

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

Protecting Yourself and Others from COVID-19

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:

- Utilize a face mask and proper PPE equipment
- Avoid close contact with people who are sick.
- Stay home when you are sick, except to get medical care.
- Cover your coughs and sneezes with a tissue and throw the tissue in the trash.
- Clean and disinfect frequently touched surfaces and objects (i.e. tables, countertops, light switches, doorknobs, and cabinet handles).
- Launder items in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting and dry items completely.
- Practice social distancing of at least 6 feet. This includes not shaking hands with people. Instead, utilize the below handshake alternatives:
 - Offer a nod and a smile
 - Make a good first impression
 - Do a head nod, brief wave
 - Acknowledge to the person that you are happy to meet them
 - Take a bow
 - Do the "Namaste" gesture from yoga
 - Focus on eye contact
- Avoid crowded indoor spaces
- Remain in well ventilated areas

HAND WASHING

Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.

Hand washing is one of your best defenses against spreading infection, including HBV and HIV. Always wash your hands with non-abrasive soap and water. If you are using gloves, wash your hands after removing gloves and before putting on new ones.

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.

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.

Use Hand Sanitizer when you can't use soap.

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.

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.

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)

SHADOWFAX HEALTH AND SAFETY GUIDELINES

AT ALL TIMES AND UNDER ALL CIRCUMSTANCES:

1. Masks will be provided to all staff in all settings. Eye protection will be provided to all staff in all settings where there are aerosol generating procedures such as the use of nebulizers and CPAPs.
2. Direct care staff will always wear a mask while working with individuals and when working in non-direct care settings.
3. Non-direct care staff will wear a mask while at work when in contact with any individual or in a setting where social distancing is not possible.
4. Any non-direct care staff entering or working in a residential home or in direct contact with individuals in a day program will always wear a mask.
5. All staff will wear a mask in all settings in areas of substantial or higher transmission.

6. Staff will maintain safe distances at all times.
7. Individuals and staff will maintain 6 feet of distance as much as possible.
8. Staff will ensure vigilant cleaning and disinfecting practices.
9. Staff will ensure adequate supplies of cleaning and protective equipment.

Daily Hygiene and Respiratory Etiquette when everyone in the home is healthy:

1. Frequent hand washing for at least 20 seconds with soap and water.
 - a. Always wear a face mask while working; a surgical mask, K-95 or if you voluntarily choose to wear a N-95. Cloth masks are no longer deemed effective protection against the spread of SARS-COVID-19. Face masks should be changed out and discarded after 5 days, or when you can no longer breathe easily through them, or when they become wet or soiled. They should be stored in a dry place when not being worn.
 - b. If you choose to voluntarily wear a N-95 please be advised- Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard. As outlined in OSHA Appendix D to Sec. 1910.134 (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard:
 - c. You should do the following:
 - i. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations.
 - ii. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
 - iii. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect

you against gases, vapors, or very small solid particles of fumes or smoke.

- iv. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

2. Cover coughs and sneezes.
3. Avoid touching your face.
4. Keep at least 6 feet of distance whenever possible for staff and individuals.
5. Monitor signs and symptoms (individuals and staff)
 - a. consider screening residents, workers, and essential volunteers for signs and symptoms of COVID-19.
 - b. Screening includes actively taking each person's temperature using a no-touch thermometer and asking whether the person is experiencing symptoms such as shortness of breath or has a cough.
 - c. Staff should be advised that if they develop fever or symptoms of respiratory infection while at work, they should immediately put on a mask, inform their supervisor, and leave the workplace.
6. Staff maintain vigilant cleaning and disinfecting practices.
7. Utilize gloves for all personal care, feeding, oral care, changing.
8. All soiled adult briefs must be bagged and thrown out immediately after each change.
9. All laundry must be handled with gloves and moved from individual hampers to washer directly. Use disinfectant wipes or spray to clean the hamper after removing soiled items.
10. Staff will ensure adequate supplies of cleaning and protective equipment.

I. For Staff Possible COVID-19 Exposure or Known COVID-19 exposure or positive test results.

*Health care professionals are considered “boosted” if they have received all COVID 19 vaccine doses, including a booster dose, as recommended by CDC. Health care professionals are considered “vaccinated” or “unvaccinated” if they have NOT received all the COVID 19 vaccine doses, including a booster dose.

