

1.1 Training

Home Instead will ensure that each employee receives training, in a language and at a literacy level the employee understands, and so that the employee comprehends at least the following:

1. COVID-19, including

a. How the disease is transmitted (including pre-symptomatic and asymptomatic transmission).

- Covid is transmitted through the air (respiratory droplets from an infected person who is talking/coughing/sneezing) and by touching contaminated surfaces • Infected person is most contagious after symptoms begin – Can spread up to 2 days before onset of symptoms • Can be transmitted by asymptomatic infected people as well

b. The importance of hand hygiene to reduce the risk of spreading COVID-19 infections, [\(Handwashing video can be viewed here\)](#) and reminders as follows:

- Always maintain hand hygiene (handwashing) measures and respiratory etiquette (sneezing/ coughing into your elbow)
- Proper and frequent handwashing is the best way to ward against this virus as well as the seasonal flu and colds. Remember that it takes a minimum of 20 seconds to adequately wash all surfaces of hands and fingers. When in doubt, hum the Happy Birthday song twice. That is how long it takes to wash hands adequately. Per the CDC, healthcare workers who wear artificial nails are more likely to harbor gram-negative pathogens on their fingertips than are those who have natural nails, both before and after handwashing. Please keep natural nail tips less than ¼ inch long, refrain from wearing artificial nails in any form, and keep jewelry to a minimum on hands and forearms.
- DO NOT use shared towels; Home Instead will be providing liquid soap, hand sanitizer, paper towels, and disinfectant wipes for your use in your client's home if your client chooses to have us supply and invoice accordingly.
- Keep hand sanitizer nearby and use it frequently whenever you are not able to use soap and water if your hands are not visibly soiled; after touching a client, providing care, coughing, etc. Remember that after 3 times of using hand sanitizer, it is time to use soap and water.

- Washing your hands is easy, and it is one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community—from your home and workplace to childcare facilities and hospitals.
- **Follow these five steps every time.**
 1. Wet your hands with clean running water and apply soap.
 2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
 3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
 4. Rinse your hands well under clean, running water.
 5. Dry your hands using a clean paper towel or air dry them.
 6. Turn off water using a separate (new) paper towel. Use Hand Sanitizer When You Cannot Use Soap and Water. This may be used up to 3 times in a row, then you should use soap and water.

How to use hand sanitizer:

- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

- c. Ways to reduce the risk of spreading COVID-19 through the proper covering of the nose and mouth.
 - We mandate that all staff wear masks on shift, whenever possible/feasible if within 6 feet of others. We have surgical masks available in the Warwick office and will also provide them to client homes. Proper and frequent handwashing is vital to decreasing germs. See above for procedure. Maintaining a six-foot distance from others whenever is possible is an important way to decrease the passing of Covid virus.
- d. The signs and symptoms of COVID-19.
 - Cough • Shortness of breath or difficulty breathing • Fever • Chills • Muscle pain • Sore throat • New loss of taste or smell • Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

- e. Risk factors for severe illness; and
- f. Among adults, the risk for severe illness from COVID-19 increases with age, with older adults at highest risk. Severe illness means that the person with COVID-19 may require hospitalization, intensive care, or a ventilator to help them breathe, or they may even die. People of any age with certain underlying medical conditions (which now include pregnancy) are also at increased risk for severe illness from SARS-CoV-2 infection. Because COVID-19 is a new disease, more work is needed to better understand the risk factors for severe illness or complications. [Potential risk factors](#) that have been identified to date include:

- Age, Race/ethnicity, Gender, some medical conditions, Use of certain medications, Poverty and crowding, Certain occupations, Pregnancy, those that are not vaccinated are greater risk for severe illness as well.

- g. When to seek medical attention.

- Please call the office to discuss options for testing if you suspect you have been exposed. Here are the general guidelines from the Department of Health:
- CAREgivers must promptly notify their employer if/when they:
 - Are COVID-19 positive (i.e., confirmed positive test for, or has been diagnosed by a licensed healthcare provider with, COVID-19); or
 - Have been told by a licensed healthcare provider that they are suspected to have COVID-19; or
 - Are experiencing recent loss of taste and/or smell with no other explanation; or
 - Are experiencing both fever ($\geq 100.0^{\circ}$ F) and new unexplained cough associated with shortness of breath

If you have been vaccinated and later come into close contact with someone who has symptoms of the disease, but you have no symptoms, you can continue to work using PPE such as gloves and a mask.

