

**Suggestions to Help Care Initiatives Staff Stay Safe**

**at Work and at Home**

Care Initiatives is supporting the following guidelines to help our staff and their families through the COVID-19 Pandemic

**At Work**

* SOCIAL DISTANCING: Do not hold group team meetings. Limit patient interactions to 1:1 when possible; always apply hand sanitizer when entering a room and maintain a distance of 6 feet from others when possible.
* HAND HYGIENE: Wash your hands for at least 20 seconds with soap and hot water or hand sanitizer.
* UNIVERSAL MASKING: Wear a mask at all times. If your facility is not in the midst of an outbreak, you must wear a surgical mask and a face shield. If your facility is in in the midst of an outbreak, then you must wear a KN95 or an N95 mask and a face shield.
* LIMIT PERSONAL ITEMS: Avoid bring non-essential personal items to the facility. If you need items with you during your shift (*e.g.*, your personal cell phone), keep them clean and store them in a sanitary bag and do not share them with coworkers.
* FOOD PLANNING: If you bring food to work, put it in containers that can be discarded or easily decontaminated.

CLEAN WORKSTATIONS: Wipe down each phone, computer keyboard, and mouse, and the surrounding areas before and after use.

**At Home**

* HEALTH CHECKS: Take your temperature twice a day. Stay home if you are sick or feel like you are getting sick. If you feel like you are getting sick, err on the side of caution and call your supervisor.
* ISOLATE SICK INDIVIDUALS: If someone living or staying in your household is sick, ask them to self-isolate as much as possible, and remind them to cover their coughs and sneezes. Avoid sharing personal items.
* HAND HYGIENE: Ensure all members of the household are washing their hands with soap and hot water for 20 seconds as soon as they enter the home.
* COATS AND SHOES: When you return home from work, keep your coat and outerwear away from household members and their belongings. For example, leave your shoes outside, in your garage, or by the door.
* CHANGE YOUR CLOTHES: If possible, change your clothes in a disinfected area of your facility before going home. When you return home, take a hot shower and place your used work clothes in a dedicated bag or hamper so you can wash them separately.
* DISINFECT HIGH-TOUCH AREAS: Clean high-touch areas in your home such as light switches, faucets, tables, counters, handles for cabinets and drawers, refrigerators, dishwashers, and washers and dryers. Use disinfecting wipes, soap and water, or a sanitizing spray.
* LAUNDRY AND DISHES: Use hot water and detergent or soap to wash your clothes and dishes. Wash your hands after loading laundry or a dishwasher.
* SUPPLEMENTS AND MEDICATIONS: Wash your hands before and after distributing any medication for yourself or others in your care.
* OPEN THE WINDOWS: High airflow can disperse respiratory infections. If possible, open windows and doors periodically to get fresh air moving throughout your home.
* LOWER THE RISK FOR HIGH-RISK INDIVIDUALS: If you live with people who are immunocompromised, older, or those with other medical problems, talk to their health care provider about how to lower their risk. In certain cases, consider limiting their contact with you (or others in your household who work in essential services). This so-called “reverse isolation” often involves giving them a “safe” part of the house as their own and using masks, social distancing, and following all the other information provided here to help prevent them from getting sick when they’re out of their designated “safe space.”
* MAKE A PLAN: Develop a plan for how to manage COVID-19 exposure in your household. Be prepared to stay in place and limit your travel except for medical care.
* MOBILE ORDERING: Avoid crowded stores and long lines by using mobile ordering for groceries or ordering meals. Choose your stores wisely. Some businesses are doing a great job of enforcing social distancing policies in their stores; others are not.