

# Recover Health

## Employee Infection Control Guidance

PPE (Personal Protective Equipment) is available in your local office. Contact your local office for these supplies.

Employee caring for a COVID-19 positive client or physician suspected COVID-19, will wear a fit tested N95 mask, face shield or goggles, gown, gloves

As inventory allows, all staff is required to wear surgical masks with all clients. N95 masks will be worn with a COVID-19 positive client.

- Surgical masks will be used when available. Employee will follow “Strategies for Optimizing the Supply of Facemasks Per CDC Recommendations” as educated below.
  - RN Case managers, visit nurses, Therapists, Aides, ILS workers, PCA/PCW: a surgical mask will be worn at all times when caring for the client.
  - PDN nurses: a surgical mask will be worn at all times when with in 6ft of the client and/or other members in the home. If greater than 6ft apart, the mask may be removed.
- Cloth masks may be worn when surgical masks are not available when working with non COVID-19 positive clients only.

Employees will apply standard precautions with all clients. Thoroughly washing hands before and after each glove use. Washing hands and/or hand sanitizer will be used throughout the visit/shift.

Employees working with COVID-19 positive client will employ Transmission Based Precautions, laid out in the Respiratory Program.

RN Case managers, visit nurses, PDN nurses, Therapists, Aides, ILS workers and PCA/PCW staff will continue to refrain from coming into the office. When supplies are needed, a member from the office will bring supplies out to you. This is for the protection of our front-line workers to assist in assuring you remain healthy and are able to care for clients.

Continue to use directed measures when communicating with your supervisor, leadership and office staff such as phone, TEAMS for your meetings, 1:1's etc.

All employees should continue to practice social distancing, frequent hand washing and infection control measures.

Employee assigned trainings in Relias

- Infection Control: Prevention and Control: due Mar 29<sup>th</sup> 2020
- Infection Control in Home Care: due June 5<sup>th</sup> 2020

## Employee Health Screening: Daily

<http://healthcheck.recoverhealth.org/>

**All staff: Internal and Field Staff will do a health screening each work day**

### Guidelines:

1. Employee Health Screening will be done prior to leaving home and attesting at the end of each day.
  - a. At the end of each day, go to <http://healthcheck.recoverhealth.org/>
  - b. Enter in user name and password.
  - c. Check each box attesting to the completion of each.
    - i. If any attestation was not completed, leave blank.
      1. All blank attestations will be followed up with the employee by the branch leadership team.
  
2. Attestations are:
  - a. [X ] I took my temperature prior to leaving home and it was below 100.4.
  - b. [X ] I did not experience a cough, shortness of breath or difficulty breathing at any time during my work day.
  - c. [X ] I have not experienced two or more of these symptoms at any time during my work day: Fever of 100.4 or higher | Chills | Repeated shaking with chills | Muscle pain | Headache | Sore throat | New loss of taste or smell.
  - d. [X ] I proceeded with the day wearing PPE appropriate to my role and based on the agency and CDC guidelines provided to me.
  - e. [X ] I know to stop work, contact my supervisor and go home if I exhibit symptoms at any time during my work day.
  - f. [X ] I know that I should contact my supervisor if I have any questions or concerns such as not having the required PPE.
  - g. [X ] I have been trained in Infection Control and know that I should ask my supervisor about any questions I have related to Infection Control.
  - h. By clicking , I agree the information above is true and accurate:
  
3. If technical support is needed, contact the branch administrator.

## How to Wear, Remove, Store and Clean a Cloth Face Covering



### Surgical mask face covering should:

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include 2 or more layers
- allow for breathing without restriction
- Per CDC guidelines due to limited PPE availability, a surgical mask may be worn several days if stored properly. (See below for proper storage of a surgical mask)

### Cloth face coverings should:

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include 2 or more layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape
- cloth face coverings should be used when a surgical mask is not available
- Wash **daily** in hot water and Dry with high heat setting

## How to put on a face mask

1. Clean your hands with soap and water or hand sanitizer before touching the mask.
2. Remove the mask from the storage bag and make sure there are no obvious tears or holes in either side of the mask.
3. Determine which side of the mask is the top. The side of the mask that has a stiff bendable edge is the top and is meant to mold to the shape of your nose.
4. Determine which side of the mask is the front. The colored side of the mask is usually the front and should face away from you, while the white side touches your face.

5. Follow the instructions below for the type of mask you are using.
  - *Face Mask with Ear loops:* Hold the mask by the ear loops. Place a loop around each ear.
  - *Face Mask with Ties:* Bring the mask to your nose level and place the ties over the crown of your head and secure with a bow.
  - *Face Mask with Bands:* Hold the mask in your hand with the nosepiece or top of the mask at fingertips, allowing the headbands to hang freely below hands. Bring the mask to your nose level and pull the top strap over your head so that it rests over the crown of your head. Pull the bottom strap over your head so that it rests at the nape of your neck.
6. Mold or pinch the stiff edge to the shape of your nose.
7. If using a face mask with ties: Then take the bottom ties, one in each hand, and secure with a bow at the nape of your neck.
8. Pull the bottom of the mask over your mouth and chin.

