



Coronavirus Disease (COVID-19) Protocol UPDATE UNIVERSAL MASKING

To all Search residents, staff members, guardians, families and partners:

The landscape concerning COVID-19 preventative measures is changing at a rapid pace. Search is keeping up to date on recommendations and guidance from the Centers for Disease Control and Prevention and the Illinois Department of Public Health. Based on the most recent guidance from these organizations, Search is taking the following actions to continue to ensure the health & safety of the individuals we serve and our employees as best we can:

Beginning immediately, all Search staff are required to wear a mask when working. This includes all staff in our administrative buildings and supported living homes. Universal masking is key in reducing the spread of COVID-19 as we enter the next weeks of peak spread for the virus.

Search staff who work in a supported living home that is operating with standard shifts are required to wear a disposable mask their entire work shift. This is regardless of the work task or health status of anyone in the home. A mask must be worn at all times. Search has provided masks to all homes and will be replenishing this supply as needed. Please communicate with the logistics team member for your work location when your supply of masks is low. The residents of the home are not required to wear a mask unless they are displaying symptoms of illness.

Search staff who work in a home with an extended shift (live-in) model are not required to wear a mask while in the home given that all staff and residents are sheltering in place. Should an employee or resident be required to leave the home for any reason, a mask must be worn. Please also work with your logistics team member if more masks are needed.

Please note, Search staff must wear a disposable mask at all times in any home, with any staffing model, that has experienced a positive case of COVID-19 or has residents that are displaying signs of illness. Residents of the home should also be encouraged to wear a mask when they or others in the home are ill. Masks must be worn within the home for 14 days from the last sign of illness or the last contact with someone who is COVID-19 positive.

Administrative and logistics team staff are required to wear masks at all times when in a Search site or in the community supporting home logistics.

Search is working to secure reusable masks for staff and has identified a few sources for this already. These cloth masks will be distributed to staff that do not provide direct care within a supported living home. Anyone providing direct care within a supported living home must wear a disposable mask.

Search is acting with extreme caution so that we are preventing the spread of viruses and germs to the maximum extent possible. We must take the necessary steps to protect everyone, especially our most susceptible and our incredible staff who care for our residents each and every day. Universal masking is a step we can take now to reduce the spread of COVID-19 in the upcoming weeks. Visual guidance on how to properly wear a disposable mask is attached.

Please reference the Search COVID-19 Protocol (updated 4/6/2020) for further guidance if needed and please do not hesitate to contact me or any other member of our leadership team with any questions.

Please know that we are taking every decision extremely seriously and always with the best interest of our Search family in mind. Thank you for your understanding as we navigate these extremely challenging times. And most importantly thank you as always for everything you do for Search!

A handwritten signature in black ink, appearing to read 'Cory Gumm', written in a cursive style.

Cory Gumm
Chief Executive Officer

Visual Guidance

The following images are intended to provide clarification to avoid potential errors in the proper use and re-use of face masks.



Figure 1 – This image demonstrates approved wear of face mask. Facemask is shown secured over nose and mouth.



Figure 2 – This image shows the correct way to store mask when not in use. Notice the exterior of the mask is facing DOWN.

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Adapted from Partners Healthcare Surgical Mask Policy

3/27/2020



Figure 3 - This image shows the correct way to store a surgical mask when not in use. Notice the exterior of the mask is facing DOWN and ties are placed carefully away from the inside of the mask



Figure 4 - This image demonstrates inappropriate wear of the procedure mask. Procedure mask should not be pulled under mouth

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Figure 5 – This image demonstrates inappropriate wear of the procedure mask. Procedure mask should not be pulled under chin



Figure 6 - This image demonstrates inappropriate use of procedure mask. Procedure mask should not be kept on the elbow when not in use



Figure 7 - This image demonstrates inappropriate wear of the surgical mask. Surgical mask should not hang from lower ties

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Figure 8 – This image demonstrates the wrong way to place mask when not in use. Notice the exterior of the mask if facing up. This is not correct



Figure 9 – This image demonstrates the wrong way to store surgical mask when not in use. Notice the exterior of the mask if facing up and ties are touching the interior of the mask. This is not correct

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Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



Sewn Cloth Face Covering

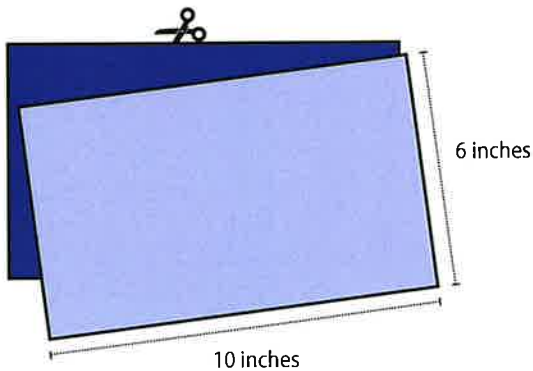
Materials

- Two 10"x6" rectangles of cotton fabric
- Two 6" pieces of elastic (or rubber bands, string, cloth strips, or hair ties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine

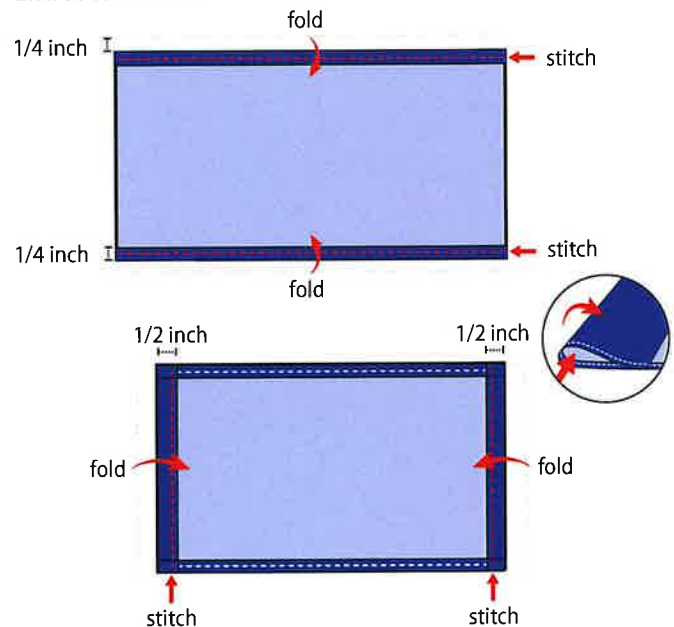


Tutorial

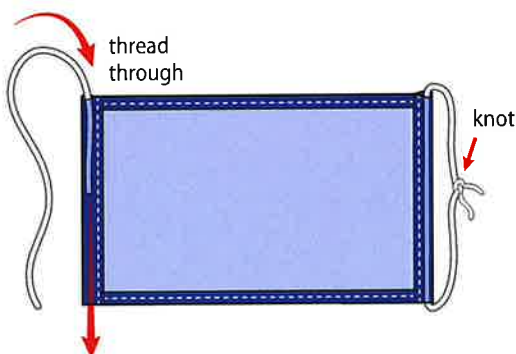
1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the cloth face covering as if it was a single piece of fabric.



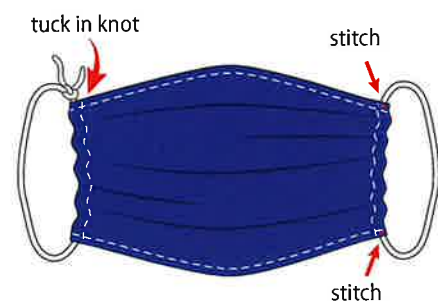
2. Fold over the long sides $\frac{1}{4}$ inch and hem. Then fold the double layer of fabric over $\frac{1}{2}$ inch along the short sides and stitch down.



3. Run a 6-inch length of $\frac{1}{8}$ -inch wide elastic through the wider hem on each side of the cloth face covering. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight. Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the cloth face covering behind your head.



4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the cloth face covering on the elastic and adjust so the cloth face covering fits your face. Then securely stitch the elastic in place to keep it from slipping.

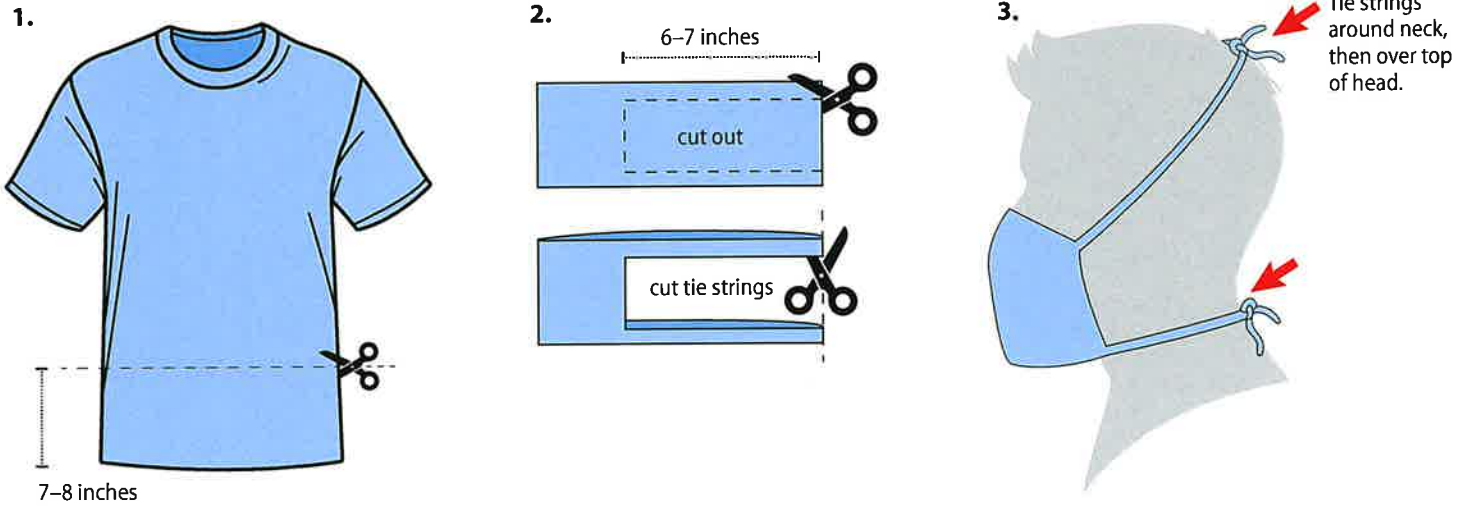


Quick Cut T-shirt Cloth Face Covering (no sew method)

Materials

- T-shirt
- Scissors

Tutorial



Bandana Cloth Face Covering (no sew method)

Materials

- Bandana (or square cotton cloth approximately 20"x20")
- Coffee filter
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

Tutorial

