

QUARANTINE/ISOLATION PROCEDURES AND PERSONAL PROTECTIVE EQUIPMENT

Quarantined/Isolated Consumer in the Adult Foster Care Home

A. QUARANTINED/ISOLATED CONSUMER

A CONSUMER IS QUARANTINED/ISOLATED TO A DESIGNATED AREA, SUCH AS A BEDROOM, FOR POSSIBLE EXPOSURE, SIGNS OR SYMPTOMS OF ILLNESS AS LISTED ON A SCREENING TOOL, IS AWAITING RESULTS OF A COVID-19 TEST, HAS A CONFIRMED COVID-19 TEST, OR IS ORDERED TO DO SO BY A PHYSICIAN AND MUST BE PREPARED;

- PRIVATE AREA WITH A DOOR MUST BE IDENTIFIED THAT CAN BE UTILIZED FOR CONSUMER UNDER QUARANTINE/ISOLATION THAT ENSURES OTHER HOUSEHOLD MEMBERS DO NOT COME IN CONTACT WITH THE INDIVIDUAL. IF CONSUMERS ARE REQUIRED TO BE REMOVED FROM THE SPACE, THE HOME MUST NOTIFY THE RELOCATED CONSUMER'S GUARDIAN. HIPAA RIGHTS ARE TO BE PROTECTED AT ALL TIMES;
- IF THE CONSUMER HAS SYMPTOMS BUT DOES NOT NEED IMMEDIATE MEDICAL ATTENTION, CONTACT CMH, THE CONSUMER'S MEDICAL PROFESSIONAL, AND THE LOCAL HEALTH DEPARTMENT FOR GUIDANCE;
- OUTSIDE OF THE QUARANTINED SPACE MUST HAVE A SPACE FOR REQUIRED PPE, CLEANING SUPPLIES, MEDICAL SUPPLIES, BEDDING, AND A TRASH CAN WITH A LID; AND
- SIGNS ARE TO BE HUNG WITH A REMINDER FOR STAFF TO WASH HANDS AND UTILIZE APPROPRIATE PPE;
- WHENEVER POSSIBLE, USE OF A SEPARATE BATHROOM IS RECOMMENDED, HOWEVER TOILETING CHAIRS MAY BE USED IN THE QUARANTINED SPACE.

THROUGHOUT THE QUARANTINE/ISOLATION, THE FOLLOWING STEPS AND PRECAUTIONS MUST BE TAKEN;

- ROOM MUST BE CLEANED AND DISINFECTED DAILY;
- TO LIMIT EXPOSURE, ONLY ONE STAFF PER SHIFT MAY PROVIDE CARE TO THE EFFECTED INDIVIDUAL;
- LIMIT MOVEMENT THROUGHOUT THE HOME WHEN POSSIBLE;
- OFFER THE EFFECTED INDIVIDUAL A MASK WHEN CONTACT IS MADE AND ENCOURAGE ALL CONSUMERS TO USE MASKS WHENEVER THE EFFECTED INDIVIDUAL LEAVES THE QUARANTINED SPACE;
- AVOID SHARING HOUSEHOLD ITEMS, SUCH AS PLATES, CUPS, AND UTENSILS WITH EFFECTED PERSON;
- DO NOT CROSS CONTAMINATE LAUNDRY. LAUNDRY AND BEDDING REMOVED FROM THE QUARANTINED SPACE MUST BE PLACED IN TRASH BAGS AND WASHED THOROUGHLY; AND
- STAFF SHOULD AVOID TOUCHING THEIR EYES, NOSE, AND MOUTH AND MUST WASH THEIR HANDS IMMEDIATELY AFTER ANY CONTACT.
- Encourage consumers to remain in their rooms as much as possible and they chose to leave their rooms they should wear a facemask if they will, wash hands and perform social distancing. (6ft)
- Eat in smaller groups for proper distancing
- Avoid contact with people in the community practicing social distancing at work-
- Cover coughs and sneezes

- Monitor yourself along with consumer for signs of possible infection. At the stage of Quarantine, staff per shift should document check off sheet information when they arrive at work and after their shift is over (2 times daily) consumer's vitals should be taken and documented for each shift days, afternoons, and midnights.
- Staff should remain at the home and not go into the community Re: stores for supplies or food. Use delivery services or other Listening Ear staff to deliver to the door. All supplies delivered will be found by the front door outside of the home for staff. Confirmation of supplies will be checked over the phone. The purchaser can sign the receipt prior to leaving the groceries.
- Notify a health care provider if anyone in isolation develops any symptoms.
- All staff shall follow the CDC, CMH, and Health Department Guidelines.
- Any positive test report should be reported to Listening Ear supervisor, Emma, CMH, the Health Department, co-workers, and consumer's Guardian.

