

Maplewinds Nursing - COVID-19 Policy/Protocols:

Following discussions with Dan Gwen Porreca, Human Resources for Maplewinds Nursing, the Company will be following the below protocols as it relates to COVID-19:

- Maple Winds has taken many, many steps to protect our residents as well as our staff in this unprecedented pandemic.
- On Tuesday, March 10, 2020, all staff attended a mandatory training and inservice, presented by our ADON/Infection Control RN, Chris Nugent. Her presentation documentation is attached for your reference.
- We have signs notifying everyone of symptoms and procedures if they feel that they have been exposed to Covid-19..
- Currently, the building is only open to employees and residents. No visitors, vendors and non-essential staff members
- All staff members must have their temperature taken, by a nurse, at the beginning of the shift and must answer three questions before punching in on the time clock. I have attached a picture of the clock, so that you can see the questions. A report is generated 3 times in a 24 hour period so, if an employee answers yes to the questions, I or Chris Nugent follow up with them and find out if they need care and answer any questions.
- Hand sanitizer, cleaning wipes, handwashing supplies and instructions are everywhere.
- We are being meticulous with providing masks, gowns and supplies to any staff member
- We have conference calls scheduled today to review the Federal Families First Coronavirus Response Act and also keep on top of the new emergency bills and incentives coming out of Washington.
- I will follow up to keep you informed on any issues at all.
- As you are aware, its ever changing and rest assured, it is a priority to protect our staff and our residents!

The Company stated they are committed to continuing dialogue as any matter(s) arise and the environment/circumstances change.

**PREVENT
THE SPREAD OF
DISEASE AND INFECTION**

DO NOT ENTER

**IF YOU ARE EXPERIENCING ANY SYMPTOMS INCLUDING
FLU-LIKE SYMPTOMS - FEVER - COUGH - SHORTNESS OF BREATH
CALL YOUR SUPERVISOR IMMEDIATELY IF**

- 1. YOU DEVELOP SYMPTOMS**
- 2. YOU HAVE BEEN IN CLOSE CONTACT WITH A PERSON
KNOWN OR SUSPECTED TO HAVE COVID-19**
- 3. YOU HAVE RECENTLY TRAVELED FROM AN AREA WITH
WIDESPREAD COVID-19.**



1) Have you left the country within the last 45 days?

2) Do you have cold symptoms?

3) Have you been exposed to anyone with COVID – 19?

If Yes, leave now and call your supervisor.

Yes

No

Personal Protective Equipment (PPE) Competency Validation

Donning and Doffing
Standard Precautions and Transmission Based Precautions

Type of validation: Return demonstration	<input type="checkbox"/> Orientation <input type="checkbox"/> Annual <input type="checkbox"/> Other
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Employee Name: _____ Job Title: _____

Donning PPE	Competent	
	YES	NO
1. Perform Hand Hygiene		
2. Don Gown: Fully covering torso from neck to knees, arms to end of wrists		
3. Tie/fasten in back of neck and waist		
4. Don Mask/Respirator: Secure ties/elastic bands at middle of head & neck		
5. Fit flexible band to nose bridge		
6. Fit snug to face and below chin (Fit-check respirator if applicable)		
7. Don Goggles or Face Shield: Place over face and eyes; adjust to fit		
8. Don Gloves: Extend to cover wrist of gown		
Doffing PPE		
9. Remove Gloves: Grasp outside of glove with opposite gloved hand; peel off		
10. Hold removed glove in gloved hand		
11. Slide fingers of ungloved hand under remaining glove at wrist		
12. Peel glove off over first glove		
13. Discard gloves in waste container		
14. Remove Goggles or Face Shield: Handle by head band or ear pieces		
15. Discard in designated receptacle if re-processed or in waste container		
16. Remove Gown: Unfasten ties/fastener		
17. Pull away from neck and shoulders, touching inside of gown only		
18. Turn gown inside out		
19. Fold or roll into bundle and discard		
20. Remove Mask/Respirator (respirator removed after exit room/closed door): Grasp bottom, then top ties or elastics and remove		
21. Discard in waste container		
22. Perform Hand Hygiene		

Standard Precautions & Transmission Based Precautions	Competent	
	YES	NO
23. Staff correctly identifies the appropriate PPE for the following scenarios:		
a. Standard Precautions (PPE to be worn based on anticipated level of exposure)*		
b. Contact/Contact Enteric Precautions (gown & gloves)		
c. Droplet Precautions (surgical mask)		
d. Airborne Precautions (fit-tested respirator if applicable)		

*NOTE: Examples include: mask for coughing/vomiting patient, goggles/face shield for irrigating draining wound, gown for dressing change if scrubs may touch patient, etc.

