



Preventing the Spread of COVID-19 Protocol (Updated 7/14/2020)

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. Please review the updated protocol that is in effect until further notice.

Most importantly we expect that everyone 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 for at least 20 seconds. 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 throughout the day and evening:
 - 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 per gallon of water for all other surfaces
 - Spray bottles with diluted bleach can be provided upon request. **Do not mix bleach with other chemicals.**
- Search management staff will ensure Sporidicin is available at all sites, as needed due to a potential exposure. Use Sporidicin 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. Sporidicin is effective for 6 months from the time of application. **Do not use on skin.**

Please take the following precautions to reduce the spread of respiratory infections:

- **Masks must be worn by all staff, whether at a Search site or in the community.**
- Staff must wash their hands for a least 20 seconds upon entering a Search site and/or at the beginning of their shift. Handwashing should happen frequently throughout all work shifts.
- Cough or sneeze into a tissue or your shoulder and elbow (remember Batman!)
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Wash your hands or use hand sanitizer throughout the day, not only after bathroom use but consistently throughout the work shift
- Maintain a distance of at least 6 feet between you and another person. Also help to maintain the same distance for individuals, when possible.
- Clean and disinfect surfaces such as door knobs, table tops, counters, wheelchair handles, manipulative objects in the environments, etc. regularly throughout the day

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

- Fever (100.4 F confirmed with thermometer)
- New or worsening cough
- Shortness of breath or difficulty breathing
- Sore throat
- Loss of taste or smell
- Chills
- Headache
- Muscle aches
- Fatigue
- You must report if you have been recently exposed to someone with a diagnosis of COVID-19

All staff must respond to the pre-shift symptom screening text prior to reporting to work. Staff must also check their temperature mid shift and document it on their temperature log. Anyone with a temperature of 100.4 F or other COVID-19 symptoms must report this to their direct supervisor immediately. Temperature logs must be sent to your supervisor after your last shift of the week (Sunday – Saturday).

Individuals served must have their temperatures checked at 8am and 3pm every day and documented on the temperature log for the house.

Symptoms that require immediate medical attention include:

- Shortness of breath or difficulty breathing
- Persistent chest pain or pressure
- Blue lips or face
- New onset of confusion
- Altered consciousness or unconsciousness

Individuals served that are symptomatic:

- Individuals who are symptomatic or COVID-19 positive should be separated from residents who are COVID-19 negative or have no known symptoms.
- Individuals displaying cough or breathing symptoms or other symptoms will be quarantined immediately and tested for a fever. A temporal thermometer will be used to check the temperature of the person. If a fever is detected (100.4 degrees Fahrenheit or higher).
- Report it to a supervisor or nurse as soon as possible.
- The symptomatic individual should be quarantined in the house away from others
- Have the person wear a face mask, if possible.
- PPE equipment will be made available for any staff asked to support a COVID-19 positive or symptomatic individual including N95 masks, gloves, gown, and goggles/eye protection. These must be worn whenever interacting with the symptomatic individual and all used disposable equipment must be discarded in a separate bag and removed from the house immediately.

- Staff should try to bundle tasks that require close contact to limit encounters with person that is ill
- The individual must be monitored closely for any changes. This can include completing additional temperature checks and pulse oximeter reading. Any observed changes that indicate the person is becoming sicker must be reported to the nurse and supervisor as soon as possible.
- You may be asked to transport an individual to the hospital or to be tested. PPE equipment will be provided if transportation is required

All other residents within the congregate setting where a person with COVID-19 lives will be quarantined immediately and transported to the hospital for further observation and testing. PPE equipment will be available within the supported living site for staff assisting these residents. All other individuals potentially in contact with an infected person will be tested for COVID-19 on the basis of an individual review (i.e. adult learning site, other program sites, contacts within the community, etc.). The decision to further minimize exposure may include changing staffing patterns to decrease exposure to others, and can include temporarily converting the site to an alternate staff schedule/live-in model.

Community Activities:

Community activities will be reviewed on a case-by-case basis to ensure the threat of COVID-19 infection is as contained as possible. Given the immense safety risk, only those that are able and willing to follow proper safety protocols (face masking, social distancing, handwashing, etc) will be able to participate in community activities other than outdoor activities at this time. Major travel activities, as well as large congregate activities (such as sporting events) are not allowed at this time.

Visits to Search Sites:

- All visits will be outside of the home - visitors are not allowed to enter the home.
- Visitors must notify the Coordinator of the home to schedule the visit to ensure only one visiting group is present at a time.
- Visitors must wear a mask at all times and maintain the proper social distancing of 6 feet at all times. Unfortunately, this means no physical contact is allowed at this time.
- No visits are allowed for anyone who has had a temperature of 100.4 or above for the past 72 hours, or any symptoms of COVID-19 per CDC guidelines.
- When arriving for your visit, your temperature will be taken outdoors to ensure there is no fever of 100.4 or higher and you will be asked if you have any COVID-19 symptoms currently.
- Homes with active COVID-19 symptoms will not be able to have visitors for the duration that the symptoms last.
- Visits to all other Search sites, other than homes, are restricted to essential business purposes only.

Face masks will be made available at all the sites. Anyone at a Search site is required to wear a mask.

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