PPE AND APPROPRIATE DISPOSAL PROCEDURES;

- DUE TO SHORTAGES OF SUPPLIES, STAFF ARE ENCOURAGED TO USE ONE MASK PER SHIFT UNLESS THE ITEM BECOMES SOILED. IF THE MASK IS REMOVED AT ANY POINT DURING A SHIFT, STAFF MUST FOLD THE MASK IN HALF WITH THE CONTAMINATED AREA ON THE OUTSIDE, PLACE IT IN A PAPER BAG WITH THE STAFF'S NAME WRITTEN ON IT, AND PLACE THE BAG IN AN APPROPRIATE LOCATION. THE MASK SHOULD BE INSPECTED FOR DAMAGE SUCH AS RIPS, TEAR, WET, DEFORMED, OR SOILED BEFORE IT CAN BE REUSED. IF THE MASK IS DAMAGED IN ANYWAY, THE STAFF MUST REPLACE IT;
- IF STAFF ARE UTILIZING A COTTON MASK, THE MASK MUST BE WASHED DAILY WITH LAUNDRY SOAP AND DRIED ON HIGH;
- AFTER COMPLETING THEIR SHIFT, STAFF SHOULD DISPOSE OF THEIR PPE OUTSIDE THE HOME IN A TRASH CAN. HAND SANITIZER SHOULD BE USED TO DISINFECT AND REENTRY TO THE HOME WITHOUT PROPER PROTECTION IS PROHIBITED;

ALL EMPLOYEES ARE REQUIRED TO FOLLOW THE CDC, MDHHS, MIOSHA, CMH AND HEALTH DEPARTMENT GUIDELINES WHILE WORKING.

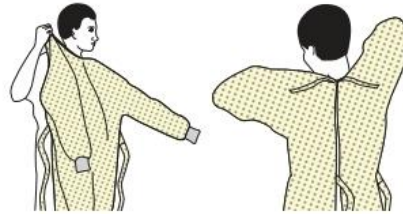
See information on use of PPE and disposal of PPE:

SEQUENCE FOR PUTTING ON PERSONAL PROTECTIVE EQUIPMENT (PPE)

The type of PPE used will vary based on the level of precautions required, such as standard and contact, droplet or airborne infection isolation precautions. The procedure for putting on and removing PPE should be tailored to the specific type of PPE.

1. GOWN

- Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
- Fasten in back of neck and waist



2. MASK OR RESPIRATOR

- Secure ties or elastic bands at middle of head and neck
- Fit flexible band to nose bridge
- Fit snug to face and below chin
- Fit-check respirator



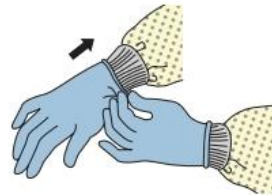
3. GOGGLES OR FACE SHIELD

- Place over face and eyes and adjust to fit



4. GLOVES

- Extend to cover wrist of isolation gown



USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION

- Keep hands away from face
- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Perform hand hygiene



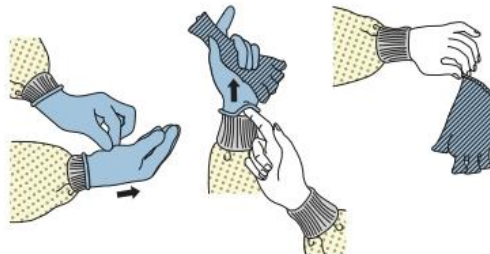
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HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 1

There are a variety of ways to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. Here is one example. **Remove all PPE before exiting the patient room** except a respirator, if worn. Remove the respirator **after** leaving the patient room and closing the door. Remove PPE in the following sequence:

