

Helen Purcell

Founded 1885

June 24, 2021

To Our Residents and Family Members,

I am writing to let you know that Helen Purcell has recently updated policies that may be of interest to you.

For your convenience, we have posted these policies on our website. If you have questions related to these policies, please direct your questions to either, Vince Durant at 740-453-1745 ext. 106, or Missy Miller, our Director of Nursing, at the same number using ext. 101.

This is a constantly changing situation that makes it difficult to communicate in a timely manner via regular mail. Please check our website at helenpurcell.org often for any updates or changes to these policies.

Your cooperation is very much appreciated.

Sincerely,

A handwritten signature in black ink that reads "VINCE DURANT". The signature is written in a cursive style with a large, sweeping initial "V".

Vince Durant
Executive Director

When visiting:

Facial Covering is required per CDC guideline.

All individuals must enter through our main entrance off Olive Street and shall complete a screening log. This includes all outside providers and contractors.

All persons visiting must be 10 years old or older and able to facilitate social distancing, be able to wear a face covering and not be a distraction to other residents, visitors, or staff.

If any of the following symptoms are present- cough or difficulty breathing or two or more of the following: fever, chills, repeated shaking with chills, sore throat, body aches, headache or new loss of taste or smell, GI symptoms (vomiting, nausea, diarrhea), congestion or runny nose we ask that you **DO NOT** visit.

All visitors will be asked to wash hands or use alcohol-based hand sanitizer upon entry to facility. Visitors are to go directly to the resident's room they are visiting.

Visitors are to maintain social distancing from staff, other residents, and visitors.

Thank you!

Helen Purcell

Policies and Procedures

Department: ALL

Subject: Coronavirus (COVID-19) Policy

Date: 3/11/20

Revised Date: 6/17/21

Policy Effective Date: **Immediately**

Coronavirus (COVID-19) Policy

It is the policy of the Helen Purcell Home to strive to minimize and/or prevent the spread of the Coronavirus (COVID-19) through our facility. Helen Purcell is following the policies of the Ohio Department of Health, and the recommendations of the Muskingum County Department of Health, the Center for Disease Control, and our Medical Director as they relate to Residential Care Facilities.

Transmission of COVID-19:

This virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.
- There is currently no vaccine to prevent Coronavirus Disease 2019 (COVID-19).
- *The best way to prevent illness is to avoid being exposed to this virus.*

The following procedures are to be followed:

Reporting

1. Employees are expected to self-monitor for symptoms of COVID-19 infection prior to their scheduled shift. If an employee is displaying symptoms related to the virus, please contact your Supervisor and they will call Missy Miller, RN at (740) 586-1251 to report the situation and to receive guidance on next steps to follow.

2. If more than 2 residents or facility personnel develop fever or respiratory symptoms within 72 hours of each other the Zanesville Muskingum County Health Department is to be notified at 740-454-9741.

STAFF

1. Do not report to work if any of the following symptoms are present- *cough or difficulty breathing or two or more of the following: fever, chills, repeated shaking with chills, sore throat, body aches, headache or new loss of taste or smell, GI symptoms(vomiting, nausea, diarrhea),congestion or runny nose .*
2. If any staff member begins to show any of the above symptoms they are to report to the nurses' station for evaluation. Upon evaluation if staff member has symptoms, they will be sent home immediately.
3. Call-offs related to COVID-19 will be excused during this time.
4. If an unvaccinated employee or any person in their household travels internationally the employee must have a COVID-19 test and will need to self-quarantine for 14 days before returning to work. This would not qualify for COVID pay; PTO time could be used. If a vaccinated employee travels internationally, the employee will need to be COVID tested 3-5days after travel.
5. When an employee reports off work for symptoms listed above, follow Policy 090 Employee Workplace Safety Protocols & Procedures During COVID – 19 Pandemic.
6. Employee may return to work if criteria listed in Policy 089 Employee Return to Work Policy is met.
7. All staff are to complete employee screening log upon reporting to work.
8. Staff is to use proper hand hygiene practices throughout their shift.
Additional key times to wash 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.
9. Proper Hand Washing Technique - wet your hands with clean, running water (warm or cold) and apply soap. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails. Scrub your hands for at least 20 seconds and rinse thoroughly.
10. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
11. Applying hand sanitizer properly - rub your hands together, covering all surfaces of both hands, including between your fingers and up around your fingertips and nails. Rub hands together for 30 seconds to allow your hands to completely absorb the product and the hand sanitizer to completely dry.
12. When coughing or sneezing use proper respiratory hygiene/cough etiquette – use tissue to cover your mouth and nose when you cough or sneeze; or cover your cough or sneeze with your upper sleeve not your hands. Throw tissue in waste basket. After coughing or sneezing use proper hand hygiene.
13. Avoid touching your eyes, nose, and mouth with unwashed hands.