If you have **not** been vaccinated and were in close contact with a person who is COVID-19 positive, then you must be immediately removed from work and :

- Stay home for 14 days, or
- Stay home and provide a COVID-19 test at least five days after the exposure

- If test results are negative, you may return to work after seven days following exposure
 - If the test results are positive, you must be removed until return to work criteria has been met
 - If you refuse to take the test:
 - You must remain removed from the workplace, but
 - Home Instead is not obligated to provide medical removal protection benefits
- If you become sick, you need to call the office immediately to discuss next steps. In the event that contact is made with your physician and you receive instructions you must contact Home Instead to inform as to the plan and outcome. It is essential that Home Instead be informed of all Covid-19 testing results.
 - Home Instead policies and procedures on client screening and management; Clients are asked to monitor for any symptoms they may have as well as for their visitors. They are requested to screen their visitors for travel, symptoms, and any risk factors that may be present such as their contacts with anyone that could be positive or also have symptoms.
- a. Tasks and situations in the workplace that could result in COVID-19 infection.
- Providing personal care is a potential hazard for Covid-19 due to the closeness that is necessary to provide care. For this reason, surgical masks are mandated during this time. Also, car rides are a potential hazard for the same reason. It is recommended during car rides that the windows be left open at least a little to help with airflow. Also, if one person sits in front and the other on the opposite side in back it will reduce a bit of risk.
 - Workplace-specific policies and procedures to prevent the spread of COVID-19 that are applicable to the employee's duties (e.g., policies on Standard and Transmission-Based Precautions and physical distancing).
 - It is always preferable to maintain a physical distance from others and employees are asked to ensure that a minimum of 6 feet always remains between them and their clients unless it is impossible due to the care that is needed to be provided and **ONLY FOR THE TIMEFRAME** that care is being provided. When maintaining adequate distance is not feasible PPE (surgical mask) is to be worn while providing personal care and when within 6 feet of another. – see policy: *per updated guidelines from the Rhode Island Department of Health and OSHA, we are now requiring all*

staff to wear surgical masks instead of cloth masks when on shift with a client. The home is considered a healthcare setting and therefore staff must wear a surgical mask during shift (even if staff is vaccinated and the client is vaccinated as well) except when not in the same room with the client. Please note that we are in the process of delivering surgical masks to all clients in the coming days. We are providing enough masks through the end of the month (a new surgical mask should be worn for each shift). We will also let our clients know about the policy update. Going forward, clients can choose to provide surgical masks themselves or ask us to provide them and include the cost in the invoice.

- Handwashing is to be done purposefully and frequently by using proper procedure as described earlier in this policy. Before donning and upon doffing gloves hands should be washed with soap and water whenever possible. If it is not possible hand sanitizer may be used for a maximal amount of 3 times before using soap and water. Please note that whenever possible, it is absolutely preferable to wash with soap and water rather than hand sanitizer.
 - Covid-19 vaccine is strongly recommended to both clients as well as employees to decrease the chance of serious infection should transmission occur. Employees who choose to become vaccinated will be paid for their time to become vaccinated as well as any time lost due to vaccine side effects
- b. Respiratory etiquette is to be always maintained, i.e., coughing or sneezing into an elbow rather than hands, disposing of tissues right away and always to be followed by hand hygiene
- Follow **Standard/ (Universal) Precautions** with all patients. When you are close to or handling blood, bodily fluid, bodily tissues, mucous membranes, or areas of open skin, you must use personal protective equipment (PPE). Depending on the anticipated exposure, types of PPE required include:
 - **Transmission-based precautions** are extra steps to follow for illnesses that are caused by certain germs. Transmission-based precautions are followed in addition to standard precautions. Some infections require more than one type of transmission-based precaution. Follow transmission-based precautions when an illness is first suspected. Stop following these precautions only when that illness has been treated or ruled out and the room has been cleaned.
- c. **Airborne Precautions-** ex.- TB: use a **well fitted respirator mask** (tiny droplet nuclei is suspended in air for a very long time and therefore can be easily spread at

a very fast pace by way of wind, airborne precaution requires special air handling and ventilation which prevents the air from spreading the disease further)

- d. **Contact Precautions-** ex.- C-diff, Norovirus, wound infection: use **gown/ gloves**
- e. **Droplet Precautions** ex.- flu, whooping cough, mumps: use a **mask/ gloves while providing care/ and gowns when near protect your clothing** (transmitted through contact with the conjunctivae or the mucous membranes of the nose or mouth).**Disinfection of surfaces is to be done upon start of shift, after use of the surfaces, and prior to leaving at the end of shift. This is to be done by spraying with an approved disinfectant and allowing the area to dry by itself**
- Home Instead-specific multi-employer workplace agreements related to infection control policies and procedures, the use of common areas, and the use of shared equipment that affect employees at the workplace.
- Home Instead will notify other employers whose employees were not wearing respirators and any other required PPE and have been in close contact with a Covid-19 positive person or worked in a well-defined portion of a workplace (e.g., the client's home) in which that person was present, during the potential transmission period. Contact tracing is done to ensure that all parties will be notified of a (possible) exposure. The notifications must not include any CAREgivers name, contact information e.g., phone number, email address), or occupation
- The notifications will specify the date(s) the person with COVID-19 was in the workplace during the potential transmission period. Any caregiver who is positive for Covid-19 will be removed from service and will not be allowed to return until all return-to-work criteria has been met.

