

Shadowfax

COVID-19 Response and Action Plan

Shadowfax is committed to providing a safe and healthy workplace for our Staff, Individuals, and our Programs. To ensure that, we have developed the following Plan in response to the COVID-19 pandemic. Staff are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces. Only through this cooperative effort can we establish and maintain the safety and health of our staff and workplaces.

To live out our Mission and Values means we lead by example, even when it's hard, encourage collaboration and active involvement with everyone, and ensure our staff, individuals, stakeholders and vendors feel valued and safe.

We continue to stay up to date on research and guidelines from the Centers for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA), state and local governing and licensing bodies during these COVID-19 times as we strive to balance public health concerns with the activities of our business.

This response and action plan detail our safety commitment during the COVID-19 pandemic.

While we will implement various protocols to ensure your safety, it's up to you and your co-workers to execute on these protocols daily. By releasing this action plan, we hope to clearly communicate steps moving forward highlighting the workplace protocols in place to protect your safety and establish a level of comfort for everyone.

We understand that every person's situation is different and encourage those with specific risks or concerns to reach out to their supervisor or Human Resources (HR) to discuss accommodations, should they be necessary.

THANK YOU for your commitment to safety and THANK YOU for providing the vital services needed by the individuals we serve during these unusual times.

Respectfully,

Amy Brillinger
Acting CEO
Director of Human Resources

The CDC recommends practicing everyday preventive actions to help reduce your risk of getting sick and remind everyone around you to do the same. These actions are especially important for older adults and people who have chronic medical conditions.

Take action to protect yourself and others from COVID-19.

- Stay up to date on vaccination, including recommended booster doses
- Maintain ventilation improvements
- People may choose to mask at any time. Masks are recommended in indoor public transportation settings and may be required in other places by local or state authorities.
 - Masking may be required at any time due to high community levels, to verify your community level please reference attached link.
 - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>
- Avoid contact with people who have suspected or confirmed COVID-19
- Stay at home if you are sick, seek medical attention if you suspect testing is required.
- Respiratory etiquette
 - Cover coughs and sneezes, avoid touching your face
- Hand washing – is one of your best defenses against the spread of infection.
 - Wash your hands often with soap and water for at least 20 seconds.
 - Washing your hands should be done:
 - Before and after preparing food
 - Before eating
 - After coughing, sneezing, or blowing one's nose
 - After handling garbage and laundry
 - After touching something of someone who is/was infected
 - After using the bathroom.
 - Using gloves, wash your hands after removing gloves and before putting on new ones.
 - How to Wash your hands effectively:
 - Turn on warm water. Keep water running while washing your hands.
 - Rub palms together to make a lather. Scrub between fingers and entire surface of hands and wrists. Using friction, scrub hands for 15 to 30 seconds.
 - Rinse hands thoroughly. Point fingers down so water does not run up your wrist.
 - Dry hands with a clean towel. Use a clean paper towel to turn off the faucet. It is not recommended to use a conventional dryer, as rubbing your hands together can bring bacteria that lives in the skin to the surface.

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand

sanitizers that contains at least 60% alcohol. You can tell if the sanitizer contains at least 60% alcohol by looking at the product label.

- **How to use hand sanitizer**
 - Apply the gel product to the palm of one hand.
 - Rub your hands together, ensuring the entire surface of your hands and fingers are covered, continue rubbing hands together until surfaces are dry. (about 20 seconds)
 - **Sanitizers can quickly reduce the number of germs on hands in many situations.**
 - **Please know that:**
 - Hand sanitizers do **not** get rid of all types of germs.
 - Hand sanitizers may not be as effective when hands are visibly dirty or greasy.
 - Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals.

Caution! Swallowing alcohol-based hand sanitizers can cause alcohol poisoning if more than a couple of mouthfuls are swallowed.

For individuals and staff:

If you were exposed to the virus that causes COVID-19, here are the steps that you should take Precautions

- Wear a high-quality mask any time you are around others inside your home or indoors in public
- Do not go places where you are unable to wear a mask.
- Monitor for symptoms
 - Fever, cough, shortness of breath, fatigue, muscle and body aches, loss of taste or smell, sore throat, congestion, GI upset
- Get tested at least 5 full days after your last exposure
- If you test negative, continue wearing a high-quality mask when around others at home and indoors in public (you can still develop COVID-19 up to 10 days after exposure).

For staff:

If you have COVID-19, you can spread the virus to others. There are precautions you can take to prevent spreading it to others: isolation, masking, and avoiding contact with people who are at high risk of getting very sick. Isolation is used to separate people with confirmed or suspected COVID-19 from those without COVID-19. You are **likely most infectious during these first 5 days**.

IF YOU TEST POSITIVE

- stay home for at least 5 days and isolate from others in your home.
- Contact the HR department 717-854-7742
- Wear a high-quality mask if you must be around others at home and in public.

- Do not go places where you are unable to wear a mask.
- Stay home and separate from others as much as possible.
- Use a separate bathroom, if possible.
- Take steps to improve ventilation at home, if possible.
- Don't share personal household items, like cups, towels, and utensils.
- Monitor your symptoms. If you have an emergency warning sign (like trouble breathing), seek emergency medical care immediately.

When you have COVID-19, isolation is counted in days, as follows:

IF YOU HAVE NO SYMPTOMS:

Day 0 is the day you were tested (not the day you received your positive test result)

Day 1 is the first full day following the day you were tested

- If you develop symptoms within 10 days of when you were tested, the **clock restarts at day 0 on the day of symptom onset**

IF YOU HAD SYMPTOMS:

- **Day 0 of isolation is the day of symptom onset**, regardless of when you tested positive
- **Day 1 is the first full day** after the day your symptoms started.

For Individual Exhibiting Symptoms of COVID-19 and/or Has Tested Positive For COVID-19

1. Staff will alert nursing staff that an individual has reported feeling symptoms consistent with COVID-SARS-2.
2. Staff will consult with a health care provider to report the individual's symptoms and follow the directions from the health care provider.
3. Staff will notify Incident Management point person to report a COVID-19 + test.
4. Residents with confirmed COVID-19 infection, their roommates, and close contacts should self-isolate, limiting their use of shared spaces as much as possible.
5. When a + COVID infection has been determined, staff will be provided with K-N95. Staff will continue to wear a protective mask **with the best fit, protection, and comfort for them. Gloves** and other PPE will be available at all times to wear while providing care. Please reference link provided for more information
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/types-of-masks.html>
6. Staff will educate the individual on the importance of separating themselves, and encouraging the individual to wear a mask while direct care is being provided.
7. At any time if the individual is experiencing shortness of breath or difficulty breathing, staff will call 911 and follow emergency guidelines.