



**April 1, 2020**

## **Updated Policies, Procedures and Plans**

### **Coronavirus also known as Covid-19**

The Village of Merici is working closely with state and county health officials to take appropriate and necessary precautions to keep our community safe during the rapidly evolving COVID-19 pandemic. The health and safety of the people we support and of our employees is our top priority.

**Governor Holcomb has designated that health care provider includes any employee of any provider of support to people with intellectual and developmental disabilities** funded through any state or federal program, Medicaid Home and Community Based Services, and/or provided in an Intermediate Care Facilities (CRF/DD, CRMNF, or ICF/IDD as defined in 405 IAC 1-1-1) who is providing care and support essential to activities of daily living and independence to a vulnerable population of adults with intellectual and developmental disabilities.

#### **For People we serve:**

**People we support will be monitored for signs of illness.**

**People we support will be instructed on proper handwashing techniques.**

**People we support will be instructed in how to identify signs of illness.**

**People we support will learn about isolation procedures.**

**We have increased building cleaning procedures to weekly cleaning support.**

**We spray all doorknobs with Lysol daily and will prop doors to minimize touching doors.**

**We have restricted residents of the Merici Village Apartments to using their own bathrooms and not the guest bathrooms in the lower level.**

**Make sure you have all your medications stocked-preferably a few months' worth if you can. There is concern about the supply chain for medications, many of which are made in China, or from ingredients made in China.**

**Clean your hands often. With an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty. Use ONLY your knuckle to touch light switches, payment**

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systems (check out /ATM) buttons, touchscreens etc. **If you need hand sanitizer or soap, let your team leader know.**

Persons supported will be expected to perform and/or be assisted to perform hand hygiene after using the bathroom, before leaving their room and prior to any mealtimes. CDC recommends washing hands with soap and water whenever possible because hand washing reduces the amounts of all types of germs and chemicals on hands. But if soap and water are not available, using a hand sanitizer with at least 60% alcohol can help you avoid getting sick and spreading germs to others.

Stock up with some non-perishable foods, such as canned soup, noodles, hydrating fluids, etc. in case the grocery stores are empty due to either panic buying or supply chain interruptions.

People we support are instructed to routinely clean all frequently touched surfaces in the apartment or home, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label. Develop harm-reduction habits like pushing buttons with a knuckle and not touching face, nose or mouth.

Sanitizing expectations include:

**1. Sanitize all high-touch surfaces at least twice daily, including but not limited to:**

- a. Door knobs,
- b. Light switches,
- c. Remote controls,
- d. All cell phones and landline phones,
- e. Touchscreens/keyboards and other desk surfaces,
- f. All bathroom and kitchen surfaces.

**2. Sanitize all adaptive equipment and devices upon return from the community, including but not limited to:**

- a. Wheelchairs,
- b. Walkers, and
- c. Any other equipment or devices taken into the community.

### **For Coaches:**

Coaches make sure your contact information is correct in the office.

Contacting you by text or phone may be crucial.

Coaches have been supplied with information materials on handwashing and disease prevention. Coaches are required to sign off on the procedures and plans established by this document.

Coaches will call the person they support prior to the scheduled session to check in to determine if the individual has a cough, a sore throat or a fever or if anyone else in the home has those symptoms. **If the answer is yes, the coach will not do an in person visit and may do a voice communication or virtual/telepractice session.** Permission for voice communication or virtual/telepractice must be given in writing.

Coaches will wash their hands their hands upon arrival and departure of each session.

Coaches will work with the people they support to make sure they have food supplies for a minimum of two weeks.

Coaches will focus on home cleaning procedures and sanitizing procedures during service times.

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**Coaches will help individuals plan for isolation or quarantine in their apartments or homes if needed. Isolation is a strategy used to separate people who are sick with a contagious illness from those who are healthy. Quarantine is used to separate and restrict the movement of people who may have been exposed to a contagious illness, but do not have symptoms to see if they become sick.**

**How to have a quarantine plan in place for the person you are supporting or you and your family:**

**You will find it easier to cope with quarantine if you are prepared for its possibility. Practical suggestions for every household include:**

- **Anticipate at least seven to 10 days in isolation at home.**
- **Try to have a two-week supply of non-perishable food items in the pantry. Stock long-life alternatives to perishable food items, such as powdered milk, canned fruit and frozen vegetables. Bottled water is not deemed necessary as the water supply is not contaminated.**
- **Have a supply of disposable tissues, antibacterial wipes and latex or non latex gloves.**
- **Check that the first aid kit includes a thermometer and medications (to reduce fever).**
- **Make sure you or the person you are supporting has enough of any prescription and non-prescription medication needed to last a couple of weeks.**
- **We continue to try to obtain PPE to ensure staff have necessary PPE including gloves, masks, gowns and goggles, if needed.**
- **We continue to make sure staff have an adequate supply of disinfecting supplies and increase the disinfecting and cleaning protocols of common surface areas.**
- **Coaches will follow reporting notification for suspected diagnosis of Covid-19 either for a person they support or themselves.**
- **Seek prompt medical attention if the illness is worsening (e.g., difficulty breathing). Before seeking care, call your healthcare provider and tell them that the individual may have, or are being evaluated for, COVID-19. Put on a facemask before they enter the facility. These steps will help the healthcare provider's office to keep other people in the office or waiting room from getting infected or exposed.**
- **If they have a medical emergency and need to call 911, notify the dispatch personnel that the individual may have, or are being evaluated for COVID-19. If possible, put on a facemask before emergency medical services arrive.**
- **If the test results come back negative for COVID-19, the person supported should return to usual measures being taken to reduce risk of exposure.**
- **Maintain the 6-Foot Rule at Home and Work and stay-at-home orders**  
**At all times, as much as possible, maintain a distance of at least six feet from others. For staff, this includes when you are not at work.**
- **The only places VOM employees should now be going are work (if you are an essential employee), home, grocery shopping (pick-up or delivery only), and emergency medical visits. VOM considers our coaches and staff to be essential employees and health care workers. Please take into consideration that everyone you and your personal household come into contact with increases the exposure for you and everyone at VOM and in your community.**

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- **To stay healthy yourself: Get as much sleep as possible. Eat healthy. Continue moderate exercise.**
- **Coaches will encourage people they support to stay at home and minimize community outings especially where large groups may gather.**
- **We will continue restrict visitors to the Merici Village Apartments and Village of Merici offices.**
- **Staff who leave work due to sickness may not return to work until:**
  - a. At least 3 days (72 hours) have passed since recovery, which is defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath) (continuation of cough by itself does not prevent return to work if the cough is improving); and**
  - b. At least 7 days have passed since symptoms first appeared.**

## **For Families**

**Check in with your family member often (at least daily) to see if they have any needs. Since we do not see most individuals daily, it is important for you to maintain contact with them and let us know of any concerns.**

**Assist your family member in maintaining an adequate supply of medications and cleaning materials.**

**Assist your family member in finding ways to stay busy and active. Many individuals are no longer working and the social distancing and isolation may create anxiety and fear. Continue to help them understand the need to be separated from friends and family to ensure their health and safety.**

**Assist your family member in stocking up with some non-perishable foods, such as canned soup, noodles, hydrating fluids, etc. in case the grocery stores are empty due to either panic buying or supply chain interruptions.**

**Make sure your family member knows their doctor's names and phone numbers and hospital preferences, should they be needed.**

**Report to Team leaders, Kristy Hayes or Colleen Renie 317-292-9408 any concerns or schedule changes.**