



COVID-19: How does it spread?

The best way to prevent illness is to avoid being exposed.

- The virus is thought to be spread mainly from person-to-person- This means you should always stay at least 6 feet apart from someone if possible.
- The virus mainly spreads through respiratory droplets from an infected person through a cough or sneeze.
 - These droplets can land in the nose or mouth of someone who are nearby or possibly inhaled through the lungs.
- It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.
 - In general, because of poor survivability of these coronaviruses on surfaces, there is likely very low risk of spread from food products or packaging that are shipped over a period of days or weeks at ambient, refrigerated, or frozen temperatures.

Steps to Protect Yourself and Others:

One of the most important things you can do to help prevent getting or spreading this virus is by washing your hands. The CDC recommends washing your hands for at least 20 seconds especially if you have been in a public place, or after blowing your nose, coughing, sneezing or using the restroom. Be sure to avoid touching your eyes, nose, and mouth with unwashed hands.

Follow these five steps every time.

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.

Although soap and water is preferred, if soap and water is unavailable be sure to use an alcohol based hand sanitizer with at least 60% alcohol. Cover all surfaces of your hands and be sure to rub together until dry. If your hands are visibly dirty, soap and water is warranted.

- *Stay home if you are sick



- Be sure to cover all coughs and sneezes by coughing or sneezing on the inside of your elbow.
- Immediately throw out any used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water is unavailable; use at least a 60% alcohol based hand sanitizer.

As we are aware, COVID-19 can live on different types of surfaces. As per the FDA and CDC the risk of the virus surviving on food and food packages remains low. “Currently there is no evidence of food or food packaging being associated with transmission of COVID-19. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads. CDC notes that in general, because of poor survivability of these coronaviruses on surfaces, there is likely very low risk of spread from food products or packaging that are shipped over a period of days or weeks at ambient, refrigerated, or frozen temperatures. It is more likely that a person will be exposed by person-to-person transmission involving close contact with someone who is ill or shedding the virus. If you are concerned about contamination of food and food packaging you have purchased from the grocery store, wash your hands after handling food and food packages when you return from the grocery store and after removing packaging from food. In addition, it’s always critical to follow the 4 key steps of food safety—clean, separate, cook, and chill – to prevent foodborne illness.”

When going home be sure to take off your shoes upon arriving as to not bring anything into the home. If you are caring for someone with COVID-19 or suspected with it, you should immediately remove your clothes when entering the home and immediately put them in the washer machine and take a shower. Continue to clean all high touch surfaces in your home to help prevent infection of others.

Cleaning and Disinfection:

As per OPWDD website; please follow the attached guidelines

Each shift should perform targeted cleaning and disinfection of frequently touched hard, nonporous surfaces, such as counters, appliance surfaces, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, remote controls, bedside tables, and any other surfaces that are visibly soiled.

1. Cleaning: **Always clean surfaces prior to use of disinfectants.** Dirt and other materials on surfaces can reduce the effectiveness of disinfectants. Clean surfaces using water and soap or detergent to reduce soil and remove germs. For combination products that can both clean and disinfect, always follow the instructions on the specific product label to ensure effective use.

2. Disinfection: If EPA- and DEC*-registered products specifically labeled for SARS-CoV-2 are not available, disinfect surfaces using a disinfectant labeled to be effective against rhinovirus and/or human



coronavirus. EPA- and DEC*- registered disinfectants specifically labeled as effective against SARS-CoV-2 may become commercially available at a future time and once available, those products should be used for targeted disinfection of frequently touched surfaces.

◆ Label directions must be followed when using disinfectants to ensure the target viruses are effectively killed. This includes adequate contact times (i.e., the amount of time a disinfectant should remain on surfaces to be effective), which may vary between five and ten minutes after application. Disinfectants that come in a wipe form will also list effective contact times on their label.

◆ Following “contact time,” any leftover cleaning fluids are to be wiped and discarded after use.

◆ For disinfectants that come in concentrated forms, it is important to carefully follow instructions for making the diluted concentration needed to effectively kill the target virus. This information can be found on the product label. Staff are reminded to ensure procedures for safe and effective use of all products are followed. Safety instructions are listed on product labels and include the personal protective equipment (e.g., gloves) that should be used.

3. Wash all bedding/linens. Wash and dry with the warmest temperatures recommended on the fabric label and follow detergent label and instructions for use.

4. Facility staff do not need to wear respiratory protection while cleaning. Staff should wear disposable gloves while handling potentially soiled items/bedding and while cleaning and disinfecting surfaces. Place all used gloves and other disposable contaminated items in a bag that can be tied closed before disposing of them with other waste.

5. Wash hands with soap and water for at least 20 seconds immediately after removing gloves or use an alcohol-based hand sanitizer if soap and water are not available. Soap and water should be used if hands are visibly soiled. 6. Ensure waste baskets available and visible. Make sure wastebaskets are emptied on a regular basis. Persons emptying waste baskets should wear gloves to do so and dispose of the gloves immediately.