14. Avoid close contact with people who are sick, even inside your own home.
15. Put distance between yourself and others:
 - Remember that some people without symptoms may be able to spread the virus.
 - Stay at least 6 feet from other people.
 - Do not gather in large groups. Groups are to have no more than 10 persons with social distancing protocol (6 feet) including:
 - In meetings and huddles
 - During breaks inside and outside building
 - Nurses' Station
 - Laundry room
 - Maintenance
 - Administrative Offices
 - Common Areas
16. All staff are required to wear a well-fitting cloth, or surgical/isolation mask while in facility. When there is active COVID-19 or if a resident or staff is in quarantine due to exposure all staff will be required to wear surgical/isolation mask and a face shield or goggles (*the same mask should be used unless it becomes soiled, damaged or when exiting a resident room showing respiratory symptoms*). Laundry and dietary staff are exempt of wearing face shield while in their designated work area but must wear when leaving their work area when there is active COVID-19 in facility.
 - It is highly recommended that a face covering should be worn at any time you are in any public setting if you are unvaccinated.

RESIDENT

1. If any of the following symptoms are present- : *fever ≥ 99.0 , new cough or worsening of chronic cough, or difficulty breathing (increased oxygen requirements or increases frequency of nebulizer treatments may surrogate symptoms for shortness of breath); Atypical Signs and Symptoms: diarrhea, nausea, and vomiting, confusion or change in mental status (if noted check pulse oximetry to determine if increased oxygen is needed), exacerbations of congestive heart failure or chronic obstructive pulmonary disease, chest pain, sore throat, congestion or runny nose, muscle/body aches, headache or new loss of taste or smell, chills with or without shivering, generalized weakness, unusual rashes such as rash over toes*, the resident will be quarantined and will be placed under Contact and Droplet Precautions.
2. Resident will remain in quarantine until:
 - At least 1 day (24 hours) has passed since recovery defined as resolution of fever without the use of fever-reducing medication **and** improvement in respiratory symptoms (e.g. cough, shortness of breath); **and**
 - At least 10 days have passed since symptoms first appeared.
3. Nurse is to notify resident's PCP (Primary Care Physician) for further care instructions.
4. Resident will not participate in any communal activities until symptoms are gone.
5. If a resident has had a possible exposure, the resident will be self-quarantined in their room for 14 days.
6. Teach proper hand hygiene and respiratory hygiene/cough etiquette to resident when applicable.

7. Teach residents to avoid touching their eyes, nose, and mouth with unwashed hands when applicable.
8. Teach residents to maintain at the minimum of 6 feet between themselves and others, when applicable.
9. Residents are to wear a mask at all times when they are outside of their room.
10. Visitation will be regulated per guidelines recommended by the Ohio Department Health and CDC (Center for Disease Control and Prevention).
11. Medication administration schedules will be changed (when applicable) to decrease frequency of staff entering resident rooms.
12. All PRN nebulizer treatments have been discontinued at this time.
13. When nebulizer treatments ordered:
 - When nebulizer treatment is given, resident's door should be closed (particles are in air for up to 3 hours after treatment) and Droplet Precautions will be followed (gown, N95 mask, goggles & gloves will be worn).
 - All staff entering room up to 3 hours after treatment should follow Droplet Precautions.
14. At any time, the facility has active COVID-19 all residents will have their temperature taken daily a day. If a resident's temperature is 99 degrees orally a rectal temperature will be taken, and their PCP notified for further instructions.
15. At any time, the facility has active COVID-19 all residents will have a daily pulse ox taken and recorded.
16. All new and readmission residents will be evaluated on case-by-case basis to determine if a 14-day quarantine will be necessary based on exposure risk and vaccination status.
17. Residents who are fully vaccinated are permitted to leave the facility for medical visits or community outings with family or friends. Fully vaccinated refers to a person who is ≥ 2 weeks following receipt of second dose in a 2-dose series, or ≥ 2 weeks following receipt of one dose of a single dose vaccine, per the CDC's Public Health Recommendations for Vaccinated Persons.
18. All new residents must consent to having the COVID-19 vaccine when made available to them.