The following actions will be taken when:

Work restrictions for health care workers with SARS-CoV-2 infection:

Vaccination Status	Contingency	Crisis
Boosted, Vaccinated or Unvaccinated	5 days with/without negative test, If asymptomatic or mildly symptomatic (with improving	No work restriction, with prioritization considerations (e.g. asymptomatic or mildly symptomatic)

	symptoms and without a fever for 24 hours without over the counter medications). Employees must also adhere to strict mask use for additional 5 days	Employees must also adhere to strict mask use for additional 10 days.
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Work restrictions for Asymptomatic health care workers with Exposures

Vaccination status	Contingency	Crisis
Boosted	No work restrictions	No work restrictions
Unvaccinated or Vaccinated	No work restrictions with negative test	No work restrictions (test if possible)

*To calculate a 5 -day isolation period, the CDC’s guidance states day zero is the day one’s symptoms began, and day one is the first full day after symptoms developed.

- At this time the organization is following the Contingency model, however if the Crisis model is deemed necessary the Executive team shall meet for determination

PLEASE PROVIDE VACCINATION STATUS TO THE HUMAN RESOURCES DEPARTMENT

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

The following actions will be taken:

1. Staff will alert nursing staff that an individual has reported feeling symptoms consistent with COVID-SARS-2
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
2. Residents with COVID-19 symptoms, their roommates, and close contacts should self-isolate, limiting their use of shared spaces as much as possible.
3. Staff will continue to wear a protective mask (when a + COVID infection has been determined, staff will be provided with K-N95, or may voluntarily choose to wear a N95 mask; please reference pages 4-5), gloves and any other PPE available and will wear this protective equipment at all times when providing care for the potentially infected or known infected individual.

4. Staff will ask the individual to remain in their bedroom away from other individuals and staff. Staff will educate the individual on the importance of separating themselves.
5. Staff will encourage the individual to wear a mask while direct care is being provided.
6. As soon as possible, staff will disinfect areas known to be used or visited by the individual and items used by the individual before symptoms presented.
7. Staff will consult with a health care provider to report the individual's symptoms and follow the directions from the health care provider.
8. Staff will monitor the individual's condition frequently as dictated by symptoms.
9. At any time if the individual is experiencing shortness of breath or difficulty breathing, staff will call 911 and follow emergency guidelines.
10. Staff will notify Incident Management point person to report that a COVID-19 test has been administered.
11. Staff will ensure individual remains quarantined until test results are received.
12. Once test results are received:
 - a. If negative, staff will follow instruction from the individual's health care provider with respect to ending the quarantine period. A written test result will be provided and remain part of the individual's health record.
 - b. Staff will notify Incident Management Point person to report the negative test result.
 - c. If positive, staff will follow instruction from the individual's health care provider and continue with quarantine, protection and disinfecting procedures per the health care provider's instruction. Quarantine of all housemates should be considered, to mitigate the spread of infection. A written test result will be provided and remain part of the individual's health record.
 - d. Staff will notify Incident Management point person to report the positive test result.
13. Staff working in the home will continue to monitor signs and symptoms of COVID-SARS-2 per CDC guidelines.
14. Staff will ensure adequate supplies of cleaning and protective equipment.
15. Utilize gloves for all personal care, feeding, oral care, changing.
16. All soiled adult briefs must be bagged and thrown out immediately after each change.
17. All laundry must be handled with gloves and moved from individual hampers to washer directly. Use disinfectant wipes or spray to clean the hamper after removing soiled items.

III. Requirements for Staff, Individuals and Individual's Family Members Relating to Travel to Areas with High Amounts of COVID-19 Cases

Please be aware that Shadowfax will be following the guidelines established by the Department of Health regarding travel.

These guidelines are for staff, individuals we support, and their families.

IV. Mitigation Procedure and Guidance for Visitation in Residential Settings

Shadowfax will remain diligent in their efforts to contain the spread of the COVID-19 virus.

The following procedures will allow for in-person visits in a safe and judicious manner:

Visits That Occur Inside the Home

1. In-person visits will be scheduled in advance of the visit whenever possible.
2. Visitors are required to wear cloth or surgical masks when present in the home and continue hand washing practices when practicable or use hand sanitizer

In Home Visits are prohibited from people who are:

Currently diagnosed with COVID-19

Are demonstrating symptoms of COVID-19 or any other illness

Visits that Occur Outside the Home

Some visitors may wish to take individuals on community outings that will not include visitors' physical presence in the home. For visits outside the home, Shadowfax will encourage individuals and visitors to:

1. Wear cloth or surgical masks when within six feet of others
2. Continue to practice social distancing
3. Select outdoor activities that will minimize exposure to other people such as visiting a park or other open areas
4. Continue hand washing practices when practicable or use hand sanitizer

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