1. GLOVES

- Outside of gloves are contaminated!
- If your hands get contaminated during glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove
- Hold removed glove in gloved hand
- Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
- Discard gloves in a waste container



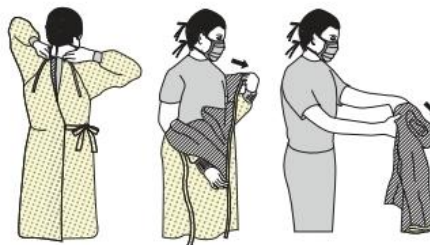
2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band or ear pieces
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container



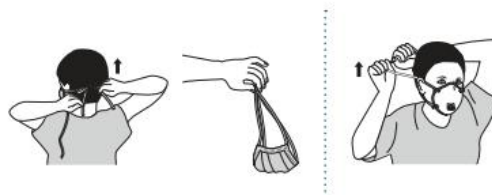
3. GOWN

- Gown front and sleeves are contaminated!
- If your hands get contaminated during gown removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Unfasten gown ties, taking care that sleeves don't contact your body when reaching for ties
- Pull gown away from neck and shoulders, touching inside of gown only
- Turn gown inside out
- Fold or roll into a bundle and discard in a waste container

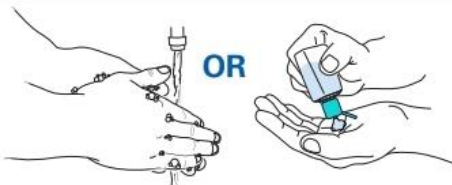


4. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — **DO NOT TOUCH!**
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container



5. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



**PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS
BECOME CONTAMINATED AND IMMEDIATELY AFTER
REMOVING ALL PPE**



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General Instructions for Putting on an N95 Respirator (Mask) These instructions must be followed each time the N95 mask is worn.

- 1 Before accessing and putting on an N95 mask

Clean your hands.

If wearing glasses, remove prior to putting on mask

- 2 Cup the mask in your hand with the metal nosepiece at your fingertips.

Allow the elastic headbands (straps) to hang freely below your hand.

- 3 Position the mask under your chin with the nosepiece up.

Pull the top strap over your head resting it high at the top back of your head.

Pull the bottom strap over your head and place it around the neck below the ears

- 4 Using **both** hands, mold the nose area to the shape of your nose by pushing inward while moving your fingertips down both sides of the nosepiece.

- 5 **SEAL CHECK.** The mask seal MUST be checked before each use. To check the fit, place both hands over the mask and exhale. If air leaks around your nose, adjust the nosepieces as described in step 4. If air leaks at the mask edges, adjust the straps back along the sides of your head. Check again.

If you cannot achieve proper fit, DO NOT enter the isolation room. Check with the nursing staff.

If wearing glasses, put them on

General Instructions for Taking off an N95 Respirator (Mask) These instructions must be followed each time the N95 mask is taken off.

- 1 Before taking off an N95 mask

Clean your hands.

If wearing glasses, remove prior to taking off mask.

- 2 Bend forward slightly and carefully remove the mask from your face by touching only the elastic headbands (straps)
Without touching mask, pull bottom strap overhead.
- 3 Without touching mask, pull top strap overhead.
- 4 Throw mask into the garbage by holding it by the straps only.
If wearing glasses, put them on
- 5 Clean your hands.

How to clean and disinfect



Wear disposable gloves to clean and disinfect.

Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.

High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use disinfectant.
- **Recommend use of [EPA-registered household disinfectant](#)** external icon.

Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label)
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

- **Diluted household bleach solutions may also be used** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

Leave solution on the surface for **at least 1 minute**

To make a bleach solution, mix:

- - 5 tablespoons (1/3rd cup) bleach per gallon of water

OR

- 4 teaspoons bleach per quart of water
- **Alcohol solutions with at least 70% alcohol.**



Soft surfaces

For soft surfaces such as **carpeted floor, rugs, and drapes**

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.
- **Launder items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- **Disinfect with an EPA-registered household disinfectant.** [These disinfectants](#) external icon meet EPA's criteria for use against COVID-19.



