



Coronavirus Disease (COVID-19) Protocol

Search is committed to ensuring the health and safety of all people within the Search organization. Search has created the following protocol to ensure all people are as protected as possible from the threat of COVID-19.

Most importantly we expect that all people practice Universal Precautions to reduce the transmission of germs:

- Treat all bodily fluids as potentially infected and wear gloves. Remember to change your gloves after assisting with personal care and remove them without touching the exterior of the glove.
- Wash your hands with soap and warm water throughout the day. If soap and water isn't immediately available use alcohol based hand sanitizer. Ensure that individuals that are supported in Search programs also wash their hands throughout the day
- Clean and disinfect surfaces regularly:
 - Use a bleach solution to clean surfaces that are frequently used, at least daily.
 - 1 tablespoon of bleach per gallon of water for counter tops, tables, sinks and objects can come in contact with your mouth
 - ¼ cup of bleach water per gallon of water for all other surfaces
 - Use Sporicidin wipes to clean all surfaces that may come into human contact. Be sure to wear gloves when using the wipes. Do not rinse off, and allow 10 minutes to dry. Sporicidin is effective for 6 months from the time of application. There is no need to reapply before six months. **Do not use on skin.**
 - Search management staff will ensure Sporicidin is available at all sites.

As with all illnesses, please take the following precautions to reduce the spread of respiratory infections:

- Cough or sneeze into a tissue or your shoulder and elbow (remember Batman!)
- Wash your hands or use hand sanitizer throughout the day, not only after bathroom use
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Wear a face mask to prevent droplet spread
- Avoid sitting or standing too close to others that show signs. Assist individuals to sit at least 3 feet away from others if they exhibit signs of a respiratory infection
- Clean and disinfect surfaces such as door knobs, table tops, counters, wheelchair handles, manipulative objects in the environments, etc.

It is imperative that Search staff recognize the signs/symptoms of potential COVID-19 infection:

- Fever (confirmed with thermometer)
- Cough
- Shortness of breath
- Fatigue

Any person displaying cough or breathing symptoms will be quarantined immediately and tested for a fever. A temporal thermometer will be used to test the temperature of the person. If a fever is detected (100 degrees Fahrenheit or higher):

- Report it Search Nursing staff immediately
- Search Nursing or the person should contact the physician for next steps

- The person should not have contact with others until they receive treatment
- Have the person wear a face mask
- Staff may be asked to transport an individual to the hospital and PPE equipment will be offered if transportation is required

In the situation where a resident tests positive for COVID-19, we have plans in place for two likely contingencies. First, if an individual is admitted to the hospital for treatment, Search staff will work with the admitting hospital's care team to support the person in that setting. Second, if the individual is released by the physician to self-isolate "at home", we will make every effort to support the individual in their home, unless it is deemed safest to support the person at an off-site location as they recover. Individuals who have tested positive, regardless of the setting will have access to Search Nursing staff who will closely coordinate care with the person's physician. Direct care staff will be available 24 hours a day to support the individual.

If a resident or staff member has been potentially exposed to someone who has tested positive for COVID-19, Search executes its exposure control plan which was prepared for this specific scenario. When an exposure incident occurs, we immediately obtain guidance from the Illinois Department of Public Health (IDPH), which makes a determination of risk for individuals based on their level of exposure. Any resident who has been exposed, will remain sheltered-in-place at their home and will be closely monitored for symptoms, including routine, daily temperature checks. Staff members who come into direct contact with a positive case will be required to self-isolate at home for a minimum of 14 days. In the case of any potential exposure, we will be relying on our IDPH, and Division of Developmental Disabilities partners to guide our response.

Community activities and all adult learning programming are suspended to ensure the threat of COVID-19 infection is as contained as possible.

As a precaution, one week of shelf-stable food will be available at all supported living sites in the event that quarantine is needed as storage allows. Additional food resources will be available at Planet Access Company or Kensington Adult Learning Program. Adult learning sites will utilize emergency food/water on site as needed should a short quarantine be necessary at the site. Additional resources may also be retrieved from PAC as needed. Please contact your supervisor if additional food/water resources are needed beyond what are available at the supported living or adult learning site.

Search staff - please let your supervisor know if you are exhibiting signs of a respiratory illness with fever while on shift to make further arrangements. Also, consider staying home and seeking medical treatment (following sick leave policy) if you are displaying symptoms of respiratory illness with fever. Remember this can help reduce the likelihood of spreading illness to others. Search will continue to follow the recommendations of the Centers for Disease Control and Illinois Department of Public Health and will stay up-to-date with recommendations as they are updated. Should you have any questions, please feel free to reach out to your direct supervisor.

As a reminder, face masks will be made available at all the sites. Staff, individuals served and visitors are required to wear a mask if they exhibit signs of a respiratory illness.

Thank you for helping Search stay healthy and safe and for your very important attention to this matter.