



COVID-19 SAFETY

The COVID-19 pandemic has wrought changes to our personal and professional lives in ways that none of us could have foreseen. We must respond to these changes, as they emerge, in a way that protects ourselves, our families, our residents, and in fact everyone else with whom we come in contact, either directly or indirectly.

While not all COVID-19 Protocols are now being practiced, staff members of The Doris Clifford Center must have a clear grasp of the protocols in the event that they must be activated in a hurry in the future.

The following are measures, which must be adhered to by the staff of The Doris Clifford Center once the COVID-19 Protocols are activated:

1. Wear a mask when leaving your home to go into the public; when you are coming in contact with anyone not in your” bubble”, which includes anyone not in your immediate household, or not deemed safe even if they are in your immediate household; and keep a six feet distance between yourselves and everyone else, not in that “bubble.”
2. Wash or otherwise sanitize your hands frequently with an alcohol-based sanitizer of no less than 60% alcohol content and educate and encourage everyone you must spend time with to do the same.
3. Monitor yourself for signs or symptoms of an upper respiratory tract infection or any other signs of COVID-19. Keep abreast of the new signs and symptoms as they emerge.
4. Take your temperature and oxygen saturation before leaving home or on arriving at work if the equipment is available. A temperature of 99°F or 37.2°C and oxygen saturation (SpO₂) level of 95% or less is cause for concern.
5. If you are at home and develop signs or symptoms do not report to work, call your supervisor, to have relief provided, and seek medical care in the way that is most appropriate at the time.
6. If you are on duty and develop signs or symptoms, report the matter to your supervisor, request relief from duties, and seek medical attention in the way that is most appropriate at the time.
7. If you have stayed away from work or left work because you developed signs and/or symptoms of upper respiratory tract infection, you must have a COVID test scheduled as soon as possible and await a negative result before resuming duties. Anyone with a positive COVID test must remain off duty for at least ten (10) days after the date of the test or otherwise directed by the Management of The Center.
8. Sanitize your hands thoroughly when you get off the bus if you take public transportation.



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9. Change your shoes when you arrive at work and before entering the inner house. This can be done on a veranda. Remember that the place where you change your shoes cannot be a part of the house where you go back and forth while you are at The Center. If necessary and possible, a place should be designated beyond where shoes worn on the outside, do not pass.
10. Wash or sanitize your hands after changing your shoes and before entering the house.
11. Remove the clothing worn to work and wash hands and exposed arms before putting on clean clothing that you will work in.
12. Where at all possible, hang the clothing worn to work outside in sunlight, in an area where it will hang freely and not touch anything else. Remember to avoid contact between the clothing worn to work and the clothing you will be working in.
13. Wash hands again before engaging with the residents.

GENERALLY, PLEASE OBSERVE THE FOLLOWING -Whenever Covid-19 Protocols are Activated:

14. NO HANDSHAKING! Use a fist bump, slight bow, elbow bump or foot bump, etc.
15. Use ONLY your knuckle to touch light switches, elevator buttons, etc. If you must touch or touched in error, wash or sanitize your hands after touching!
16. Touch any surface that is used by multiple persons, such as the gasoline dispenser, with a paper towel or use a disposable glove if this is feasible. If you must touch or touched in error, wash or sanitize your hands after touching!
17. Open doors with your closed fist or hip - do not grasp the handle with your hand unless there is no other way to open the door. Especially important where the door is in a public space. If you must touch or touched in error, wash or sanitize your hands after touching!
18. Use disinfectant wipes at the stores, to wipe handles, rails and carts and child seats in grocery carts. Better yet, leave children at home if possible. Wash or sanitize your hands after touching!
19. Stand upright where possible and avoid leaning against surfaces in public places. If this is not possible, sanitize and change clothing before engaging with residents, colleagues, or your household.



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20. Wash your hands frequently with soap for 10-20 seconds and/or use a greater than 60% alcohol-based hand sanitizer between patients; between activities; when you use your hands to touch anything that is not newly washed or sanitized; when you are not sure if your hands are clean for any reason.
21. Keep a bottle of sanitizer available at each of the home's entrances – your home and at The Center; in your vehicle if you drive and, on your handbag, or belt for use after touching any surface such as columns, benches, grills, chairs, keys, gas pump, money, etc. when you cannot immediately wash your hands.
22. If you have not been doing so before start taking vitamin supplements – Vitamin C with zinc, Vitamin B6, and E to boost your immunity.
23. If possible, cough or sneeze into a disposable tissue and discard. Use your elbow only if you must. The clothing on your elbow can retain infectious materials that can be passed on for up to a week or more!
24. If you share a telephone, clean the phone with alcohol swabs before and after use. Remember that the person using it next might be answering it and not have the time to clean it before use. Also, that next person could be you.
25. Use headphones with your cell phones rather than taking the phone close to your mouth to speak. Remember that we put the phones on surfaces and any of these surfaces may be contaminated.
26. When taking the bus, have the exact payment so that there will be no need to collect change.
27. Avoid using your phone on the bus or any other public place unless you absolutely must. Remember to sanitize your hands before touching your phone and not to place it on any surface used by others unless you have sanitized the surface first.
28. Sanitize your hands as soon as you get off the bus.
29. When you get home, remove your clothing, and hand it in direct sunlight before washing, if possible, or directly into washing. Leave the shoes worn on the street outside the safe area in the home and bathe and change before interacting with your home and family.
30. If possible, use footwear on duty that can be washed and wash this as often as is necessary and possible.



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31. Be willing and compliant with requests for COVID-19 testing where this is provided or otherwise available to you without you being required to pay.
32. Where at all possible, avoid social gatherings with anyone outside of your immediate household or not deemed safe even if within your immediate household. This includes church services, weddings, funerals, parties, concerts, etc.
33. Always remember that you can have Covid-19 and have no symptoms. However, no symptoms will not reduce the possibility of passing it along to someone and you do not want to be guilty of infecting anyone, least of all your vulnerable resident, causing serious illness or death. The thing to do is to avoid getting infected.

WHILE ON THE JOB

34. When escorting residents to keep medical appointments or to visit any health facility otherwise, you are required to ensure the following:
35. Complete a Transportation Questionnaire before boarding the taxi. Any taxi driver who refuses to provide this information must be replaced with another.
36. Take along additional masks for you and the resident in case the one worn must be replaced for any reason.
37. Avoid anyone who is not wearing a mask or not wearing one properly, i.e., completely covering mouth and nose and fitting snugly. Please consider it your responsibility to ask anyone in your presence or in the presence of your resident who is not wearing a mask or not wearing one properly to put a mask on or to fix it properly. Do so respectfully and leave the area if she | he refuses to do so if you can.
38. When you and the resident return home from any outing, thoroughly sanitize both yourself and the resident, including hands, arms, and exposed legs, and changing shoes, clothes, and mask.