center;"><b><u>Another Brick in the Wall- Pink Floyd</u></b></p> <p style="text-align: center;"> <b>We don't need no education            We don't need no thought control            No dark sarcasm in the classroom            Teachers leave them kids alone            Hey Teachers! Leave them kids alone            All in all its just another brick in the wall            All in all you're just another brick in the wall</b> </p>
<p style="text-align: center;"><b><u>Mr. Brightside- The Killers</u></b></p> <p style="text-align: center;"> <b>Jealousy turning saints into the sea            Swimming through sick lullabies            Choking on your alibies            But it's just the price I pay            Destiny is calling me            Open up my eager eyes            'Cause I'm Mr. Brightside</b> </p>	<p style="text-align: center;"><b><u>Love on Top- Beyonce</u></b></p> <p style="text-align: center;"> <b>Baby it's you            You're the one I love            You're the one I need            You're the only one I see            Come on baby it's you            You're the one that gives you all            You're the one I can always call            When I need to make everything stop            Finally you put my love on top</b> </p>

# ATTENTION ALL VISITORS

## DO NOT VISIT

if you have fever, shortness of breath, cough, nasal congestion, runny nose, sore throat, nausea, vomiting and/or diarrhea.



## DO NOT VISIT

**until you are completely recovered.**

Infections like flu and novel coronavirus (COVID-19) are especially dangerous to the residents and can be avoided.

# Handwashing

## at Home, at Play, and Out and About



Germs are everywhere! They can get onto your hands and items you touch throughout the day. Washing hands at key times with soap and water is one of the most important steps you can take to get rid of germs and avoid spreading germs to those around you.

### How can washing your hands keep you healthy?

Germs can get into the body through our eyes, nose, and mouth and make us sick. Handwashing with soap removes germs from hands and helps prevent sickness. Studies have shown that handwashing can prevent 1 in 3 diarrhea-related sicknesses and 1 in 5 respiratory infections, such as a cold or the flu.

### Handwashing helps prevent infections for these reasons:



People often touch their eyes, nose, and mouth without realizing it, introducing germs into their bodies.



Germs from unwashed hands may get into foods and drinks when people prepare or consume them. Germs can grow in some types of foods or drinks and make people sick.



Germs from unwashed hands can be transferred to other objects, such as door knobs, tables, or toys, and then transferred to another person's hands.



### What is the right way to wash your hands?

1. Wet your hands with clean running water (warm or cold) and apply soap.
2. Lather your hands by rubbing them together with the soap.
3. Scrub all surfaces of your hands, including the palms, backs, fingers, between your fingers, and under your nails. Keep scrubbing for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song twice.
4. Rinse your hands under clean, running water.
5. Dry your hands using a clean towel or air dry them.



Centers for Disease  
Control and Prevention  
National Center for Emerging and  
Zoonotic Infectious Diseases

## When should you wash your hands?

Handwashing at any time of the day can help get rid of germs, but there are key times when it's most important to wash your hands.

- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone who is sick
- Before and after treating a cut or wound
- After using the bathroom, changing diapers, or cleaning up a child who has used the bathroom
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal food or treats, animal cages, or animal feces (poop)
- After touching garbage
- If your hands are visibly dirty or greasy

## What type of soap should you use?



You can use bar soap or liquid soap to wash your hands. Many public places provide liquid soap because it's easier and cleaner to share with others. Studies have not found any added health benefit from using soaps containing antibacterial ingredients when compared with plain soap. Both are equally effective in getting rid of germs. If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.



## How does handwashing help fight antibiotic resistance?

Antibiotic resistance occurs when bacteria resist the effects of an antibiotic – that is, germs are not killed and they continue to grow. Sickneses caused by antibiotic-resistant bacteria can be harder to treat. Simply using antibiotics creates resistance, so avoiding infections in the first place reduces the amount of antibiotics that have to be used and reduces the likelihood that resistance will develop during treatment. Handwashing helps prevent many sicknesses, meaning less use of antibiotics.

Studies have shown that handwashing can prevent

**1 in 3**

diarrhea-related sicknesses and

**1 in 5**

respiratory infections, such as a cold or the flu.

For more information and a video demonstration of how to wash your hands, visit the CDC handwashing website:

[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)