

Bethel Home Care Services

COVID-19 Preparedness Plan and Policy for PCA and 245D Services

This document is current as of June 29th, 2020

At Bethel Home Care Services (**BHCS**) the health and safety of our clients and employees is top priority to us. In order to keep everyone safe, we are instituting the following measures effective June 29, 2020 to help keep everyone healthy, reduce exposures to COVID-19, and slow the spread of the disease.

This information is posted in the front office of Bethel Management Group and our website, www.bethelhomehealthcare.com. We plan to evaluate this COVID-19 Preparedness Plan and Policy at least quarterly, and, if necessary, updated and reposted to our website. A hard copy of this preparedness plan is also available upon request.

We will communicate, instruct and train all staff and service recipients via the company email and nurse calls regularly, about how COVID-19 is spread, and also remind employees on best practices for stopping the spread. Bethel Home Care's Supervisory Registered Nurse will perform phone visits as allowed per DHS for all visit types until further notice.

BHCS Main Office Plan: Our office is operating limited hours and visits are by appointments only. The office door will remain closed during working hours, and guests will be let in when prompted. Masks or face coverings are required for every office visit. Office staff will sanitize twice daily: Before and after work. Personal workstations must be sanitized frequently throughout the day. Employees are advised to stay home if they are exhibiting any symptoms of any sickness.

Our COVID-19 Preparedness plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

1. Hygiene and Source Controls:

Employees must wash hands for at least 20 seconds with soap and water at the start/end of every shift, after using the bathroom, before, during and after preparing food, before and after providing care to their client, after blowing their nose, coughing or sneezing, after touching an animal or animal waste and also after touching high-contact areas, such as door handles, remotes, computer keyboards, cell phones, etc.

A poster on proper hand cleaning has been made available to employees and clients/responsible parties. Clients are also encouraged to wash their hands when possible. If soap and water is not available, employees and clients may use a hand sanitizer that is at least 60% alcohol based.

Personal Protective Equipment:

Employees should wear masks and gloves when providing care for their client. BHCS will provide Personal Protective Equipment to employees as best as we can as items are available. Clients will be mailed masks and gloves for their employees upon request and may ask BHCS to provide more when they run out. Employees can purchase masks and gloves and may submit their receipt to BHCS for reimbursement.

2. Cleaning and Disinfecting:

BHCS recommends that clients, employees and responsible parties follow MDH and CDC guidance for frequent cleaning and disinfecting of your workspace, especially shared spaces.

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>.

All high-touch surfaces such as doorknobs, light switches, stair rails, counters, tables and chairs, phones, keyboards, program equipment and other shared items must be cleaned and disinfected habitually. Minimize the use of shared office supplies that cannot be sanitized and consider using designated bins for clean and used items.

BHCS recommends using EPA-registered disinfectants recommended by the CDC:

<https://www.epa.gov/coronavirus>

3. Arrivals & Departures:

Clients and/or Responsible Parties should check their temperature at the start of

each shift. The CDC also worked with Apple to provide an app for a cell phone that can also be used as a screening tool. It is available at: <https://www.apple.com/covid19>.

4. Screening and policies for employees exhibiting signs and symptoms of COVID-19

Employees are encouraged to self-monitor for signs and symptoms of COVID-19. These symptoms include fever of 100.4 or higher; new and persistent dry cough; difficulty breathing (unable to hold their breath for 20 to 30 seconds) or unusual fatigue. When any of these symptoms are present, the employee must notify **Alicia Dawson at the office by phone 763-746-8566 or email bethelmanagementgroup@gmail.com**. The employee is to stay at home until the fever has been absent for three consecutive days. If the worker exhibits symptoms while at work, they are to ensure the safety of others and leave the premises. If they need to stay until another employee can arrive, they are to self-isolate and make sure they are wearing a mask and following other source control measures, e.g., hygiene and social distancing of at least six feet.

Workers with ongoing symptoms are strongly encouraged to contact their health care provider to determine if they should be tested for COVID-19. If they are tested, they are not to work until they receive the results of the test. If an employee tests positive for COVID-19, BHCS will contact the person infected and will conduct a risk assessment and report their answers to MDH. We will continue to be in contact with the employee, client and MDH until the employee is able to return to work per CDC guidelines.

If an employee is exhibiting any symptoms of COVID-19, they will need to inform the client/responsible party prior to the start of their shift. BHCS recommends that the employee not work, and that the client/Responsible Party refer to their emergency staffing plan. After conducting a COVID-19 screen, employees should wash their hands and put on a mask and gloves before they start providing any care.

Screening and policies for recipients exhibiting signs or symptoms of COVID-19

If a client is showing signs or symptoms of COVID-19 or has come into contact with someone with COVID-19, they should contact BHCS to report their (potential) exposure. Bethel will conduct a risk assessment screening and will develop a team to check in with the client. We will report the information to MDH

and will follow MDH's instructions. The client/responsible party should notify their employees right away, and utilize their staffing back up plan while they are at risk of transmission of COVID-19

5. Social Distancing:

Social distancing of at least six feet will be implemented and maintained between workers, clients, guests and visitors whenever possible. Due to the nature of our Personal Care Worker services, social distancing between a worker and a client is not always possible but highly encouraged if feasible.

For office workers at **BHCS**, employees will work remotely and rotate office hours when possible. When in the office, they are required to maintain social distancing of more than six feet from other coworkers. If this is not possible both workers are required to wear a cloth facemask. Hand sanitizer is made available in the office and workers are encouraged to use it frequently. Phones, pens, computer equipment, desks, workstations, offices or other personal work tools and equipment will not be shared and, if used by more than one person, will be cleaned and disinfected between users.

6. Accessing the Community & Transportation:

When assisting the client to access their community or when providing transportation, BHCS recommends the following precautions:

- Plan for the use of facemasks
- Take precautions when using public or private transportation
- Limit the number of people in the vehicle.
- Remind clients to wear a facemask, wash their hands, and follow social distancing guidelines while they are in the community.

7. Food Preparation and Meals:

When assigned for food preps as per recipients Care Plan or Coordinated Services & Support Plan (CSSP), meals for clients should be prepared using good hygiene practices and serve the client in the same manner. If possible, apply social distancing guidelines to reduce the number of people at the table when food is served. All services are provided in a client's home setting. Employees must avoid shared preparation and sharing of food.

8. Ventilation:

Work to maximize the amount of fresh air being brought in if air recirculation is limited. Also take steps to minimize air flow blowing across people.

9. Communications and Training:

BHCS will provide updates to employees and clients/Responsible parties as new information about COVID-19 becomes available. Communication is sent via email and regular mail as needed. Information is also available at www.bethelhomehealthcare.com.