Comments or follow up actions:

Employee Signature

Validator Signature

Date

Frequently Asked Questions

What is coronavirus?

Coronaviruses are a large family of viruses, some causing illness in people and others circulating among animals, including camels, cats and bats.

The 2019 novel coronavirus (COVID-19) is a new virus that causes respiratory illness in people and can spread from person-to-person. This virus was first identified during an investigation into an outbreak in Wuhan, China.

What are the symptoms of coronavirus?

Symptoms ([症状Opens In A New Window](#)) of the COVID-19 can include:

- Fever
- Cough
- Shortness of breath

The symptoms may appear in as few as two days or as long as 14 days after exposure. Reported illnesses have ranged from people with little to no symptoms to people being severely ill and dying.

How can the coronavirus spread?

Human coronaviruses spread just like the flu or a cold:

- Through the air by coughing or sneezing;
- Close personal contact, such as touching or shaking hands;
- Touching an object or surface with the virus on it;
- Occasionally, fecal contamination.

How can I help protect myself?

Prevention ([预防与治疗Opens In A New Window](#)):

- Cover coughs or sneezes with your elbow. **Do not use your hands!**
- Wash hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer if soap and water are not available.
- Clean surfaces frequently, including countertops, light switches, cell phones, remotes, and other frequently touched items.
- Contain: if you are sick, stay home until you are feeling better.

In addition, it is recommended that Pennsylvanians take time to prepare now. [View the PA Emergency Preparedness Guide.](#)

Should I wear a mask or respirator in public?

The CDC does not recommend wearing masks or respirators outside of workplaces settings (in the community). A respirator is a personal protective device that is worn on the face or head and covers at least the nose and mouth. Most often, spread of respiratory viruses from person-to-person happens among close contacts (within 6 feet). It is important that these devices are readily available to health care workers and others who need them.

Should I cancel my trip to a country with a level 3 travel advisory?

Yes. The CDC recommends travelers avoid all nonessential travel to countries with a level 3 travel advisory at this time. For more travel information, visit our [Travelers Page](#).

Should I cancel my international travel because of novel coronavirus?

The CDC recommends avoiding all nonessential travel to a country with a level 3 travel advisory. For travel advice for other countries, please visit that country's [Destination PageOpens In A New Window](#) or [Travel Health NoticesOpens In A New Window](#) page on the CDC's website.

What about animals or animal products imported from China?

The CDC does not have evidence to suggest that animals or animal products imported from China pose a risk for spreading COVID-19 in the United States. This is a rapidly evolving situation and information will be updated as it becomes available



What to do if you are sick with coronavirus disease 2019 (COVID-19)

If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, follow the steps below to help prevent the disease from spreading to people in your home and community.

Stay home except to get medical care

You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Avoid using public transportation, ride-sharing, or taxis.

Separate yourself from other people and animals in your home

People: As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.

Animals: Do not handle pets or other animals while sick. See [COVID-19 and Animals](#) for more information.

Call ahead before visiting your doctor

If you have a medical appointment, call the healthcare provider and tell them that you have or may have COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.

Wear a facemask

You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) or pets and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then people who live with you should not stay in the same room with you, or they should wear a facemask if they enter your room.

Cover your coughs and sneezes

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can; immediately wash your hands with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60 to 95% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.

Avoid sharing personal household items

You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home. After using these items, they should be washed thoroughly with soap and water.

Clean your hands often

Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

Clean all "high-touch" surfaces every day

High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables. Also, clean any surfaces that may have blood, stool, or body fluids on them. Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

Monitor your symptoms

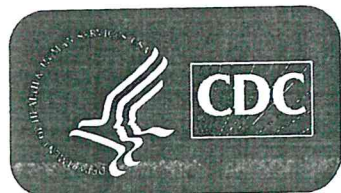
Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing). **Before** seeking care, call your healthcare provider and tell them that you have, or are being evaluated for, COVID-19. Put on a facemask before you enter the facility. These steps will help the healthcare provider's office to keep other people in the office or waiting room from getting infected or exposed.

Ask your healthcare provider to call the local or state health department. Persons who are placed under active monitoring or facilitated self-monitoring should follow instructions provided by their local health department or occupational health professionals, as appropriate.

If you have a medical emergency and need to call 911, notify the dispatch personnel that you have, or are being evaluated for COVID-19. If possible, put on a facemask before emergency medical services arrive.

Discontinuing home isolation

Patients with confirmed COVID-19 should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low. The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.