## How to remove a face mask

1. Clean your hands with soap and water or hand sanitizer before touching the mask. Avoid touching the front of the mask. The front of the mask is contaminated. Only touch the ear loops/ties/band. Follow the instructions below for the type of mask you are using.
  1. *Face Mask with Ear loops:* Avoid touching the front of the mask. Hold both of the ear loops and gently lift and remove the mask.
  2. *Face Mask with Ties:* Avoid touching the front of the mask. Untie the bottom bow first then untie the top bow and pull the mask away from you as the ties are loosened.
  3. *Face Mask with Bands:* Avoid touching the front of the mask. Lift the bottom strap over your head first then pull the top strap over your head.
2. If no tears, holes or soiling, place in a paper bag or breathable container until next use.
3. Clean your hands with soap and water or hand sanitizer.

## How to store a face mask when reusing it

1. After removing facemask, visually inspect for contamination, distortion in shape/form. If contaminated or wet the mask should be discarded.
2. If the facemask is NOT visibly contaminated or distorted, carefully store in a paper bag or breathable storage container to avoid destroying the shape of the mask.
3. The facemask should be discarded if soiled, damaged, or hard to breathe through.
4. Employee should leave patient care area if they need to remove the facemask.
5. Throw away the mask if the inside touches the outside or is soiled.

## Apply and Removing Gloves

<b>Applying gloves</b>	
<b>Steps</b>	<b>Demonstration</b>
1. Perform hand hygiene.	 <p style="text-align: center;"><i>Hand hygiene with Soap and water (hand sanitizer if soap not available)</i></p>
2. Select the appropriate size of non-sterile gloves. Remove gloves one at a time out of the box, touching only the top of the cuff.	 <p style="text-align: center;"><i>Remove gloves from box</i></p>
3. Put hand through opening and pull up to the wrist.	 <p style="text-align: center;"><i>Apply first glove</i></p>
4. Repeat procedure with the second hand.	 <p style="text-align: center;"><i>Apply second glove</i></p>
5. Complete care as required.	 <p style="text-align: center;"><i>Non-sterile gloved hands</i></p>

<b>Removing gloves</b>	
<p>1. Grasp glove on the outside about 1/2 inch below the cuff (edge of the glove opening). Do not touch the wrist with the other hand.</p>	 <p><i>Grasp glove on the outside 1/2 inch below the cuff</i></p>
<p>2. Pull down glove, turning it inside out. Hold the inside-out glove in the gloved hand.</p>	 <p><i>Pull glove off ...</i></p>  <p><i>... inside out</i></p>
<p>3. Gather the inside-out glove in the gloved hand.</p>	 <p><i>Gather inside-out glove in remaining gloved hand</i></p>
<p>4. Insert finger of the bare hand under the cuff of the gloved hand.</p>	 <p><i>Insert finger under cuff of gloved hand</i></p>

<p>5. Pull down the glove until it is inside out, drawing it over the first glove.</p>	 <p><i>Remove second glove</i></p>
<p>6. Discard gloves in a garbage container.</p>	 <p><i>Discard used non-sterile gloves</i></p>
<p>7. Perform hand hygiene.</p>	 <p><i>Hand hygiene with Soap and water (hand sanitizer if soap not available)</i></p>
<p>Data source: Braswell &amp; Spruce, 2012; PIDAC, 2012; Poutanen, Vearncombe, McGeer, Gardam, Large, &amp; Simor, 2005; PHAC, 2012a; WHO, 2009a</p>	

## Applying and Removing Personal Protective Equipment (PPE)

Copy and paste in browser: <https://www.cdc.gov/hai/pdfs/ppe/PPE-Sequence.pdf>

See attachment from the CDC guidelines on applying (donning) and removing (doffing) PPE

1. Gown
2. Mask
3. Goggles or Face shield
4. Gloves

## **Strategies for Optimizing the Supply of Facemasks Per CDC Recommendations**

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/face-masks.html>

This document offers options to optimize supplies of facemasks in healthcare settings when there is limited supply.

The employee should visually inspect the mask prior to use and, if there are concerns (such as degraded materials or visible tears), discard the mask.

Re-use of facemasks is the practice of using the same facemask for multiple encounters with different patients but removing it after each encounter. Care should be taken to ensure that the employee does not touch outer surfaces of the mask during care, and that mask removal and replacement be done in a careful and deliberate manner.