Electronics

For electronics, such as **tablets, touch screens, keyboards, remote controls, and ATM machines**

- Consider putting a **wipe able cover** on electronics.
- **Follow manufacturer's instruction** for cleaning and disinfecting.
 - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol**. Dry surface thoroughly.



Laundry

For clothing, towels, linens and other items

- **Wear disposable gloves.**
- **Wash hands with soap and water** as soon as you remove the gloves.
- **Do not shake** dirty laundry.
- Launder items according to the manufacturer's instructions. Use the **warmest appropriate water setting** and dry items completely.
- Dirty laundry from a sick person **can be washed with other people's items.**
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.

Cleaning and disinfecting your building or facility if someone is sick



- **Close off areas** used by the sick person.
- **Open outside doors and windows** to increase air circulation in the area. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.



- Clean and disinfect **all areas used by the sick person**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- If **more than 7 days** since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routing cleaning and disinfection.

When Cleaning



- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
 - - Always wash immediately after removing gloves and after contact with a sick person.
 - Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- **Additional key times to wash hands** include:
 - After blowing one's nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - After contact with animals or pets.
 - Before and after providing routine care for another person who needs assistance (e.g., a child).

EMPLOYEE PROTOCOL FOR COVID-19 SCREENING

If an employee has answered “Yes” to any of the questions on the attached COVID-19 screening tool the following procedures should be followed:

- If staff have any of the following symptoms, they should not be allowed to work and should consult a doctor.
 - respiratory infection
 - dry cough
 - sore throat
 - fever
- Other symptoms to look for could include but would not prohibit staff from working:
 - nausea
 - vomiting
 - fatigue
 - new rash
 - myalgia (body aches)
 - headache
 - diarrhea
 - shortness of breath and
 - confusion or new cognitive symptoms
- Employee should be sent home and encouraged to call a health care provider and if possible retain a medical note stating the instructions the employee should follow. Whether quarantined, self-quarantined, or may return to work.
- If employee has answered “Yes” to the Domestic travel, staff should provide more information as to the specifics of this travel (i.e. where traveled to, in contact with anyone testing positive for Covid-19, if in contact with someone that has been quarantined).
- Employee must contact Supervisor or DRS immediately
- Staff should take all necessary precautions to not spread this virus

If an employee has been removed from work and tested for, COVID-19 staff should do deep cleaning in the home/office making sure to disinfect surfaces, door handles, light switches, phones, etc. Staff should also continue to check their temperature and watch for any other symptoms of COVID-19.

Staff should monitor all vitals for all consumers living in the home closely and document any changes and any of the following symptoms.

- respiratory infection
- dry cough
- +sore throat
- fever
- nausea

- vomiting
- fatigue
- new rash
- myalgia (body aches)
- headache
- diarrhea
- shortness of breath and
- confusion or new cognitive symptoms

Ways to prevent spreading & general precautions of COVID-19.

Including but not limited to:

- Frequent hand washing,
- Do not touch face, mouth, eyes or nose,
- Respiratory etiquette,
- cleaning of surfaces,
- monitoring one's temperature and health
- Not coming to the building if ill.

Listening Ear will continue to consult and follow all guidelines as presented by the Health Department, CDC, MDHHS, MIOSHA and CMH while working.

Place all information where it would be easily accessible to all staff.

I HAVE READ AND REVIEWED THE LISTENING EAR COVID-19 PLAN (dated 12-21-2020), QUARANTINED/ISOLATION/PPE PROCEDURES (dated 12-22-2020), and LISTENING EAR CONTINGENCY PLAN V1.2 (dated 12-22-2020). NON-RESIDENTIAL STAFF ALSO REVIEWED LISTENING EAR’S REMOTE WORK PLAN (dated 12-22-2020). PLANS PROVIDE INFORMATION COVID-19, INFECTION CONTROL AND WORKPLACE INFECTION, NOTIFYING SUPERVISOR IMMEDIATELY OF ANY COVID-19 RELATED SYMPTOMS, PPE TRAINING, AND REPORTING UNSAFE WORKING CONDITIONS.

Staff Signature

Date

Staff Printed Name Signature

Home/Department