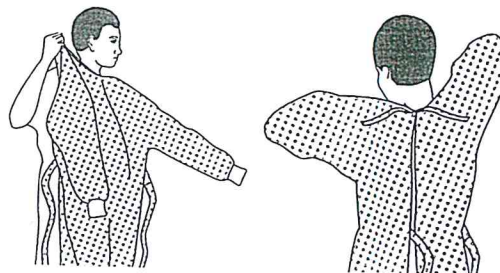
For more information: www.cdc.gov/COVID19

SEQUENCE FOR PUTTING ON PERSONAL PROTECTIVE EQUIPMENT (PPE)

The type of PPE used will vary based on the level of precautions required, such as standard and contact, droplet or airborne infection isolation precautions. The procedure for putting on and removing PPE should be tailored to the specific type of PPE.

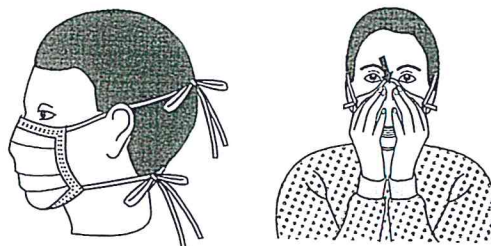
1. GOWN

- Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
- Fasten in back of neck and waist



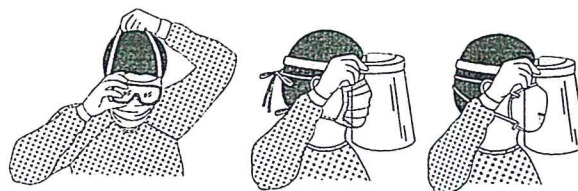
2. MASK OR RESPIRATOR

- Secure ties or elastic bands at middle of head and neck
- Fit flexible band to nose bridge
- Fit snug to face and below chin
- Fit-check respirator



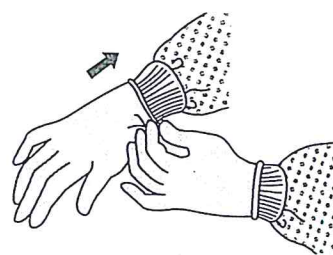
3. GOGGLES OR FACE SHIELD

- Place over face and eyes and adjust to fit



4. GLOVES

- Extend to cover wrist of isolation gown



USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION

- Keep hands away from face
- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Perform hand hygiene



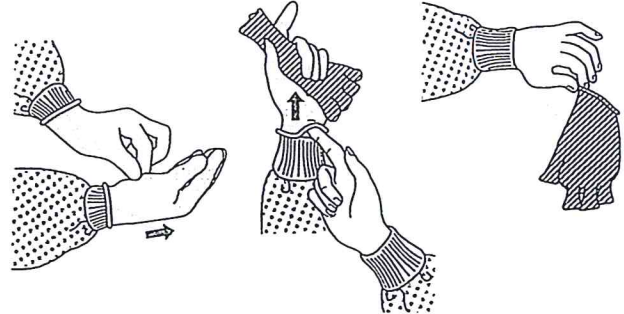
HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE)

EXAMPLE 1

There are a variety of ways to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. Here is one example. **Remove all PPE before exiting the patient room except a respirator, if worn.** Remove the respirator after leaving the patient room and closing the door. Remove PPE in the following sequence:

1. 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



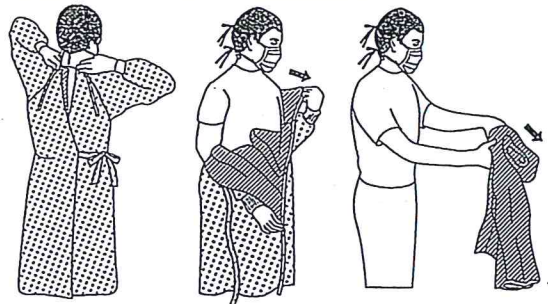
2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band or ear pieces
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container



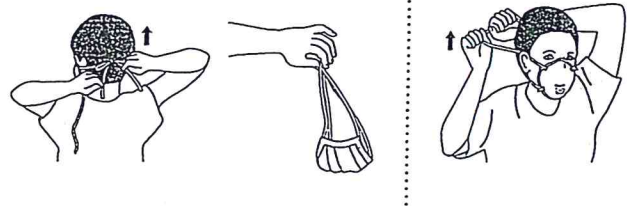
3. GOWN

- Gown front and sleeves are contaminated!
- If your hands get contaminated during gown removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Unfasten gown ties, taking care that sleeves don't contact your body when reaching for ties
- Pull gown away from neck and shoulders, touching inside of gown only
- Turn gown inside out
- Fold or roll into a bundle and discard in a waste container

