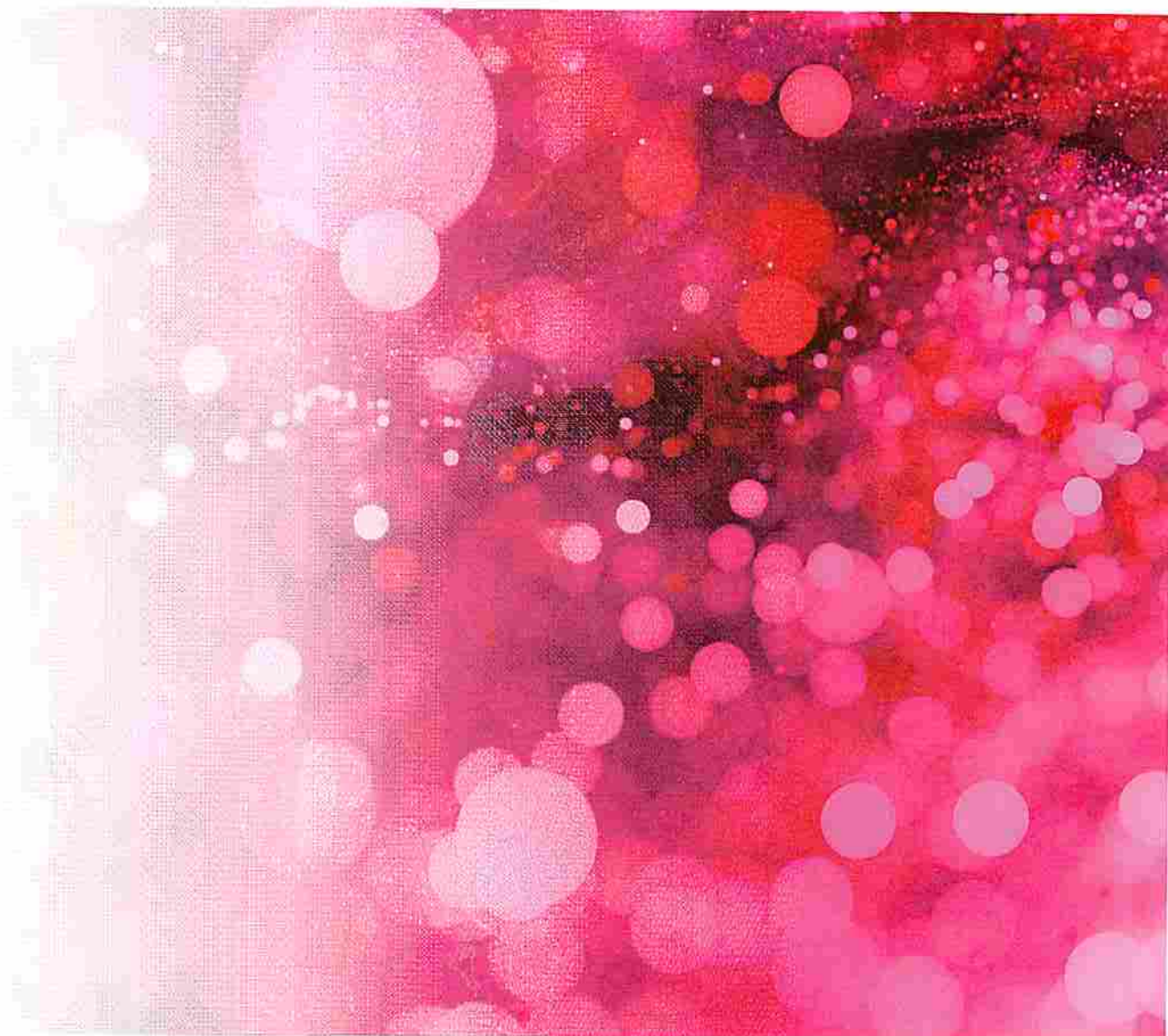




St. Ann's Home, Inc.

COVID-19 QUICK GUIDES

May 2020





What is COVID-19?

A novel coronavirus is a new coronavirus that has not been previously identified. The virus causing coronavirus disease 2019 (COVID-19), is not the same as the coronaviruses that commonly circulate among humans and cause mild illness, like the common cold.

Because this is a novel virus, what we know about COVID-19 continues to change. The most current information can be found at www.cdc.gov

HOW DOES IT SPREAD?