If a Home Instead CAREGiver has been exposed but refuses to take the test:

- Home Instead will continue to keep them removed from the workplace
- Home Instead will not be obligated to provide medical removal protection benefits
- Home Instead's policies and procedures for PPE worn to comply with OSHA's COVID-19 ETS, including:
 - a. When PPE is required for protection against COVID-19; PPE is required to be worn whenever we are providing care to a Home Instead client- all staff to wear surgical masks instead of cloth masks **when on shift with a client**. The home is considered a healthcare setting and therefore staff must wear a surgical mask during shift (**even if staff is vaccinated and the client is vaccinated as well**) except when not in the same room with the client.
 - b. Employees must always wear surgical masks that they are in a car with said client.

c. Limitations of PPE for protection against COVID-19; Incorrect doffing of PPE can be more dangerous than direct occupational exposure to the virus because staff may be infected while doffing PPE without realizing it, whereas direct exposure is dealt with immediately. Handwashing process not strictly followed, missed steps and insufficient time for hand-rubbing creates a problem, as well as too vigorous movements when removing the isolation gown. If movement is too vigorous when removing the isolation gown, and the gown is not gently rolled away from the body to contain the soiled outside surface inwards a cross-contamination effect may result. Other mistakes include touching the front surface of the surgical mask or the respirator. This decreases the effectiveness of its protection. Removal of gloves in a vigorous movement, not peeling the gloves away from both hands inside out or wrapping them together may also cause a containment of contamination breach and compromise the effectiveness of having worn the PPE.

- How to properly put on, wear, and take off PPE.

To put on a full set of PPE:

- GOWN: Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back. Fasten behind neck and waist
- MASK: Secure ties or elastic bands at middle of head and neck. Fit flexible band to nose bridge. Fit snug to face and below chin
- GOGGLES OR FACE SHIELD: Place over face and eyes and adjust to fit
- GLOVES: Extend to cover wrist of isolation gown

To remove a full set of PPE:

- GLOVES : Outside of gloves is contaminated! ■ Grasp outside of glove with opposite gloved hand; peel off ■ Hold removed glove in gloved hand ■ Slide fingers of ungloved hand under remaining glove at wrist ■ Peel glove off over first gloved ■ Discard gloves in waste container
- GOGGLES OR FACE SHIELD ■ Outside of goggles or face shield is contaminated! ■ To remove, handle by head band or earpieces ■ Place in designated receptacle for reprocessing or in waste container
- GOWN ■ Gown front and sleeves are contaminated! ■ Unfasten ties ■ Pull away from neck and shoulders, touching inside of gown only ■ Turn gown inside out ■ Fold or roll into a bundle and discard

- MASK OR RESPIRATOR ■ Front of mask/respirator is contaminated — DO NOT TOUCH! ■ Grasp bottom, then top ties or elastics and remove ■ Discard in waste container

How to properly care for, store, clean, maintain, and dispose of PPE; and

- Inspect **PPE** before and after each use.
 - Always take care of PPE.
 - Clean all non-disposable **PPE** after use.
 - Repair or replace damaged or broken **PPE**.
 - Store **PPE** in clean dry air - free from exposure to sunlight or contaminants. Do not remove and leave a mask on a table or other surface. It is best placed into a paper bag following proper removal if it will be worn again (for instance if it was removed to eat and will be replaced following).
- f.** Any modifications to donning, doffing, cleaning, storage, maintenance, and disposal procedures needed to address COVID-19 when PPE is worn to address workplace hazards other than COVID-19; Whenever it is determined to be necessary to wear PPE it is of the utmost importance that it be donned and doffed correctly without exception. Any questions should always be directed to the office or your supervisor. Remember that the best practices for wearing PPE in the home **is to:**
- Try to put the PPE on (gloves and mask) as soon as you enter the home or even before you enter the home, if possible
 - Discard the PPE at the end of your shift ideally in the trash container outside the home
 - If you need to take the PPE with you, place the PPE in a double bag and put it in the trunk of your car
- Workplace-specific policies and procedures for cleaning and disinfection
 - Disinfecting products should be used only on high-touch point areas like tables, hard-backed chairs, doorknobs, light switches, remotes, handles, desks, toilets, sinks, keyboards.
 - Do NOT use disinfecting products near food or on glasses, plates, or silverware.