COVID -19 Testing

1. Any staff or resident with symptoms of COVID-19, **regardless of vaccination status**, should receive a test immediately.
2. Asymptomatic staff with a higher-risk exposure and residents with prolonged close contact with someone with COVID-19 infection, regardless of vaccination status, should have a series of two viral tests for COVID-19 infection. In these situations, testing is recommended immediately and 5–7 days after exposure.
3. People with COVID-19 infection in the last 90 days do not need to be tested if they remain asymptomatic, including those with a known contact.
4. Fully vaccinated staff are exempt from expanded screening testing. However, per recommendations above, vaccinated staff should have a viral test if the staff member is symptomatic, has a higher-risk exposure or is working in a facility experiencing an outbreak.

5. Unvaccinated contingent staff should ideally be tested within the 3 days before their shift (including the day of the shift).
6. Pre-admission and pre-hire COVID-19 testing will be required for all unvaccinated persons.

VISITORS

1. All individuals must enter through our main entrance off Olive Street and shall complete a screening log. This includes all outside providers and contractors.
2. If any of the following symptoms are present- *cough or difficulty breathing or two or more of the following: fever, chills, repeated shaking with chills, sore throat, body aches, headache or new loss of taste or smell, GI symptoms (vomiting, nausea, diarrhea), congestion or runny nose* the visitor is to exit the building.
3. All visitors will be asked to wash hands or use alcohol-based hand sanitizer upon entry to facility.
4. Visitors are to go directly to the resident's room they are visiting.
5. Visitors are to maintain social distancing from staff, other residents, and visitors.

Cleaning/Disinfecting

1. Dedicated medical equipment should be used for resident care.
2. All non-dedicated, non-disposable medical equipment used for resident care should be cleaned and disinfected according to manufacturer's instructions for use (IFU's) and facility policy between residents.
 - If there are no IFU's for cleaning/disinfecting, consider it for individual use.
3. Ensure that environmental cleaning and disinfection procedures are followed.
4. Use approved disinfection products.
5. Follow the instructions for use (IFU'S) of all cleaning and disinfection product (e.g. concentration, application method, contact time, and use appropriate PPE).
6. Clean the surface first, and then apply the disinfectant as instructed on the disinfectant manufacturer's label. Ensure adequate contact time for effective disinfection.
7. Adhere to safety precautions and other label recommendations as directed. **DO NOT MIX CHEMICALS.**
8. Wear disposable gloves when cleaning. Always perform hand hygiene before putting on and removing gloves.
 - Staff should perform hand hygiene, wash hands with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer that contains 60 - 95% alcohol. Soap and water should be used if hands are visibly soiled.
9. Treat multi-occupancy rooms as different rooms, meaning one set of gloves and cleaning cloths are used to clean each resident's section of the room. This will minimize cross-contamination. The bathroom should be treated as a separate space with fresh gloves and cloths.

10. Management of laundry, food service utensils, and medical waste should also be performed in according to facility policy.
11. Avoid using product application methods that cause splashing.
12. Clean high touch surfaces every shift (door handles, bedside tables, bed rails, TV remote, call button, light switch).
13. When cleaning, work from the least dirty, and highest to lowest to reduce the risk of cross-contamination and spread of infection-causing pathogens.