The virus that causes COVID-19 is thought to spread mainly from person to person, mainly through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet).

WHAT ARE THE SYMPTOMS?

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

WHO'S MOST AT RISK?

COVID-19 is a new disease and there is limited information regarding risk factors for severe disease. Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19.

Based on what we know now, those at high-risk for severe illness from COVID-19 are:

- People aged 65 years and older
- People who live in a nursing home or long-term care facility

If any of these conditions apply to you or someone you live with and/or care for, speak with HR (Kim or Steve) or Nursing.

People of all ages with underlying medical conditions, particularly if not well controlled, including:

- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- People with severe obesity (body mass index [BMI] ≥ 40)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

What Can We Do to Minimize Risk?

Currently Enacted Prevention Strategies

WASH YOUR HANDS

SOCIAL DISTANCING: 6 FT AWAY

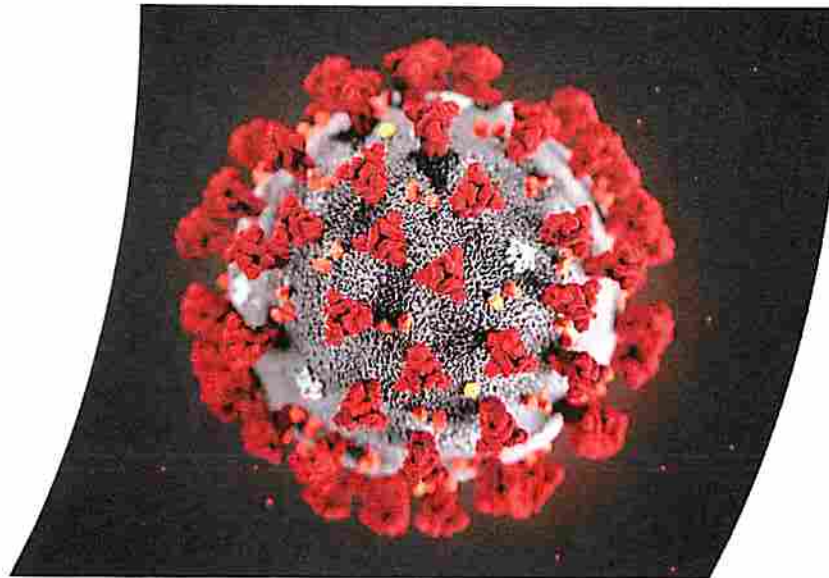
STAY HOME IF YOU'RE SICK

WEAR A MASK

MEETING? CALL IN IF YOU CAN!

PHYSICAL CONTACT? ALWAYS A LAST RESORT

MONITOR FOR SYMPTOMS & CHECK-IN AT THE DOOR



What if...

A STAFF IS CONFIRMED OR SUSPECTED TO BE COVID-19 POSITIVE

- NOTIFY NURSING
- He/She Isolates
- Close Contact? Quarantine

A YOUTH IS CONFIRMED OR SUSPECTED TO BE COVID-19 POSITIVE

- NOTIFY NURSING
- He/She Isolates
- Close Contact? Quarantine

"Close contact" is defined as living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for about 15 minutes, or has been in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic or in the 48 hours prior to illness onset. Decisions about who had close contact and implementation of legal quarantine are done through the Local Board of Health.

Congregate care staff may continue to work with a facemask if they are asymptomatic.

Residents should self-quarantine for 14 days.

ISOLATION v QUARANTINE

ISOLATION

Isolation separates sick people with a contagious disease from people who are not sick.

- ❑ Staff who are suspected or confirmed to have COVID-19 will ISOLATE at home.
- ❑ Youth who are suspected or confirmed to have COVID-19 will ISOLATE in a separate space at St. Ann's.
- ❑ Staff who are working with individuals in ISOLATION will be given special Personal Protective Equipment (PPE) to prevent exposure. This includes:
 - ❑ Scrubs/Gowns, N95 masks, Face Shields/Protective Eyewear, and Gloves
- ❑ ISOLATION ends after symptoms have resolved and the individual has been cleared to return by the St. Ann's Nursing Department and Local Board of Health.

St. Ann's has worked closely with the MA Department of Public Health and Methuen Board of Health to develop a comprehensive plan for isolation and quarantine. The most current plan is on ADP.

