

Legacy Empowerment Services
COVID -19 Safety Policies and Procedures

We are committed to ensuring that our staff and participants are safe at all times. We ask that all staff and participants contact Legacy office or direct supervisor immediately if any of the above events occur.

Please note Legacy Empowerment Services will not disclose any Covid-19 related information of a staff/participant. Those who have been possibly exposed will be immediately notified per CDC guidelines and as set forth in this brief.

Coronavirus (COVID-19) company policy

In this Coronavirus (COVID-19) company policy, you'll find all the essential guidelines employees should follow during the coronavirus outbreak and temporary alterations of existing sick leave and work from home policies.

Policy brief & purpose

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible by email.

Scope

This coronavirus policy applies to all company personnel. We strongly recommend to our remote working personnel to read through this action plan as well, to ensure we collectively and uniformly respond to this challenge.

Policy elements

Here, we outline the required actions employees should take to protect themselves and their co-workers from a potential coronavirus infection.

Questions?

Email: Dana White at dana.white@legacynj.org

Phone: 732-523-0769

Action Plan

Personnel Prevention Measures

- If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, request sick leave or work from home.
- If you have a positive COVID-19 diagnosis, you can return to the office *only after* you've fully recovered, with documentation confirming that you are negative
- If you are feeling ill, but you are able to work, you can request to work from home.
- If you have recently returned from areas with a high number of COVID-19 cases (based on [CDC](#) announcements), we'll ask you to work from home for 14 calendar days, and resume in-person services only if you are fully asymptomatic. You will also be asked not to come into physical contact with any colleagues and clients during this time.
- If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request work from home. You will also be asked not to come into physical contact with any colleagues and clients during this time.
- If you're a parent and you have to stay at home with your children, request work from home. Follow up with your manager or departmental leader to make arrangements and set expectations.
- If you need to provide care to a family member infected by COVID-19, request work from home. You'll only be permitted to resume in-person services 14 calendar days after your family member has fully recovered, provided that you're asymptomatic or you have a doctor's note confirming you don't have the virus. You will also be asked not to come into physical contact with any colleagues and clients during this time.

Company Prevention Measures

- All in-person work events and meetings will be cancelled/postponed until further notice.
- All service sessions must be limited to just 1 staff at a time.
- Telephone screen all clients for symptoms consistent with COVID-19 or exposure to a person with COVID-19 before each visit. Ask the client:
- Company meetings and trainings will be conducted virtually where possible
- If you normally commute to the office or meetings by public transportation or ride share and do not have other alternatives, you can request to work from home as a precaution.
- If you are planning to travel voluntarily to a high-risk country with increased COVID-19 cases, we'll ask you to work from home for 14 calendar days. You will also be asked not to come into physical contact with any colleagues and clients during this time.
- Covid-19 Safety Measures Training

For Staff Providing In-Person Services

Please initial and sign agreement of Covid-19 safety measures

_____ **I will stay home if I am having symptoms consistent with COVID-19.**

- Follow [CDC recommended steps](#) and [isolate](#) yourself if you are sick.
- Talk with your supervisor and do not return to work until it's safe. Check [When You Can be Around Others After You Had or Likely Had COVID-19](#) and talk to your healthcare provider
- I will Follow [CDC recommended precautions](#) and tell your supervisor that you have been exposed to a person with COVID-19 even if you are well.
- Do not work with clients in-person until your [quarantine](#) period is completed.

Take your temperature before the start of each work shift. Stay home if you have a fever of 100.4°F or greater and follow above step.

