

## COVID-19 and Staffing Considerations

As we are all wrapped up in policies and infection control, have we considered our staff??

Here are some staff considerations during the COVID-19 pandemic:

- Place hand sanitizers at entrances to the center, by the time clock and near all access doors to assist in lessening bacteria and germs that can contaminate these areas.
- Assign a staff member responsible for checking and refilling hand sanitizer stations daily and prn
- Screen staff prior to allowing entrance to the center? Consider setting up a screening area where oncoming shift would be screened for the virus prior to reporting to their work area
- Re-educate staff on the importance of washing their hands frequently and monitor for compliance
- Ensure that staff are educated on facility infection control policy/process.
  - Review policies with the team on an as needed basis
  - Educate the team on what to say to family and visitors (if you remain open to visitors)
  - If center is not allowing visitors, ensure that staff are aware of how to respond at the entrance.
  - Consider downloading the “Door Sign” from our Resource and Education Center and post it at all entrances.
- Ensure that staff know where to find/locate PPE equipment and are familiar with how to apply (including but not limited to washing their hands frequently – before and after working in a resident room)
- Reinforce the center’s infection control policies for housekeeping and laundry departments and ensure necessary PPE and supplies are available
- Congregate dining is discouraged during this pandemic; room service meals are recommended. Ensure that staff have been trained on infection control measures for room service including the use of gloves, hand hygiene, assisting residents with hand hygiene before and after meals.
- Group activities are discouraged during this pandemic; consider activity boxes that can be sanitized in between use. These boxes can be delivered to each resident in their room/apartment and can be customized to each resident’s individual activity preferences.
- Are you equipped to allow volunteer staff to remain onsite to limit community exposure and assist in decreasing risk to residents?
- Set up a contingency plan for school closures as this could directly impact your staffs’ ability to work. Consider establishing a relationship with a local church, school, gym to set up a temporary day care center. Please check with your insurance agency for more details.

This work is licensed under the Creative Commons Attribution-NoDerivatives 4.0 International License. To view a copy of this license, visit <http://creativecommons.org/licenses/by-nd/4.0/>

*This policy and procedure is not intended to replace the informed judgment of individual physicians, nurses or other clinicians nor is it intended as a statement of prevailing community standards or minimum standards of practice. It is a suggested method and technique for achieving optimal health care, not a minimum standard below which residents necessarily would be placed at risk.*



Please keep in mind that HealthCap is your partner and we have a team of knowledgeable risk managers ready and available to assist as needed! Just reach out, we want to support you through this pandemic.

Don't forget to reference our website for additional updates and resources that have been made readily available for download and use in your communities:

<https://riskmanagement.healthcapusa.com/covid-19-resources>

SAMPLE

This work is licensed under the Creative Commons Attribution-NoDerivatives 4.0 International License. To view a copy of this license, visit <http://creativecommons.org/licenses/by-nd/4.0/>

---

*This policy and procedure is not intended to replace the informed judgment of individual physicians, nurses or other clinicians nor is it intended as a statement of prevailing community standards or minimum standards of practice. It is a suggested method and technique for achieving optimal health care, not a minimum standard below which residents necessarily would be placed at risk.*

Released 6/24/2020