

Documentation Request: Agency Policy/Procedures/Training Materials/Forms

<p>a. 24- Hour Nursing Coverage Procedures: Agency written procedures for the availability and response of an agency employed or contracted health care professional at minimum at the Level of RN.</p>
<ol style="list-style-type: none"> 1. Assignment of RNs for Coverage 2. Communication Procedures with the RN 3. Required documentation when contacting the RN 4. Staff Training: Procedures for RN's and program staff training on the above
<p>b. COVID-19 Infection Control Procedures include Agency Infection Control Policy and Procedures</p>
<p>1. Staff behaviors and expectations:</p> <ul style="list-style-type: none"> • <i>Actions staff are to take when on duty for their protection and the protection of individuals, including PPE use and other precautionary behaviors.</i> • <i>Actions expected of staff if feeling sick or is suspected of illness</i> • <i>Actions expected if staff are on quarantine status.</i>
<p>2. Staff screening: <i>Monitoring of staff health status and symptom and response.</i></p>
<p>3. Staff Return to Work: <i>Decision making and criteria for deciding when employees exposed to or test positive for COVID-19, can return to work.</i></p>
<p>4. Individual screening: <i>Monitoring of individuals' health status and symptoms, and response. Include blank checklist(s) used.</i></p>
<p>5. Visitor Screening: <i>Monitoring Visitor health status.</i></p>
<p>6. Guidance regarding individuals' activities:</p> <ul style="list-style-type: none"> • <i>Direction regarding group activities, dining, community access</i> • <i>Guidance on management of individuals in isolation and/or quarantine</i>
<p>7. Cleaning Practices and Frequency: <i>Products to use, targeted cleaning areas, frequency, assigned responsibilities. Provide any checklists in use.</i></p>
<p>8. Personal Protection Equipment (PPE) tracking and requests: <i>Guidance regarding maintaining, monitoring and requesting needed PPE</i></p>
<p>9. Staff Training: <i>How training of all involved parties in these Infection Control activities occurs</i></p>
<p>c. Training material on COVID Signs and Symptoms</p>
<p><i>Supply training materials used to train staff to monitor the health and status of individuals, and the method staff are trained (in-person, on-line, read and sign etc.</i></p>
<p>d. Training materials on donning, doffing and disposal of Personal Protection Equipment (PPE) are adequate.</p>
<p><i>Supply training materials used to train staff to in the use PPE and method for these trainings</i></p>