**Community and Family Services**

**Covid-19/Corona Virus**

**Protection/Safety Plan**

**Basic Infection Prevention Measures:**

* Prohibit handshaking, maintain social distance of at least 6 feet as often as possible.
* Mandate that sick employees stay home, and promote telework options for administrative and support staff if possible.
* Include routine, daily disinfecting of equipment and tools being used in the field. When choosing cleaning chemicals, consult information in the EPA approved disinfectant labels with claims against viral pathogens. Follow the manufacturer’s instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE).
* Promote frequent handwashing with soap and water for at least 20 seconds. Avoid touching eyes, nose or mouth with unwashed hands.

**Training/Field Safety:**

* Take the online training with INCAA covering COVID-19 safety, proper use of PPE, interaction with client, and cleaning prior to re-entry into the field.
* Train and equip all field workers with PPE and how to properly use it, remove it and clean it to avoid contamination of self and others. Examples of PPE include gloves, goggles, face shields, and masks or N95/N100 filtering respirators, depending on the work situation.
* Ensure all vehicles and crew members are equipped with hand sanitizer with at least 60% alcohol.
* Consider prioritizing the completion of all exterior work first, and then address the interior work in the client home. Remember to practice social distancing.
* Require that crews conducting interior work will wear PPE, which may also help assure clients who are fearful of people entering their home.
* If workers arrive at a site and determine a client is exhibiting signs of COVID-19 infection as outlined by the Department of Health, defer the home for a period necessary to ensure worker safety.
* Try to reduce the number of crew/clients in the home during the time of interior work, consider asking clients if they would leave the home during this time of work.

**Inventory checklist for field crew:**

* N95/N100 face masks
* Gloves
* Safety glasses
* Tyvek suits
* Boot covers
* Paper towels
* Hand soap
* Cleaner/Sanitizer

**Worker Responsibilities**

* Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
* Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Avoid touching your eyes, nose, or mouth with unwashed hands.
* Avoid close contact with people who are sick.
* Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home—DO NOT GO TO WORK.

**Arriving at clients home**

* Call the client to verify the health of occupants at home. Clarify what it is you are working on that day and get as much information on the phone as possible. Explain what you will be doing and what they need to be doing to protect one another's health.
* Discuss the health questionnaire with client, document and confirm the client does not pose a health threat to crews entering home.
* Following IHCDA Reopen Guidance crews will not enter homes of clients over the age of 65 or clients considered high risk with underlying medical issues.

**Know the Symptoms of COVID-19** : Coughing, fever, shortness of breath, and difficulty breathing. Early symptoms may include chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose. If you develop a fever and symptoms of respiratory illness, DO NOT GO TO WORK and call your health-care provider immediately. Do the same thing if you come into close contact with someone showing these symptoms.

**Client/Crew Health Questionnaire**

Health Questionnaire for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Do you have a cold or cough? Yes No

2. Do you have a fever? Yes No

3. Have you traveled recently? Yes No

If so, where did you travel? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When did you travel? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Have you been around anyone with a cold or fever recently? Yes No

5. Are you aware of the risks? Yes No

*I understand the risk of allowing Shell Crews/ Contractors inside my home; however I am comfortable with them entering my home.*

**Client Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Client Interview Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_