

Hello Everyone and Happy Friday!

This ends another very busy week for some of us and another week of decreased or no work for others – our third week! Please remember that those of you who are not assigned any work right now are NOT to return to work this Monday, April 6<sup>th</sup> as we had originally planned. It is unlikely that we will return to full services before May 1.

Our only message today is an important one. This message is directed to all of you currently working or those who will be assigned work in the future. Please find attached and described below our COVID-19 Exposure Notification Procedure. It is critical that all follow this procedure for the sake of the health and welfare of all staff and all clients!

### **Notification Procedure of COVID-19 Exposure**

**I. DESCRIPTION:** Notifying employees, clients and families of potential exposure to the COVID-19 virus.

#### **II. PROCEDURE FOR POTENTIAL EXPOSURE OF EMPLOYEE OR EMPLOYEE'S FAMILY:**

1. If an employee or member of an employee's household or family experiences any signs or symptoms of or tests positive for the COVID-19 virus, they are to notify their immediate supervisor.
2. The immediate supervisor will instruct the employee to stay home and self-isolate for 14 days and to notify their PCP and their local health department, if not already done.
3. The immediate supervisor will notify the Nursing Supervisor of positive or presumed positive results and provide the nursing supervisor with the staff's phone number for follow-up.
4. The Nursing Supervisor will notify HR, COO and respective program directors and add the individual to the Infection Control Log. Only necessary personnel and members of management will be notified for logistical reasons and confidentiality will be maintained in all other instances.
5. The Nursing Supervisor will contact the employee to determine symptoms, last time they had contact with other staff and clients for the past 14 days from notification.
6. The management team in conjunction with the Nursing Supervisor will then notify all employees, clients and client families of the potential exposure and answer any questions. They will maintain confidentiality.

#### **III. PROCEDURE FOR POTENTIAL EXPOSURE OF CLIENTS:**

1. If a client presents with signs and symptoms of or tests positive for COVID-19, staff are to notify their immediate supervisor or house nurse immediately.
2. The house nurse or supervisor needs to place the individual into self- isolation and if possible, have the other clients self- isolate as well.
3. PPE will be placed outside the client's door for staff to use when caring for the client.
4. Management will then notify all staff that have encountered the client and all the families of the remaining clients in the home.
5. The client's PCP and local health department will be notified of presumed positive or positive results.

6. Staff will be instructed to wear masks and monitor themselves for any signs and symptoms of the COVID-19 virus.

**HOW WE ARE KEEPING OUR CLIENTS AND STAFF SAFE:**

UCP of Greater Cleveland takes COVID-19 seriously and is taking every precaution possible to prevent the spread of the COVID-19 virus in accordance with the Centers for Disease Control and Prevention (CDC) and the Ohio Department of Health (ODH):

7. If staff are feeling sick, we require them to stay home until they are symptom-free for 72 hours.
8. We strongly urge staff and clients to use proper cough and sneeze etiquette.
9. We require all staff, and clients who are able, to use proper handwashing techniques.
10. We are disinfecting all high-touch surfaces throughout all work locations/homes frequently during all shifts.
11. Staff who live with someone who has tested positive for COVID-19 or who is presumed positive will be asked to stay home in self-isolation for 14 days.
12. Staff who have encountered a person who is presumed positive for COVID-19 or tested positive will be asked to stay home for 14 days.
13. All staff are required to complete a COVID-19 screening tool and take their temperature prior to entering one of the group homes.

**IV. COMMUNICATION ABOUT EXPOSURE:**

1. The identified management team will notify all staff and families via telephone calls and will follow up with email regarding any exposure event that impacts them personally.
2. Staff can email [covid19@ucpcleveland.org](mailto:covid19@ucpcleveland.org) with any questions, concerns or to report their ongoing health situation. This email account is confidential and is monitored by the Nurse Supervisor.

Thank you for your attention to these long and late-in-the-day messages. Beginning next week, we will do our best to send messages earlier in the day! Have a healthy and safe weekend.

Trish and Leadership Team