- Do NOT use on granite countertops as it could damage the surface. They are also not to be used on soft fabric furniture.
- When using disinfectant wipes, wipe surface, using enough wipes for the treated surface to remain visibly wet for four minutes. Let surface dry by itself. Wiping until it dries can spread the germs around the surface.
- Also, it is important to always remember to:
 - Avoid touching your eyes, nose, and mouth.
 - Cover your cough or sneeze with a tissue (then throw the tissue in the trash) or use the inside of your elbow. Wash your hands immediately after you cough or sneeze.
 - Avoid touching “high-touch” surfaces in public places. Use a tissue or your sleeve to cover your hand or finger if you must touch something.
 - Avoid handshaking with people.
 - Wash your hands after touching surfaces in public places.

Please note that Home Instead is providing gloves and surgical masks to each client home. If your client is running low or is not able to obtain disinfectant and paper towels, please contact the office.

- Home Instead specific policies and procedures on health screening and medical management; 4 questions have been added to the clock in process both on telephony and the ClearCare Go app. The questions are as follows:
 - Have you or a member of your household been experiencing any symptoms of COVID-19, including fever, cough, or shortness of breath?
 - Have you or a member of your household been out of the country within the last 14-18 days?
 - Have you or a member of your household been in close contact with anyone who has been tested, diagnosed, or told by a medical professional they may have COVID-19?
 - Have you or a member of your household been in close contact with anyone who has traveled overseas or to a high-risk area within the last 14-18 days?
- If the caregiver answers No to ALL 4 questions, they may start the shift as normal. If a caregiver answers Yes to ANY of the questions, they will be directed to contact your office for further guidance. A caregiver will receive this questionnaire once within a 24-hour period. These questions are intended to screen for any signs of sickness or other potential exposure, and they are like the questions anyone would be asked when attempting to visit an Assisted Living facility, for example.

- Our guidance to you is to think ahead and call us in the office as soon as possible if you believe you would need to answer Yes to any of those questions. If you do not call us ahead and you go to shift and then say Yes, we may have to pull you from the shift which would be very disruptive for the client, and everyone involved.
- You are being asked to promptly notify Home Instead when/if you:
 - Are COVID-19 positive (i.e., confirmed positive test for, or has been diagnosed by a licensed healthcare provider with, COVID-19); or
 - Have been told by a licensed healthcare provider that they are suspected to have COVID-19; or
 - Are experiencing recent loss of taste and/or smell with no other explanation; or
 - Are experiencing both fever ($\geq 100.0^{\circ}$ F) and new unexplained cough associated with shortness of breath

Available sick leave policies, any COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws, and other supportive policies and practices (e.g., telework, flexible hours).

- If the CAREGiver was in close contact with a person who is COVID-19 positive, they must immediately be removed from duty and either:
 - Remain removed for 14 days, or
 - Keep them removed and provide a COVID-19 test at least five days after the exposure
 - If test results are negative, they may return to work after seven days following exposure
 - If the test results are positive, you must remove them until they meet the return-to-work criteria
 - If they refuse to take the test:
 - You must continue to keep them removed from the workplace, but
 - You are not obligated to provide medical removal protection benefits

- Home Instead is not required to remove any CAREGiver who does not have COVID-19 symptoms and has:
 - Been fully vaccinated against COVID-19, or
 - Had COVID-19 and recovered within the past 3 months
 - When a CAREGiver is removed from duty for any of the reasons listed above:
 - Home Instead will continue any benefits the CAREGiver already has, and
 - Pay the CAREGiver the same regular pay they would have received had they not been absent from work up to the \$1,400 per week
 - Beginning in the third week of a CAREgivers removal, the amount is reduced to only two-thirds of the regular pay, up to \$200 per day (\$1,000 per week in most cases)
 - To determine regular rate of pay we will use the average hours over the prior 6 months of employment (if less than 6 months, the entire work period is used)
 - The identity of the safety coordinator(s) specified in the COVID-19 Plan.
 - How the employee can obtain copies of OSHA's COVID-19 ETS, and any Home Instead specific policies and procedures developed under OSHA's COVID-19 ETS, including this written COVID-19 plan.

This plan is available by request from the safety coordinators. Monique Campbell, Barbara Remington.

Home Instead will ensure that each employee receives additional training whenever:

Changes occur that affect the employee's risk of contracting COVID-19 at work (e.g., new job tasks As new information and guidance is processed from the CDC, changes and updates will be made available to caregivers to make them aware. Communications will be made through the Ricaregiver site as well as email mailings from owner/ President, Cris Dersidan.

Policies or procedures are changed; or; Whenever changes to this policy are made there will be a notification of such with the date and section that the changes were made in for quick review of current information.

There is an indication that the employee has not retained the necessary understanding or skill. Refreshing of information to be given, with time allowed to answer questions, demonstrations as determined to be necessary by the trainer or as determined by the employee who requires additional training for help with retention of information.