Meals

1. Meals will be served in the main dining room fully vaccinated residents can participate in communal dining without use of surgical mask or social distancing. If unvaccinated residents are dining in a communal area all residents should use a surgical mask when not eating and unvaccinated residents should maintain six-foot social distancing. Those residents in the Shinnick Center may have their meals in the Shinnick dining room if fully vaccinated. Fully vaccinated refers to a person who is ≥ 2 weeks following receipt of second dose in a 2-dose series, or ≥ 2 weeks following receipt of one dose of a single dose vaccine, per the CDC's Public Health Recommendations for Vaccinated Persons.
2. Dining Room could be closed if there is an active case of COVID-19 in the facility based on units involved.
3. If a Suspected or Positive COVID-19 case or a resident is in isolation at Helen Purcell meals will be served on disposable dinnerware.

Communal Activities

1. If all residents participating in the activity are fully vaccinated, then they may choose to have close contact and not to wear a facial covering during the activity.
2. If unvaccinated residents are present, then all participants in the group activity should wear facial covering and unvaccinated residents should physically distance from others.

*****Helen Purcell follows the policies & recommendations of the Ohio Department of Health, the Center for Disease Control, our local Health Department and our Medical Director as they relate to Residential Care Facilities*****

Helen Purcell

Policies and Procedures

Department: Nursing

Subject: Admission Policy During COVID-19 Pandemic

Date: 5/19/20

Revised: 6/17/21

Policy Effective Date: **Immediately**

Admission to Helen Purcell

Prior to admission, the following individuals - Executive Director, Director of Resident Health, Medical Director, and the nursing staff will review the medical records of the prospective resident and collectively, it will be decided if the Helen Purcell Home would be an appropriate living arrangement for the individual. Helen Purcell is following the policies of the Ohio Department of Health, and of the Center for Disease Control, the recommendations of the Muskingum County Department of Health, and our Medical Director as they relate to Residential Care Facilities.

The following procedures are to be followed:

1. Prior to admission of a new resident to the Helen Purcell Home, the appropriate staff will review the medical records of the individual.
2. If it is determined that the Helen Purcell Home would be an appropriate living arrangement for the individual, the individual will be admitted if the following guidelines can be met:
 - The new resident does not display any of the following symptoms: *: fever ≥ 99.0 , new cough or worsening of chronic cough, or difficulty breathing (increased oxygen requirements or increases frequency of nebulizer treatments may surrogate symptoms for shortness of breath; Atypical Signs and Symptoms: diarrhea, nausea, and vomiting, confusion or change in mental status (if noted check pulse oximetry to determine if increased oxygen is needed), exacerbations of congestive heart failure or chronic obstructive pulmonary disease, chest pain, sore throat, runny nose, muscle/body aches, headache or new loss of taste or smell, chills with or without shivering, generalized weakness, unusual rashes such as rash over toes.*

- The new resident has not travelled internationally within the last 14 days to areas where COVID-19 cases have been confirmed or been in contact with any persons with a confirmed COVID-19.
 - All new residents who are not fully vaccinated must consent to having a COVID-19 test 2 days prior to admission and consents to self-quarantine until admission.
 - COVID-19 Test results must be negative.
 - All new residents must consent to having the COVID-19 vaccine when made available to them unless a resident has an exemption.
 - New residents who are fully vaccinated will not be required to have pre-admission COVID testing.
 - New residents that are not fully vaccinated must consent to be quarantined for 14 days after admission. Fully vaccinated refers to a person who is ≥ 2 weeks following receipt of second dose in a 2-dose series, or ≥ 2 weeks following receipt of one dose of a single dose vaccine, per the CDC's Public Health Recommendations for Vaccinated Persons.
 - If the resident would develop any signs of COVID-19 resident will remain in quarantine until:
 - At least 1 day (24 hours) has passed since recovery defined as resolution of fever without the use of fever-reducing medication and improvement in respiratory symptoms (e.g., cough, shortness of breath); and
 - At least 10 days have passed since symptoms first appeared.
3. Individuals with a history of extreme wandering, disruptive behavior, or combative behavior will not be admitted, unless it is determined that the staff can manage the behavior of these individuals.
 4. After admission, resident's health status will be assessed quarterly (see Assessment Policy).
 5. Per RCF Rule 3701-17-57, we shall not admit or retain any non-hospice individual who:
 - Is bedridden with limited potential for movement
 - Has stage 3 or 4 pressure ulcer(s)
 - Requires physical or chemical restraints
 - Has a complex medical condition that requires constant monitoring and adjustments.
 - Requires over 8 hours of skilled nursing care per day, or 40 hours of skilled nursing care per week.