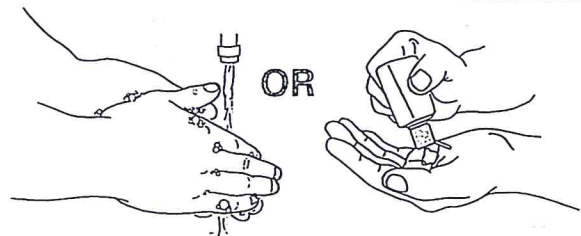


4. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — DO NOT TOUCH!
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container



5. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE

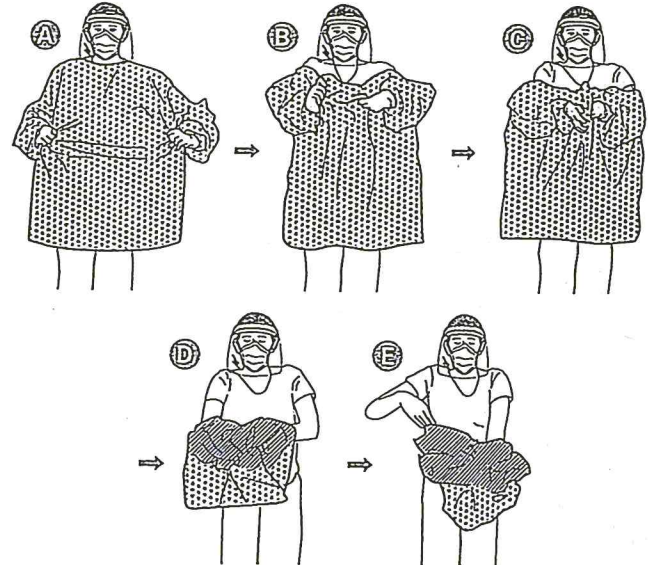


HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 2

Here is another way to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. **Remove all PPE before exiting the patient room** except a respirator, if worn. Remove the respirator after leaving the patient room and closing the door. Remove PPE in the following sequence:

1. GOWN AND GLOVES

- Gown front and sleeves and the outside of gloves are contaminated!
- If your hands get contaminated during gown or glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp the gown in the front and pull away from your body so that the ties break, touching outside of gown only with gloved hands
- While removing the gown, fold or roll the gown inside-out into a bundle
- As you are removing the gloves, peel off your gloves at the same time, only touching the inside of the gloves and gown with your bare hands. Place the gown and gloves into a waste container



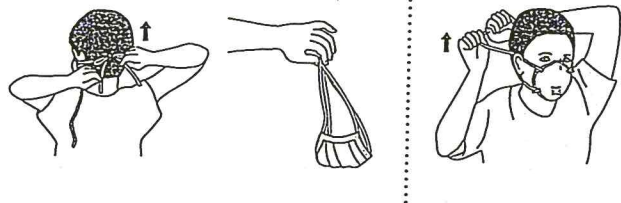
2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band and without touching the front of the goggles or face shield
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container

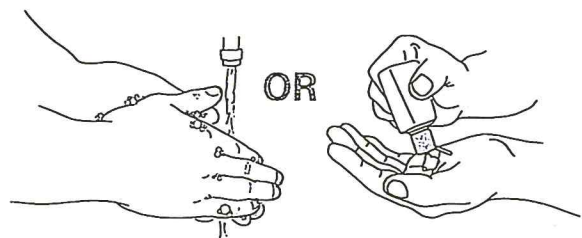


3. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — DO NOT TOUCH!
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container



4. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE

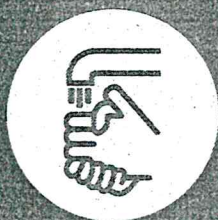


**PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS
BECOME CONTAMINATED AND IMMEDIATELY AFTER
REMOVING ALL PPE**



HOW CAN I PROTECT MYSELF FROM COVID-19?

PRACTICE GOOD HEALTH HABITS



WASH YOUR
HANDS OFTEN



COVER COUGHS
+ SNEEZES



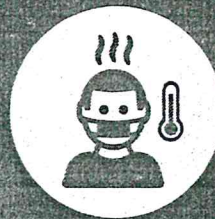
DON'T TOUCH
EYES/NOSE/MOUTH



CLEAN SURFACES
FREQUENTLY



STAY HOME
WHEN SICK



AVOID SICK
PEOPLE



pennsylvania
DEPARTMENT OF HEALTH