
Subject: Emergency Preparedness – Quarantine & Isolation

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.

Quarantine

Is used to **keep someone who *might* have been exposed to COVID-19 away from others**. Someone in self-quarantine stays separated from others, and they limit movement outside of their home or current place. A person may have been exposed to the virus without knowing it (for example, when traveling or out in the community), or they could have the virus without feeling symptoms. Quarantine helps limit further spread of COVID-19.

Isolation

Isolation is used to **separate sick people from healthy people**. People who are in isolation should stay home. In the home, anyone sick should separate themselves from others by staying in a specific “sick” bedroom or space and using a different bathroom (if possible).

PROCEDURE

Hand Hygiene

- Always perform hand hygiene before and after each interaction with the client. The following link is the CDC guidelines for Hand Hygiene

<https://www.cdc.gov/mmwr/PDF/rr/rr5116.pdf>

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Contact or suspected contact with COVID-19

Quarantine

Personal Protective Equipment (PPE)

- A face mask and disposable gloves are to be worn by all employees that interact within 6 feet of individuals in Quarantine.

Clean and disinfect facilities routinely and effectively.

The following is the CDC guidelines for Disinfection & Cleaning

<https://www.cdc.gov/infectioncontrol/pdf/guidelines/disinfection-guidelines-H.pdf>

- Clean frequently touched surfaces such as doorknobs, door handles, handrails, light switches, remote controls, tablets, and telephones as well as non-porous surfaces in bathrooms, sleeping areas, cafeterias and offices (including floors) using an EPA-registered hospital disinfectant that is active against viral pathogens.
- Place waste baskets in visible locations and empty regularly.
- Enhance ventilation in common areas such as waiting areas, TV rooms, and reading rooms if feasible. Open windows when weather permits.
- Linens belonging to those who are sick (not COVID-19) do not need to be cleaned separately but should be washed immediately and thoroughly before being used by others.
 - i. Staff are to transport soiled linens and clothing in baskets to avoid self-contamination.
 - ii. Staff need to immediately wash their hands with soap and water or an alcohol-based sanitizer immediately after handling soiled laundry.
- If caring for someone infected with COVID-19, it is recommended to use disposable plates, cups, and eating utensils.

*Please see attached cleaning checklist

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Positive Result for COVID-19

Isolation

- The following link is the CDC guidelines for Isolation Precautions
<https://www.cdc.gov/infectioncontrol/pdf/guidelines/isolation-guidelines-H.pdf>

The client is to be segregated in the home & outside visitors are prohibited. These measures are to minimize the risk of transmission of infectious disease.

Personal Protective Equipment (PPE)

- A face mask, gloves, disposable gown and shoe covers are always to be worn when interacting with a client in Isolation.

Clean and disinfect facilities routinely and effectively

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Patient Care Equipment and Instruments/Devices

- Medical equipment and devices must be cleaned and maintained according to the manufacturers' instructions. This is to prevent patient-to-patient transmission of infectious diseases. All equipment and devices should be handled in a manner that will prevent staff from encountering potentially infectious material. It is important to include computers and phones used in patient care.

Linens & Laundry

- Do not shake items or handle them in any way that may aerosolize infectious agents. Avoiding contact of one's body and personal clothing with the soiled items being handled. Place soiled items in a laundry bag or designated bin and clean right away.

CDC guidelines change and are updated frequently. Due to these continuous updates staff should be in communication with Management. The most current CDC Guidelines will supersede any previously listed recommendations or guidelines. Please utilize the associated links and website for CDC recommendations & guidelines. This policy will be updates as often as there are changes that effect day to day operations.



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 Revised: 05-04-2020

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Daily Cleaning Checklist

First shift signature: _____ **Yes No**
 Change bed linens once a week. (Saturday)

Second shift signature: _____ **Yes No**
 Rooms are free from foul odors
 Trash cans are clean, have liners, and are free of foul odors
 Prepare dinners and lunches according to diets.
 Take out the trash. (Wednesday Evenings pull trash to curb)
 Assist Individuals with bedtime hygiene and grooming as needed
 Wipe down and disinfect handles, counters, and door knobs
 Wipe up spills as they occur
 Dirty clothes are pulled out from the room to be washed
 Clean up after each meal
 Empty Trashcans
 Dust all tables, countertops, TV's, TV stand
 Assist with dinner preparation
 Wipe down areas that accumulate cooking grease
 Place dishes in the dishwasher
 Wipe the outside of kitchen appliances
 Check van for cleanliness

Third shift signature: _____ **Yes No**
 Rooms are free from foul odors
 Microwave is clean inside and out
 Stove and oven are clean inside and out
 Refrigerator is clean inside and out
 Food in the refrigerator is dated and labeled correctly and there are no
 Floors, walls and baseboards are free from dirt and mold
 All Cabinets in the home are clean and orderly
 Sink and countertop is clean
 Soap and towels are available
 Toilet paper is available
 Sink and countertop is clean
 Toilet paper is available
 Clean blinds and window seals
 Seep and mop floor
 Clean vents
 Clean toilet, sink, tub, shower, toothbrush holders, and mirror
 Wipe down the walls and doors
 The remainder of the laundry for the day is clean and ready to be placed in the proper
 place
 Clean floors by vacuuming, sweeping, and mopping
 Check and restock toiletries and cleaning supplies

Title: Workplace Safety
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Approved: *Dale Harrah*