*****Helen Purcell follows the policies & recommendations of the Ohio Department of Health, the Center for Disease Control, our local Health Department and our Medical Director as they relate to Residential Care Facilities*****

Helen Purcell

Policies and Procedures

Department: Dining/Nursing

Subject: COVID-19 Communal Dining Policy

Date: 6/8/2020

Revised 6/21/21

(COVID-19) Communal Dining Policy

It is the policy of the Helen Purcell Home to strive to minimize and/or prevent the spread of the Coronavirus (COVID-19) through our facility, while letting residents gather for communal dining. Helen Purcell is following the policies of the Ohio Department of Health, and the recommendations of the Muskingum County Department of Health, the Center for Disease Control, and our Medical Director as they relate to Residential Care Facilities.

The following procedures are to be followed:

1. All residents are to wear a face mask to the dining room.
2. Hand sanitizer is to be used entering and exiting dining areas.
3. Residents will be served on regular dinnerware.
4. In the Shinnick Dining Room only those residents that are vaccinated will attend.
5. Surfaces in the dining areas will be sanitized according to CDC guidelines after meals. This includes seating, tabletops, and any other surfaces likely to be touched during the meal.
6. The breakfast bar will remain closed.
7. Fully vaccinated residents can participate in communal dining without use of surgical mask or social distancing. If unvaccinated residents are dining in a communal area all residents should use a surgical mask when not eating and unvaccinated residents should maintain six-foot social distancing. Fully vaccinated refers to a person who is ≥ 2 weeks following receipt of second dose in a 2-dose series, or ≥ 2 weeks following receipt of one dose of a single dose vaccine, per the CDC's Public Health Recommendations for Vaccinated Persons.
8. Dining Room could be closed if there is an active case of COVID-19 in the facility based on units involved.
9. If a Suspected or Positive COVID-19 case or a resident is in isolation at Helen Purcell meals will be served on disposable dinnerware

*****THIS POLICY IS SUBJECT TO CHANGE*****

Helen Purcell
Policies and Procedures

Department: Life Enrichment & Nursing

Subject: COVID-19 Communal Activities Policy

Date: 6/8/20

Revised:6/21/21

Policy Effective Date: **Immediately**

(COVID-19) Communal Activities Policy

It is the policy of the Helen Purcell Home to strive to minimize and/or prevent the spread of the Coronavirus (COVID-19) through our facility, while letting resident's gather for communal activities. Helen Purcell is following the policies of the Ohio Department of Health, and the recommendations of the Muskingum County Department of Health, the Center for Disease Control, and our Medical Director as they relate to Residential Care Facilities.

The following procedures are to be followed:

1. No more than 6 persons are to gather at any one time for Shinnick Center residents.
2. All residents are to wear a face mask to the activity area. If all residents participating in the activity are fully vaccinated, then they may choose to have close contact and not to wear a facial covering during the activity.
3. If unvaccinated residents are present, then all participants in the group activity should wear facial covering and unvaccinated residents should physically distance from others.
4. Hand sanitizer is to be used entering and exiting areas.
5. All items used for the activity will be single use item or easily sanitized.
6. Surfaces in the activity areas will be sanitized according to CDC guidelines after activities. This includes seating, tabletops, and any other surfaces likely to be touched during the activity.

*****THIS POLICY IS SUBJECT TO CHANGE*****

Helen Purcell
Policies and Procedures

Department: Nursing

Subject: Resident/Families Information related to Quarantine and Isolation Precautions Policy

Date: 6/22/2020

Revised: 6/21/2021

Policy Effective Date: **Immediately**

Resident/Families Information related to Quarantine and Isolation Precautions Policy

Helen Purcell Home to strives to minimize and/or prevent the spread of Coronavirus (COVID-19) through our facility. This policy has been developed based on the requirements and advice of the Ohio Department of Health, the Center for Disease Control (CDC), the Muskingum County Department of Health and under the advice and guidance of our Medical Director.

