

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**

The screenshot displays the SET-Works Vitals interface. On the left is a navigation menu with options like Consumer Details, Residential, Schedule, Health, and Blood Pressure. The main area shows a table of vital records with columns for Date / Time, Blood Pressure, Temperature, Pulse, and Respiratory Rate. A 'Vital' form overlay is open on the right, allowing for data entry. Below the table is a 'Blood Pressure' graph showing a line chart with a data point at 120/80 mmHg.

Date / Time	Blood Pressure	Temperature ↑	Pulse	Respiratory Rate
3/15/2020 12:12 PM				
3/3/2020 3:26 PM	120 / 80 BP (mmHg)			
3/3/2020 3:25 PM	129 / 80 BP (mmHg)			
2/17/2020 10:46 AM	120 / 80 BP (mmHg)			

Vital form fields:

- Date / Time: 3/15/2020 12:12 PM
- Blood Pressure: / BP (mmHg)
- Temperature: F
- Pulse: BPM
- Respiratory Rate: RR (Brpm)
- Weight: lb
- Blood Sugar: mg/dl
- Oxygen: (mmHg)