



## CORONAVIRUS (COVID-19) POLICY AND PROCEDURE

March 12, 2020

### **Coronavirus (COVID-19)**

Due to the Governor of the State of Florida issuing an Executive Order No. 20-52 on March 9, 2020 in response to the COVID-19 which poses a severe threat to the entire State of Florida, Central Florida Care Group Inc. will be prohibiting certain individuals from visiting the facility.

**It has been superseded by Emergency Order DEM ORDER NO. 20-002, effective March 11, 2020.**

Any person infected with COVID-19 who has not had two negative test results separated by 24 hours is prohibited from visiting the facility.

Any person showing or presenting signs or symptoms of a respiratory infection, including cough, fever or shortness of breath or sore throat is prohibited from visiting the facility.

Any person who has or may have been in close contact with a person(s) infected with COVID-19 who has not tested negative for COVID-19 is prohibited from visiting the facility until 14 days after their interaction with the person(s) who is infected with COVID-19.

Any person who traveled internationally is prohibited from visiting the facility until 14 days after their return to the United States.

Any person who has been in a community with confirmed community spread of COVID-19, as identified by the Centers for Disease Control and Prevention or a state public health agency, is prohibited from visiting the facility within 14 days of their presence in the community with community spread.

Any person who resides in a community with confirmed community spread of COVID-19, as identified by the Centers for Disease Control and Prevention or a state public health agency, is prohibited from visiting the facility.

To ensure the safety of the residents, staff will watch for symptoms which may appear 2-14 days after exposure: fever, cough and shortness of breath.

If signs or symptoms appear the primary care provider will be notified.

To prevent the spread of COVID-19 is to avoid being exposed to this virus. Everyday prevention actions to help prevent the spread of respiratory diseases, including:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.

## **Facemasks**

Facemasks should be worn by people who show symptoms of COVID-19 to help prevent the spread of the disease to others. The use of facemasks is crucial for healthcare workers and people who are taking care of someone in close settings such as at home or in a health care facility.

## **Prevention Measures**

- Avoid close contact with people who are sick
- Take everyday prevention actions
- Clean your hands often
- Wash your hands with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing, or having been in a public place.
- If soap and water are not available, use hand sanitizer that contains at least 60% alcohol.
- To the extent possible, avoid touching high touch surfaces in public places-elevator buttons, door handles, handrails, handshaking with people, etc. Use a tissue or your sleeve to cover your hand or finger if you touch something.
- Wash your hands after touching surfaces in public places.
- Avoid touching your face, nose, eyes, mouth, etc.
- Clean and disinfect your home/facility to remove germs: practice routine cleaning frequently touched surfaces (tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks and cellular phones).

## **Watching for symptoms and emergency warning signs**

- Pay attention for potential COVID-19 symptoms including fever, cough, and shortness of breath. If symptoms develop, the primary care providers will be notified.
- If emergency warning signs for COVID-19 develop residents will be given medical attention immediately and emergency medical services (911) will be notified.
- Emergency warning signs are difficulty breathing or shortness of breath, persistent pain or pressure in the chest, new confusion or inability to arouse, bluish lips or face.

## **Preparedness for COVID-19**

- Community preparedness planning for COVID-19 should include older adults and people with disabilities, and the organizations that support them in the communities, to ensure their needs are taken into consideration.
- Food and other medical supplies (incontinence, medications) needed will be stockpiled.

- Non-perishable food items will be in full stock as though emergency preparedness for hurricane or tropical storm.

## **Environmental Cleaning and Disinfection**

Close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.

In areas where ill persons are being housed in isolation. Focus on cleaning and disinfecting common areas where staff/others providing services may come in contact with ill persons but reducing cleaning and disinfection of bedrooms/bathrooms used by ill person to as needed.

In areas where ill persons have visited or used, continue routine cleaning and disinfection.

## **How to Clean and Disinfect**

### **Surfaces**

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common
- Diluted household bleach solution can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Prepare a bleach solution by mixing:  
5 tablespoons (1/3 cup) bleach per gallon of water or 4 teaspoons bleach per quart of water
- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning if items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
- Do not shake dirty laundry; this minimize the possibility of dispersing virus through the air.
- Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry completely. Dirty laundry that has been in contact with an ill person cannot be washed with other people's items. All resident's clothing must be washed separately.
- Clean and disinfect hampers or other carts for transporting laundry according to the guidance above for hard or soft surfaces.

## **Personal Protective Equipment (PPE) and Hand Hygiene**

- When cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
- Gloves and gowns are compatible with the disinfectant products being used.
- Additional PPE may be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
- Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
- Staff should report breaches in PPE immediately (i.e., tear in glove, etc.) or any potential exposures to their supervisor.
- Staff and others should clean hands often, including immediately after removing gloves and after contact with ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Follow normal preventative actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
- Additional key times to clean hands include after blowing one's nose, coughing or sneezing, after using the restroom, before eating or preparing food, after contact with animals or pets, before and after providing routine care for another person who needs assistance.

## **COVID-19 Training**

Training will include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE. Staff will be trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard. Central Florida Care Group Inc. will comply with OSHA's standards on Bloodborne Pathogens, including proper disposal of regulated waste, and PPE.

Staff will be educated on performing cleaning, laundry, and trash pick-up activities to recognize the symptoms of COVID-19 and provide instructions on what to do if they or residents develop symptoms within 14 days after their last possible exposure to the virus.

Any staff should immediately notify the supervisor and the local health department if they develop symptoms of COVID-19. The health department will provide guidance on what actions need to be taken.