Standard Precautions are used when you are close to or handling blood, bodily fluid, bodily tissues, mucous membranes, or areas of open skin, you must use personal protective equipment (PPE). Helen Purcell follows standard precautions with all residents, based on the type of exposure expected. Depending on the anticipated exposure, types of PPE that may be required include:

- Gloves
- Masks and goggles
- Aprons, gowns, and shoe covers

Quarantine

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others in an effort to decrease the chances that the virus will be spread to other individuals at Helen Purcell. There are different levels of quarantine that might be used depending upon the circumstances of each individual case. Our policy and procedures on quarantine and isolation will be followed based on the individual circumstances as follows:

Quarantine Level 1

This level will normally be utilized when the resident has been exposed to individuals who do not reside or work at Helen Purcell who are not known to have COVID-19 or for individuals whose initial exposure was with someone known to have active COVID-19.

These individuals will be placed in quarantine in their living quarters for 14 consecutive days.

During the quarantine the individual will not be permitted to leave their living quarters unless it has been approved by our Medical Director or they need medical care outside of our facility.

If they do not display symptoms after 14 days, the quarantine will be lifted.

If the individual displays symptoms they may be tested for COVID-19.

If the test is negative the quarantine period will be extended until symptoms have ended.

If the test is positive the individual will be placed in Quarantine level 2.

Quarantine Level 2

Quarantine Level 2 will be followed for individuals who are at Helen Purcell and have tested positive for COVID-19.

These individuals will quarantine in our Isolation Ward in Garden Suites Unit.

Quarantined Resident related to possible unnecessary exposure:

The following procedures will to be followed:

The resident will be placed in contact and droplet precautions for 14 days if there is an unnecessary exposure. When placed in quarantine a red bin will be placed in your/your family member's room for laundry and a large trash can for soiled items. An isolation cart will be placed outside the resident's room that will house gloves, gowns, masks, trash bags and any other necessary equipment needed for isolation. The resident's door must always be kept closed. Staff will assist resident in an exercise program while in quarantine, due to possible exposure, under the direction of the Medical Director. If resident must leave room, they are to wear gloves and mask.

When staff enters room, they will perform hand hygiene with soap and water or an alcohol-based hand sanitizer. Staff will be wearing gloves, gown, and a mask. When leaving the room staff will discard soiled PPE in trash can in the resident's room. Soiled linen will be placed in red bin in the resident's room until it can be taken to the laundry at the end of each shift. Upon exiting the resident's room hand hygiene will be performed.

If a resident has had a possible exposure and is not showing symptoms, they would be self-quarantined in their unit for 14 days. If a resident would develop symptoms or test positive, they would remain in their unit.

Isolation

Isolation is used to separate people infected with COVID-19 and those with no symptoms from people who are not infected. If you the resident/ your family member would test positive for COVID-19 they would remain in their unit.

Isolation precautions create barriers between people and germs. These types of precautions help prevent the spread of germs. Different types of isolation precautions protect against different types of germs.

COVID-19 Positive

The following procedures will to be followed:

The resident will be placed in airborne, contact and droplet precautions for 14 days or until resident has recovered. If resident would test positive for COVID-19 the resident would remain in their unit for isolation.

When placed in isolation a red bin will be placed in your/your family member's room for laundry and a large trash can for soiled items. An isolation cart will be placed outside the resident's room that will house, gloves, gowns, masks, trash bags and any other necessary equipment needed for isolation. The resident's door must always be kept closed. You the resident/ your family member must always remain in their assigned room.

When staff enters room, they will perform hand hygiene with soap and water or an alcohol-based hand sanitizer. Staff will be wearing gloves, gown, and a mask. When leaving the room staff will discard soiled PPE in trash can in the resident's room. Soiled linen will be placed in red bin in the resident's room until it can be taken to the laundry at the end of each shift. Upon exiting the resident's room hand hygiene will be performed.

Known Exposure

If you the resident/ your family member has a known exposure and tests positive for COVID-19 that residents would be quarantined to their unit.

Helen Purcell
Policies and Procedures

Department: ALL

Subject: Pre-Employment COVID-19 Screening/Testing Policy

Date: 6/25/20

Revised:6/21/21

Policy Effective Date: **Immediately**

Pre-employment COVID-19 Screening/Testing Policy

It is the policy of the Helen Purcell Home to strive to minimize and/or prevent the spread of the Coronavirus (COVID-19) through our facility. Helen Purcell is following the policies of the Ohio Department of Health, and the recommendations of the Muskingum County Department of Health, the Center for Disease Control, and our Medical Director as they relate to Residential Care Facilities.

