

### NEW GUESTS

- 1) Arrive at location
- 2) Wash hands with soap and water (sanitizer as 2<sup>nd</sup> option)
- 3) Staff/Guest/Family complete screening form
- 4) Temperature(s) recorded on Excel log
- 5) Staff accompanies them to room/location and instruct in infection control and procedures

### GUESTS LEAVING FACILITY

- 1) Sign out time left and purpose of absence
  - a) Absences should be for work, MD appointment, grocery shopping, medications (consider delivery option), and accompanying other family to MD appointment
  - b) Only one family member to leave the premises unless accompanying a child to appointment
  - c) Group outings for exercise will be limited to 10 or less following social distancing.
  - d) Except for work, absences should be 2 hours or less.
- 2) Log expected return time

### RETURNING GUESTS

- 1) Arrive at location
- 2) Questioned where they have been and persons contacted
- 3) Ask symptoms of cough or shortness of breath
- 4) Temperature taken and recorded
  - a) If temperature 100.4 or above begin isolation and notification process below
- 5) Guest(s) wash hands with soap and water (sanitizer as 2<sup>nd</sup> option)
- 6) Return to shelter in place location

### GUESTS WHO ARE SYMPTOMATIC

- 1) Symptoms include cough, shortness of breath and temperature
- 2) Monitor if no temperature but check every shift
  - a) Issue surgical mask if coughing
- 3) If temperature is above 100.4 begin isolation
  - a) Room separation
  - b) Guest wears surgical mask
  - c) Staff interacting with guest limited to one who is wearing N95 mask
  - d) Contact Public Health/Emergency Department of NMC, SVMH, CHOMP or Hazel Hawkins Hospital.
  - e) Follow instructions of #4
  - f) Continue to monitor symptoms every 2 hours if not sent to hospital
  - g) Maintain guest hydration and nutrition
- 4) Complete Public Health report form and incident form.
- 5) Report to Management and Board Members: Teresa Erickson and Eric Johnsen