

Checklist for communicating with your front-line caregivers

Your safety and the safety of those we serve is of utmost importance to us.

- The goal of any infection control program is to minimize the risk of exposure to any infection while continuing to provide the support and services that those we serve need to remain safely at home and live their best life!
- The symptoms of COVID-19 may be the same as the flu or a common respiratory infection, which include:

Fever greater than or equal to 100.0° F (37.8° C), **OR** any of the following symptoms:

- Feel Ill
- Chills or muscle aches
- Shortness of breath
- Sore throat
- New or changed cough (not otherwise associated with a known chronic condition like smoking or allergies)
- Headache
- New loss of taste or smell

Any employees exhibiting these signs are to stay at home (or will be sent home if already at work) until they are symptom free for at least 24 hours. If potentially exposed to COVID-19, the employee will follow company guidelines for quarantine of 7 days if no symptoms occur.

- Whether individuals we serve are known to have any infection or not, always follow universal or standard precautions and our infection control procedures to reduce the risk of cross-contamination.
- Ensure that surfaces like doorknobs, telephones, remote controls, countertops, etc. are frequently disinfected, and we have also been trained in these procedures.
- Ensure that family members, guardians and friends of those we serve understand that they should refrain from visiting if they are ill; until they are symptom free for at least 24 hours. Encourage them to visit by phone!
- Always follow general infection control measures by:
 - Covering your nose and mouth with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available)
 - Wear a face mask at all times while at work. Surgical masks are strongly recommended for all care delivery settings.
 - Wash your hands frequently with soap and water (or use hand sanitizer if soap and water are unavailable)
 - Avoid touching your face
- Thank you for your commitment and cooperation with these requirements to keep yourself and your client safe at home.