COVID-19 (Coronavirus) Staff Protocol

- Do not come to work if you are feeling ill – please call in advance if possible so we have time to get your shift filled
- Report to your supervisor **immediately** if you or your household become exposed to the virus
- Continue to check your SET-Works emails for further communications and direction

Personal and Client Hygiene

- **Practice good hand-washing throughout your shift**
- Upon entry to the home **ALL** staff and clients must wash and/or sanitize their hands

- Upon the start of shift, all staff will take their own temperature. Staff registering a temperature above 99' will **immediately**report this to their supervisor and/or the after-hours number and will be relieved of duty as soon as possible
- Restrict guest and visitors to the home. Request parents/guardians to follow protocol when entering the home – wash hands, take temperature

Sanitize the environment

- Inside the home - sanitize all surfaces, interior/exterior doorknobs, light switches, faucet handles, tabletops, chairs, arm rests, etc. multiple times per shift
- Van - sanitize van at the end of each use (door knobs, steering wheels and any other surfaces)
- Surface Pro - wipe the keyboard and pen with Clorox wipes (squeeze out excess liquid prior to using)

Monitor and Report

- Staff will take client's temperature at each shift change and record in SET-Works under Health-Vitals. Report any temperature or medical concerns to your supervisor and/or the after-hours number **immediately**