The following procedures are to be followed:

1. As a pre-employment screening the potential employee if unvaccinated must consent to a COVID-19 Swab Test and all potential employees will have to answer the following questions.
 - a. Ask the individual if they have any of the following respiratory symptoms?

Fever 100.4 or greater (fever can be measured or subjective), cough worsening from baseline or new, shortness of breath worsening from baseline or new, chills/shaking, sore throat worsening from baseline or new, muscle aches/headache or nausea, vomiting, diarrhea, congestion/runny nose, loss of taste or smell
 - b. Ask the individual if they have:
 - i. Travelled internationally within the last 14 days to a high-risk/hot spot region with COVID-19.
 - ii. Have you had exposure to COVID-19?
2. A negative COVID-19 test is a requirement for hire.

Helen Purcell
Policies and Procedures

Department: ALL

Subject: COVID-19 Visitation Policy

Date: 6/18/21

Policy Effective Date: **Immediately**

COVID-19 Visitation Policy

It is the policy of the Helen Purcell Home to strive to minimize and/or prevent the spread of the Coronavirus (COVID-19) through our facility, while letting family and friends visit their loved ones. Helen Purcell is following the policies of the Center for Disease Control, and the recommendations of the Muskingum County Department of Health, and our Medical Director as they relate to Residential Care Facilities.

The following procedures are to be followed:

1. All persons visiting must be 10 years old or older and able to facilitate social distancing, be able to wear a face covering and not be a distraction to other residents, visitors, or staff.
2. All visitors will be asked to complete a visitor screening log upon entering the building.
3. All visitors will be asked to wash hands or use alcohol-based hand sanitizer upon entry to facility.
4. Visits will be permitted for all residents (regardless of vaccination status), except for circumstances when visitation should be limited due to high risk of COVID-19 transmission. Contributing factors for high risk of COVID-19 are:
 - Case status in surrounding community;
 - Case status in the facility;
 - Access to adequate testing for residents and staff;
 - Personal protective equipment supplies; and
 - Local hospital capacity.
5. Ensuring the health and wellness of our residents is always our top priority.
6. Contact logs of all visitors will be maintained according to state and federal retention requirements, to facilitate contact tracing.
7. Visitors are to wear well-fitting cloth, or surgical/isolation mask. However, if the resident and visitor(s) are fully vaccinated, while alone in the resident's room or the designated visitation room, the resident and their visitor(s) can choose to have close contact (including touch) and to not to wear a mask. Regardless, visitors should physically

*****THIS POLICY IS SUBJECT TO CHANGE*****

distance from staff, other residents, and visitors that are not part of their group at all other times while in the facility. Fully vaccinated refers to a person who is ≥ 2 weeks following receipt of second dose in a 2-dose series, or ≥ 2 weeks following receipt of one dose of a single dose vaccine, per the CDC's Public Health Recommendations for Vaccinated Persons.

8. If an unvaccinated resident is unable to wear a face covering, such as a Memory Care resident, increasing the social distance between resident and visitor will take place.
9. A resident who is COVID-19 positive or suspected of COVID-19 and who is in quarantine may not participate in visitation, except for compassionate care and end-of-life situations and with appropriate PPE. End of life visitation will still be permitted. See COVID-19 Compassionate Care Policy (106) and COVID-19 End of Life Policy (103).
10. Hand sanitizer shall be made available to visitors and residents for use before, after and during the visit.
11. Surfaces in the visitation area will be sanitized according to CDC guidelines between visits. This includes seating, tabletops, restroom and any other surfaces likely to be touched during the visit.
12. Failure to comply with these policies could result in future visitation requests being disallowed for the non-compliant individuals.
13. A restroom will be available during inside visitation.
14. Visitors shall be notified about potential for COVID-19 exposure in the facility, and shall adhere to the core principles of COVID-19 infection prevention, including effective hand hygiene and use of surgical/procedure masks.