

# COVID – 19 Pandemic Plan Binder

## STAFF FORMS, RESOURCES AND MEMOS

- Protocol for family/friend short-stay absences/outings and essential overnight absences for clients in 24 hour locations. ← NEW September 1, 2020
- Memo – Clarification and reminders May 12, 2020
- COVID-19 Reference Document for Symptoms Ver. 2 May 2, 2020
- How to Safely Wear and Take Off a Cloth Face Covering
- Risk Assessment Tool for PPE and source control
- Mask Use for Non-Healthcare Workers
- Memo – Wearing of Masks During COVID-19 Pandemic – April 28, 2020
- When COVID-19 Symptoms Begin to show
- Protocol for deliveries and staff shopping
- How to use the Lerkonn Infrared Thermometers
- Client screening protocol and sample of tools
- Staff screening protocol and sample of tool
- Visitor screening protocol and tools – September 1 , 2020 ← Revised protocol
- Personal Protective Equipment (PPE) during the pandemic and use of masks as source control
- How to put on and take off PPE
- Reminders while working
- Memo – Cleaning protocol for overnight bedding April 14, 2020
- Client transport
- Protocol for Cleaning and Disinfection of Residential Work Locations
- Seeking Medical Attention during COVID-19
- Hand washing
- Hand Sanitizing
- Cleaning Guidelines –
  - HighMark Cleaner
  - Spray Nine
  - Quat Plus
- COVID-19 – Update April 16, 2020
- Memo – April 1, 2020 Please note some items in this are no longer current
- Memo – March 25, 2020 – COVID-19 Client and Staff Symptoms – Note Symptoms have expanded as noted in COVID-19 – Update April 16, 2020
- Memo – March 19, 2020 - Visitors to Residential Locations
- Memo - March 12, 2020 – COVID – 19 information

## CLIENT RESOURCES

- Hand washing - client
- COVID - 19 - If I Become Sick Social Story
- COVID - 19 - My Housemate has Coronavirus Social Story
- COVID-19 Information By and For People with Disabilities

September 1, 2020