



OALA worked in conjunction with Pam Reese, Founder of Quality Now, to provide this sample policy guidelines

## COVID-19 PANDEMIC GUIDELINES FOR ASSISTED LIVING STAFF - GENERAL

*Notify administration if you are **living** with someone who has been **positively** diagnosed with COVID 19 through standardized testing. You will be asked to stay at home for 14 days for self-quarantine.*

- If you are feeling sick with a fever prior to your shift, please notify your supervisor as you will be advised to stay home. Please notify according to call off policy.
- If you believe you have a common cold, without fever and otherwise feel able to work, please plan to wear a mask the entire day at work.
- It is advisable for you to bring your own pen to use at work, keep in your pocket, do not share and use throughout your shift. If you need a pen, one will be provided for you.

*After clocking in, wash your hands for 20 seconds prior to starting patient care, use hand sanitizer if possible.*

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- In providing routine resident care perform the following:
  - A. Wash your hands for a full 20 seconds prior to working with the resident and immediately after working with the resident.
  - B. Having good hand hygiene would not require you to routinely wear gloves.
  - C. When you are providing hands on care for the resident, handling dirty laundry or delivering cleaning functions such as cleaning the bathroom after care, wearing gloves is recommended.
  - D. When wearing gloves, remember that whatever you are protecting your hands from is getting onto the surface of the gloves. Therefore, you want to remove your gloves by reaching into the inside of the glove, pulling the glove off inside out and then disposing of the gloves in the trash can located in the resident's room. Do not wear gloves into the hallways. Watch <https://youtu.be/S4gyNAsPCbU>. for a demonstration of proper glove removal.
  - E. You must still utilize hand washing precautions after the use of gloves.
- Arrive at work bringing a change of clothes if possible. It is recommended that you change your cloths when leaving your work shift. Bring a plastic bag to place your worn cloths, so you may dispose of the bag once you arrive home. If you cannot bring a change of clothes, ensure that your hands are washed for 20 sec prior to leaving the facility as to protect yourself and those you are living with.
- Always work with an assumption that all residents have the potential of illness, utilizing strict standard precautions at all times