Environmental Measures:

1. Bathrooms are to be kept in good condition and cleaned on a regular schedule with cleaners and/or disinfectants.

2. Soap and paper towels are always to be available in bathrooms.

3. Shower/bathe individuals who are not presenting with symptoms first and then shower/bathe individuals who are suspected or confirmed last.

4. Clean showers and bathtubs well with disinfectant between individuals.

5. Ventilation may help reduce transmission. Open windows and use fans when practical and keep ventilation systems and filters clean.



6. Soiled clothing and linens (such as bed sheets and towels) should be washed by using household laundry soap and tumbled dry on a hot setting. Clothing and linens soiled with respiratory secretions should be washed and dried separately. Individuals and/or staff should avoid “hugging” laundry prior to washing it to prevent contaminating themselves. Individuals and/or staff should wash their hands with soap and water or alcohol-based hand sanitizer immediately after handling dirty laundry. Gowns can be worn to avoid contamination. Individuals and/or staff should wash their hands with soap and water or alcohol-based hand sanitizer immediately after handling dirty laundry.

7. Eating utensils, cups, and dishes belonging to those who are sick do not need to be cleaned separately in the dishwasher, but it is important to note that these items should not be shared without washing thoroughly first. Eating utensils should be washed either in a dishwasher or by hand with hot water and soap.

What are the Symptoms of COVID-19?

Unfortunately, there is still a lot to learn about this virus. Many people are experiencing different types of symptoms. As per the CDC the main symptoms you should be looking out for is;

- Fever
- Dry Cough
- Shortness of Breath

Some people may experience other symptoms such as aches and pains, runny nose, congestion, sore throat or diarrhea according to the World Health Organization. Some people may not even experience any symptoms or feel unwell.

Around 1 out of 6 people that contract the virus becomes seriously ill and has difficulty breathing.

Older people, and those with underlying medical problems like high blood pressure, heart problems or diabetes, are more likely to develop serious illness. People with fever, cough and difficulty breathing should seek medical attention.

Currently, there are no medications or vaccinations to prevent or cure COVID-19.

CDC believes that symptoms appear in as few as 2 days or as long as 14 days after exposure to the virus.

How Do I Properly Put on a Face Mask?

1. Remember, a mask should only be used by health workers, care takers, and individuals with respiratory symptoms, such as fever and cough.



2. Before touching the mask, clean hands with an alcohol-based hand rub or soap and water
3. Take the mask and inspect it for tears or holes.
4. Orient which side is the top side (where the metal strip is).
5. Ensure the proper side of the mask faces outwards (the coloured side).
6. Place the mask to your face. Pinch the metal strip or stiff edge of the mask so it moulds to the shape of your nose.
7. Pull down the mask's bottom so it covers your mouth and your chin.
8. After use, take off the mask; remove the elastic loops from behind the ears while keeping the mask away from your face and clothes, to avoid touching potentially contaminated surfaces of the mask.
9. Discard the mask in a closed bin immediately after use.
10. Perform hand hygiene after touching or discarding the mask – Use alcohol-based hand rub or, if visibly soiled, wash your hands with soap and water.

How Do I Properly Remove Gloves?

Outside of gloves are contaminated! If your hands get contaminated during glove removal, immediately wash your hands or use an alcohol-based hand sanitizer

- Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove
- Hold removed glove in gloved hand
- Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
- Discard gloves in a waste container



****REMEMBER** ALWAYS REMOVE YOUR GLOVES AND WASH YOUR HANDS BEFORE REMOVING YOUR FACE MASK. ONCE YOU REMOVE YOUR FACE MASK- WASH YOUR HANDS AGAIN OR USE AN ALCOHOL BASED HAND SANITIZER.**

As you are all aware, CCSI is doing everything possible to ensure the safety of our employees and the individuals we serve. Going forward, it is in the best interest that all residential staff take their temperatures on the arrival of their shift. Temperatures must be documented and kept for our records in the event that someone becomes sick. Any temperature above 100.0 F staff needs to leave the facility immediately and inform management. After leaving the facility, their PCP should be contacted for further guidance.

All individuals in the IRA's must have their temperatures taken twice daily, once in the AM and once more hour of sleep (HS). The RN, manager, and administration must be contacted immediately for temperatures over 100.0F for further guidance.

Staff must be vigilant and continue to keep all surfaces disinfected especially surfaces that are often touched such as the bathroom, toilet, door handles, sinks, remote controls and phones. Please do the best you can in encouraging the individuals to wash their hands frequently, avoid close contact with



each other, and if needing to cough or sneeze to do so in their elbow and still wash their hands. The same goes for the staff. Hand washing should be no less than 20 seconds.

As you know, we also encourage group activity but at this time we would like to limit group activities the best that we can. Try and space out meal times if possible so not everyone is at the table together. Encourage individuals to do solitary activities such as puzzles, drawing, and playing video games. If individuals have access to face time or skype, encourage them to call their family and friends. Report any increases in behaviors, anxieties, and depression to the Nurse, Residential manager, and BIS as this is a difficult time for all.

Staff must follow all policies and procedures. Be sure to continue to sanitize and disinfect. Use your gloves and masks.

CCSI will continue to send out any updates regarding COVID-19 and will notify all staff if someone were to test positive.