
Subject: Emergency Preparedness – Pandemic Protocol

POLICY

The agency will promote safety in the work environment for employees and individuals served and will maintain a workplace safety plan.

To protect the welfare of the individuals we serve and employees, the following immediate actions have become necessary in all our ISL homes. These are in alignment with other measures the local, state, and federal governments are taking in these extraordinary times. These procedures are effective Wednesday, March 18.

PROCEDURE

Visitation

One of the most effective measures that can be taken to mitigate the spread of the COVID-19 virus is social distancing: avoiding crowds in closed spaces; non-touching; and keeping a physical distance of 6 feet from others.

Effective now, we have elected to stop all in-person visits from family, guardians, attorneys, clergy, and others who wish to visit people who live at one of our supported homes through May 1st. We encourage all non-essential visitors to make other arrangements for alternative means of communication. This might include telephones, Skype, Face Time, or other teleconferencing means. Keeping in contact with family and friends will be important for some of the individuals we support during this stressful time.

Resident Trips Outside of the Homes

Except for medically necessary emergent and specialty care, trips out of the homes will be suspended through the end of April, or until we receive additional guidance from the Missouri Department of Mental Health and CDC. This includes outings with family or visits related to possible community transitions. Employees accompanying individuals into the community should report any suspicions of viral exposure to their supervisor upon return.

Residents will cease attending Day Programs and Workshops effective Wednesday, March 18th, until further notice.

Subject: Emergency Preparedness – Pandemic Protocol Residents Working Outside of the Facility

The status of individuals working outside of the facility should be reviewed by team leadership to determine if continuation should be allowed. Residents who continue work

assignments outside of the home should travel directly to and from work, immediately report any suspicion of viral exposure to the team and should have a health screening daily. However, it is advisable that if their employer allows, a leave of absence should be obtained through the end of April or until we receive additional guidance from the Missouri Department of Mental Health (DMH) or the CDC.

Employee Screening

Any employee who presents symptoms of COVID-19 (new cough and/or fever of 100.4 or greater) will not be permitted to enter the home and may only return to work with a statement from a physician that indicates they do not have, or are not contagious with, COVID-19. Employees will take temperatures upon beginning a shift to assure that no one enters the home with a fever. Any employee who develops symptoms outside of the time he or she was screened must report those immediately to their supervisor.

- Please see attached Visitor Access Form

Residents

All persons residing in an ISL home will have temperatures taken at least once daily, and as necessary, assessed for symptoms of COVID-19.

These symptoms are included but not limited to:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Symptoms may appear within 2-14 days after exposure.

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Any person residing in an ISL home, who exhibits symptoms of COVID-19 shall be isolated until it is determined by the physician that the person may be removed from isolation. Testing for COVID-19 will be included in the decision.

Any person who resides in an ISL home who tests positive for Covid-19 will be isolated in accordance authoritative instruction from DHSS and CDC until it is determined that they are no longer contagious and can provide such documentation from a doctor.

Families

Clients Choosing to Leave for Community/Family Visits or Traveling:

If you choose to take your loved one out of the group home for a community or family visit, please plan accordingly to support them for an unknown period of time as they will be unable to return to the group home during the enforcement of these safeguards due to their potential exposure and subsequent transmission to their housemates and caregivers.

If you choose to take your loved one out of the residential home to travel for vacation, you may be required to support their self-quarantine in your home for a period of 14 days after your return to the Kansas City or St. Louis area, as well as, support them at your family home for an unknown period of time during the enforcement of these safeguards as they will not be allowed to return to their ISL Home.

Staffing

As many of you know, St. Louis City and County as well as St. Charles County have initiated a “Stay at Home” ordinance. This means that only essential personnel can travel. All staff are being issued official Living with Purpose Employee ID Badges as well as letters from the state clarifying our staffs’ need to travel. These will be at the ISL you work in when you report to your next shift. These are only for travel to and from work, not for personal use.

Even with these badges, staff should only be transferring clients to and from doctor appointments and grocery/supply shopping. Please, please, please, make sure clients are getting out in their neighborhoods though. A simple walk with some fresh air will help the feeling of being shut in with nothing to do.

Once again, thank you for your constant hard work and vigilance! We will get through this one day at a time. Please look over the list below and continue to operate with the highest of standards. Continue to be the best!

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Some notes from Travis Phillips, our Chief Medical Officer:

- Wash your hands!!!
 - Prescreen before each shift.
 - Fill out questionnaire & follow directions accordingly
 - Keep the individual served in their Home
 - Any Outings should be at a Park or other Open Space Area
 - No Visitors
 - Clean and Sanitize the House
 - Wash all Linens & Clothing
 - Clean Forgotten areas such as Remote Controls, Doorknobs, Phones & Car Keys.
 - Keep Your Distance from Others (6ft. Social Distancing)
 - Cover your Cough & Sneeze
 - Wear Gloves & Mask when out in public or when there is a risk of exposure.
 - Continue to use the 7 Rights of Med Administration!
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Emergency Room Visits

Attending staff evaluate the extent of the medical problem. If hospital emergency room or emergency transportation services are determined to be necessary, 911 is called to report the emergency and request assistance.