_____ **I will pre-screen all clients for symptoms consistent with COVID-19 or exposure to a person with COVID-19 before each visit. If I'm unable to conduct the screening, I will let my supervisor know so the screening can be completed on my behalf.**

_____ **If you are made aware that your client has been exposed, has symptoms, or tests positive for COVID-19:**

- Cancel your in-person appointment, unless you are an essential caregiver or aide. Encourage your client to contact their healthcare provider or help them contact their provider, if assistance is needed. Notify your supervisor right away.
- Essential caregivers or aides: If hospitalization for your client is not needed, your client may require assistance with home care for COVID-19.
 - See [guidance for implementing home care](#) for people not requiring hospitalization.
 - Follow recommended [infection prevention and control measures](#), including the use of recommended personal protective equipment (PPE).
 - **If there is potential that you may be splashed or sprayed by body fluids during your work, [use standard precautions](#) and [PPE](#).**

_____ **Before arriving at each client's home, I will evaluate myself for symptoms and stay at least 6 feet away from clients and others in clients' homes, including pets, whenever possible.**

- Remember that people may be able to spread virus even if they do not show symptoms. Consider all close interactions (within 6 feet) as a potential source of exposure.

_____ **I will use a mask as appropriate.**

- Masks offer some protection to you and are also meant to protect those around you, in case you are unknowingly infected with the virus that causes COVID-19.
- Wear a [mask](#) in addition to maintaining a distance of at least 6-feet away from clients. When scheduling appointments with clients via telephone or online, ask them to wear a mask while the service provider is in the home.

- Wearing masks may be difficult for people with sensory, cognitive, or behavioral issues. Masks are not recommended for children under 2 or anyone who has trouble breathing or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

_____ **I will follow basic hygiene procedures to prevent Covid-19.**

- [Wash Hands](#) often with soap and water for at least 20 seconds. You do not need to wear gloves if you wash your hands often (unless they are already required for your job or specific job-related tasks).
- Use a hand sanitizer with at least 60% alcohol if soap and water are not available.

Wash your hands or use hand sanitizer, if soap and water are not available, at these key times:

- As soon as you enter a client’s home
- Before, during, and after preparing food
- Before eating food
- Before and after physical contact with a client
- Before putting on and after touching or removing masks
- After using the restroom
- After blowing your nose, coughing, or sneezing
- After touching animals or pets, their food, or supplies
- After changing a diaper
- After caring for someone who is sick
- After contact with surfaces frequently touched by multiple people
- After cleaning surfaces frequently touched by multiple people
- After leaving a client’s home
- After leaving a public place
- Do not touch your eyes, nose, or mouth.
- Cover your [coughs and sneezes](#) when not wearing a mask.
- Do not remove mask for coughs and sneezes.
- When not wearing a mask, use tissues to cover your mouth and nose when you cough or sneeze.
 - Throw used tissues in the trash and wash your hands or use hand sanitizer, if soap and water are not available.

If at any point while in a client’s home, or after you leave, you develop a fever of 100.4°F or greater or any other symptoms consistent with COVID-19, keep your mask on, inform the client and leave the home.

Contact Dana White immediately to arrange for medical evaluation and testing.

If you test positive for COVID-19, your supervisor will need to notify any clients you visited during the period from two days before your symptom onset (or two days before your test if you are asymptomatic) until you meet criteria to [discontinue isolation](#).

Covid-19 Pre-Screen Call

For symptoms consistent with COVID-19 or exposure to a person with COVID-19 before each visit. Cancel your in-person and contact a supervisor if your client has symptoms for Covid-19.

1) **“In the past two weeks have you or someone you live with had contact with someone diagnosed with COVID-19?”**

2) **“Do you have a fever or have you felt hot or feverish in the last two days?”**

3) **“Were you able to take your temperature with a thermometer?”**

-If yes, ask “What was your temperature?” and “When did you take it?”

Note: With COVID-19, fever can come and go, and some people might not have a fever at all. Fever is less likely in people with some underlying [medical conditions](#), [older adults](#), and people taking certain fever-reducing medications, such as acetaminophen and nonsteroidal anti-inflammatory drugs (NSAIDs) like ibuprofen and aspirin.

-If no, ask “Are you experiencing shaking, chills, or sweating? Do you feel warm to the touch?”

4) **“Do you have a new or worsening cough today?”**

5) **“Do you have any of these [other symptoms](#)?”**

- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Acknowledgment

I have received and read a copy of Legacy Empowerment Services' COVID-19 Safety Policies and Procedures and agree to follow all procedures.

I understand that failure to fully comply with any of these policies may result in corrective action and may include termination.

Name: _____

Signature: _____

Date: _____