



At Ease

Home Care

COVID-19 Policy

Policy: It is the policy of the Agency that all employees will be oriented to the COVID-19 control plan during the orientation process, but no later than 30 days after employment. We will implement a program to reduce the risk of the spread of COVID-19 in accordance with the state guidelines for standard precautions.

Purpose: To ensure employees/clients/families are protected against COVID-19 by providing guidelines for their investigation, control, and prevention.

Procedure:

1. All staff will follow the At Ease Home Care layered mitigation strategies such as:
 - a. Wear a mask in public areas
 - b. Wash your hands often with soap and water for at least 20 seconds
 - c. Stay 6 feet away from others as much as possible
 - d. Always cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow
 - e. Clean and disinfect
 - f. Monitor your health daily (be alert for symptoms of fever, cough, or other COVID-19 symptoms)
2. All staff will have a COVID-19 questionnaire completed bi-monthly.
3. All employees will:
 - a. Apply standard precautions in the performance of duties, which may expose them to COVID-19
 - b. Practice high levels of hygiene to prevent the spread of COVID-19
 - c. Report possible COVID-19 symptoms and exposure to COVID-19 to supervisor
 - d. Get tested for COVID-19 when necessary
 - e. Consult with their health care professional on when to return to work and report to supervisor
 - f. Submit evidence of COVID-19 test results
 - g. Notify the agency if there has been any exposure or if the client and/or

family has symptoms, contracted, or suspects to have contracted COVID-19

4. Supervisor responsibilities:
 - a. Shall ensure that the employees are familiar with, and comply with the employer's policy on the spread and prevention of COVID-19
 - b. Ensure that the client is aware of the agency's COVID-19 policy and that a copy was provided in the patient handbook
 - c. Ensure that the employees are given proper PPE and supplies for the spread and/or prevention of COVID-19
 - d. Shall obtain proper vaccine documentation to keep on file for employee and client
 - e. Shall ensure that any employee exposed to COVID-19 is screened immediately
 - f. Shall ensure that any exposure report is well documented and quarantine period is enforced
 - g. Shall notify the appropriate persons whenever employees/clients/families are exposed to COVID-19
5. Client/family of client:
 - a. Wear a mask in public areas
 - b. Wash your hands often with soap and water for at least 20 seconds
 - c. Stay 6 feet away from others as much as possible
 - d. Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow
 - e. Clean and disinfect
 - f. Monitor your health daily (Be alert for symptoms of fever, cough, or other COVID-19 symptoms)
 - g. Notify the agency if there has been any exposure or if the client and/or family has symptoms, contracted, or suspects to have contracted COVID-19
 - h. Quarantine under family care until health care provider clears the client from quarantine
6. Agency care for COVID-19 patients:
 - a. Care is not to be provided to clients with COVID-19 during the quarantine period
 - b. Care will be provided to existing clients at the conclusion of the quarantine period