QUARANTINE

Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

- ❑ QUARANTINE occurs for a unit/group home if there is a suspected or confirmed exposure to COVID-19.
- ❑ QUARANTINE lasts 14 days if there is a confirmed positive COVID-19 test of a staff or resident who was in close contact with the unit/group home. If testing is negative, isolation ends.
- ❑ Staff working on QUARANTINED units/group homes should be wearing surgical masks at all times. Residents can wear surgical masks if requested.
- ❑ Staff & Residents on QUARANTINED units/group homes will be more closely monitored for symptoms, including temperature checks.



SHOULD I GET TESTED?

Here's some helpful guidance from the CDC:

Who should be tested

To learn if you have a current infection, viral tests are used. But not everyone needs this test.

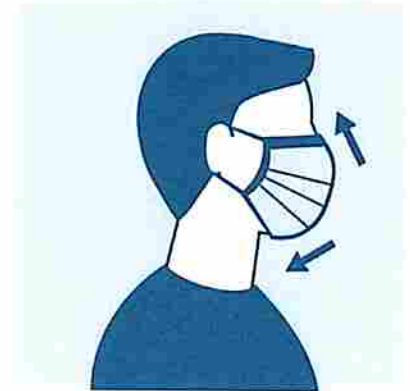
- Most people will have mild illness and can recover at home without medical care and may not need to be tested.
- CDC has guidance for who should be tested, but decisions about testing are made by state and local health departments or healthcare providers.
- If you have symptoms of COVID-19 and want to get tested, call your healthcare provider first.
- You can also visit your state or local health department's website to look for the latest local information on testing.
- Although supplies of tests are increasing, it may still be difficult to find a place to get tested.

CLOTH MASK USE & CARE

St. Ann's will provide cloth masks to any staff or child who need them.

They should be laundered daily with your regular laundry. If you can air dry, they will last longer. If you need a new one, see a supervisor.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>



Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape



HOW IS ST.ANN'S WORKING TO KEEP US SAFE?

- ❑ Frequent consultation with State Agencies, MA Department of Public Health, and Methuen Board of Health
- ❑ Restricting visitors to St. Ann's Home
- ❑ Maintaining a supply of Personal Protective Equipment (PPE) & Cleaning Supplies
- ❑ Restricted points of entry
- ❑ More frequent cleaning of common areas
- ❑ Daily calls with management
- ❑ "Open Door Policy" for staff to raise questions or concerns
- ❑ Weekly check-in calls with supervisory staff
- ❑ Screening staff before they start their shifts

If...

I See Something of Concern:

- If you're comfortable, speak up. Sometimes we all need a reminder.
- Speak to a Supervisor
- Use the Anonymous Suggestion Box in the Mail Room (it's checked daily)
- Speak with the Nursing Department
- Speak to HR (Kim/Steve)
- Speak with CEO (Joe)

I'm Feeling Overwhelmed:

THIS IS HARD. IT'S NORMAL TO FEEL OVERWHELMED.

- Take care of yourself first. You can't care for others if you're not okay
- ADP has a number of resources listed for anyone who needs more information or support
- The clinical and psychiatry staff at St. Ann's are here for you. Don't hesitate to reach out



Should I...

- **Panic?**
 - No, you should not panic. Instead, be careful & thoughtful. Understand your risk factors, and use the information available to you to make informed decisions.
- **Call Nursing?**
 - When in doubt, you should definitely call nursing. They have the most current information about recommendations from the CDC and MA Department of Public Health!
- **Make Suggestions?**
 - Yes! Reach out to your supervisor, or use the anonymous feedback box in the mail room.
- **Ask Questions?**
 - Yes! You can ask your supervisor, program director, nursing, or any senior management staff if you have questions or concerns.
- **Stay home?**
 - If you have any symptoms, you should stay home...and call nursing!
- **Wear a Mask?**
 - If you're at work, and don't have a medical reason not to, yes. Exceptions would be after everyone has gone to sleep, and you can maintain social distance of at least 6 feet, or if you're alone in room/office.



Where Can I?

- Get more information:
 - www.cdc.gov
 - <https://www.mass.gov/info-details/covid-19-updates-and-information>
 - <https://www.erinbromage.com/post/the-risks-know-them-avoid-them>
 - St. Ann's ADP Site
 - St. Ann's Nursing Department
 - Any Supervisor or Senior Management Staff Members