1. If conditions warrant, the person is transferred to the hospital emergency room by ambulance or emergency transportation services. If the person requiring transportation is an individual served, staff will accompany the person to the hospital emergency room. Staff should follow the ambulance and update Administration every 15 min. Due to the COVID-19 Pandemic this could require staff to wait outside and provide updates as some hospitals are restricting access to the physical building. Staff will only leave the Individual Served after confirmation from LWP Administration that the individual has been admitted inpatient to the hospital.
2. Staff provides authorized First Aid and/or Cardiopulmonary Resuscitation protocol if necessary.

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3. The individual's legally responsible person and Administrator are immediately notified by telephone.
4. An Incident Report is completed in accordance with the agency's Incident Reporting Policy by the attending staff member. A note regarding the event is entered into the Progress Note section of the individual's Service Record by the staff member.

Positive Result for COVID-19

- If an individual has a confirmed positive result for COVID-19 please see the Quarantine & Isolation Policy.

March 20, 2020**To all Living with Purpose staff,**

First off, we want to say thank you for all you have done and continue to do. Everyone has risen to the occasion and we are incredibly proud of all our staff and individuals during this unprecedented and sometimes alarming time. As you know, our services cannot stop, and our individuals need our care. Please continue to show up as you have been. We have the best staff and we know you will continue to perform to the highest level despite everything going on!

As of right now, there are no known staff or individuals with COVID-19. Though, due to the strict testing parameters none have been tested at this time as far as we know. If you feel sick or have a temperature, do not come to work. Please alert your Program Manager and Scheduling Manager as soon as you feel symptoms arise or know that you have been in contact with someone that has tested positive. All that said, we have had numerous accounts of staff and client interactions with people that may show signs and symptoms. **We will alert you as soon as any positive tests are reported to us.**

LOCKDOWN

Title: Workplace Safety
Author: Kermit Dale Harrah

Approved:



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All ISLs are on lockdown. This means there should be no unnecessary community outings. No visitors other than guardians. All staff and guardians must complete a screening upon entering the home. Staff may only report to one ISL for the time being. If you serve in multiple ISLs, we will be contacting you to determine a schedule that works for you within only one home.

Staff need to live a quarantined lifestyle. Only necessary outings outside of work. The CDC recommends this to contain the virus. Staff need to shower and change clothes before and after each shift. Many of our clients are at higher risk and we must be even more cautious when we aren't working. Wash your hands.

What constitutes a necessary community outing? Grocery/household supply shopping and already scheduled doctor's appointments. We need to try and limit grocery shopping to once a week. Taking walks in the individual's neighborhood and local parks are encouraged. These should be routine and planned. Our clients cannot sit in their home all day every day. Avoid crowds when outside the home.

If this contagion worsens and our communities initiate total lockdown, we are a healthcare agency and our clients must have their staff. We will be an exception to the rule. If this occurs, schedules will be altered. Shifts will lengthen to reduce the number of shift exchanges and potential to spread the virus.

We are asking all staff what they are available to work. Though working more than 16 hours is outside of our normal operational procedures, for now the state of MO is allowing special provisions to work beyond these time parameters.

We will not make changes until changes are necessary. You will receive texts and updates through this site. So, if you hear rumor elsewhere or are told anything contrary to what you are told through these sources, refer to this webpage and ask your Program Manager for clarification.

While our employees remain dedicated to Living with Purpose of Missouri and our valued clients, it is important to recognize we will likely experience significant employee challenges during this time. Many schools and day care facilities are considering closures or have already done so, which will present a challenge for many of our employees with children. In addition, some employees and their family members may become sick, creating a lengthy quarantine period where they will be unable to come to work. We ask for your understanding and patience as we address this evolving health crisis.

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Revised: 06-24-2020

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We realize that these measures may seem drastic, and we recognize that they may not be perfect, but please know that we are doing everything we can to reduce the chances of exposing your loved ones to this new health threat and flatten the lifecycle curve of this virus in our community. As we indicated above, we will be reviewing the developing situation daily and will communicate with you as frequently as is necessary to keep you informed of any changes or additions to these temporary policies. Please feel free to reach out to the appropriate member of our Management and Administrative team with any questions or concerns you may have.

We appreciate the patience of employees and the people we serve as we take these essential steps. Given the volatility of events surrounding COVID-19, this directive will be subject to continual review.

Title: Workplace Safety
Author: Kermit Dale Harrah

Approved:

A handwritten signature in black ink that reads "Dale Harratt".



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STAFF ACCESS FORM

Facility Name:	
Staff Name:	
Staff Personal Phone Number (mobile/home):	
Name of Resident:	
Date of Shift:	

Self-Declaration by Staff	
1.	Have you recently returned from domestic or international travel in an area with community-based transmission of COVID-19? Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	Have you been in close contact or have a household member who has traveled within the last 14 days in an area with community-based transmission of COVID-19? Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days? Yes <input type="checkbox"/> No <input type="checkbox"/>
4.	Have you experienced any cold or flu-like symptoms in the last 14 days (to include fever, cough, sore throat, respiratory illness, difficulty breathing)? Yes <input type="checkbox"/> No <input type="checkbox"/>

If the answer is “yes” to any of these questions, access to the facility will be denied.

Signature (Staff): _____ Date: _____

Temperature at time of visit: _____ (If temperature is above 100.4 you must return home)
(If temperature is above 100.0 please call Agency Nurse - 636-896-4545)

Access to facility (circle one): Approved Denied

Staff initials: _____

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Record Temperature & Pulse at least Once Daily

Name: _____ **DOB:** _____

Date	Time	Temperature	Pulse	Initials

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Approved: *Dale Harrah*