

Title:	COVID-19 PRECAUTIONS	Effective Date:	05/22/2020
Author:	Gretchen A. Gibbs, RN, MSN, FNP	Last Review Date:	06/11/2021
Location:	All Locations	Last Revision Date:	06/11/2021
Functional Area:	Human Resources		

POLICY

PURPOSE:

To minimize the risk of exposure for Liberty staff members and clients in the workplace to the COVID-19 virus during the current pandemic.

BACKGROUND:

The current COVID-19 pandemic that has impacted the United States and the world has caused widespread illness and many deaths and is likely to be a continuing threat to many of our communities. Liberty Healthcare is committed to continuing to provide necessary services to our customers and clients, while taking all possible measures to maintain the safety and health of our staff and those we serve.

The CDC and OSHA have issued a number of guidelines that have been developed utilizing the most current and comprehensive information that science has accumulated about the COVID-19 virus and the illness it has caused in humans. The directives and protections outlined in this policy are based on those guidelines.

These guidelines and directives shall be in effect until further notice. Liberty Healthcare Senior Leadership will collaborate with the program directors in each geographic area to monitor the community prevalence and spread of the infection and local public health guidance and will adjust these guidelines and directives as the status of the pandemic changes. Some of the guidelines and directives have recently changed secondary to the widespread availability of a highly effective and safe vaccine. Guidelines for vaccinated employees are, therefore, different than for unvaccinated employees. Liberty Healthcare encourages and supports all employees who are medically eligible to receive one of the COVID-19 vaccinations to contribute to the safety of the work environment and the wellbeing of all employees.

While some of the guidelines can be inconvenient and cumbersome at times, they are put in place to provide for everyone's safety and health, and they rely on all employees adhering to the guidelines to be effective in keeping the workplace safe.

Liberty programs that operate within facilities managed and owned/operated by our customers should continue to adhere to the customer protocols for infection control and prevention. Where those guidelines and protocols become less stringent than Liberty's directives, Liberty will work with local program directors to review the guidelines and protocols for resolution of differences.

GUIDANCE AND DIRECTIVES:

- All employees working in a facility providing direct care to clients should wear masks at all times while within that facility as long as the facility requires that precaution. In Liberty-owned or managed direct care facilities, mask wearing is required until the local public health department or CDC no longer recommends that precaution in that location.
- All **unvaccinated** employees working in an office or facility with multiple employees must wear masks (surgical, cloth or other face covering) that cover the nose and mouth. These masks are to be worn at all times unless the employee is alone within an office space or can maintain at least a 6-foot distance from any other employee or

client. **Vaccinated employees are no longer required to wear masks in offices.** For safety reasons, *anyone not wearing a mask in offices or facilities must provide proof of vaccination when requested by program leadership or human resources.*

- Employees must wear a **N95 mask** in the following situations:
 - when providing direct care to, or when in the same area with, a patient or resident who is suspected of, exhibiting symptoms of or has been diagnosed with COVID-19 infection (this is in addition to other PPE that should be utilized according to established protocols for client care).
 - when providing care in the same room as a patient who is being administered an aerosolized respiratory treatment (i.e. nebulizer) or is receiving wound care.
- Cleaning/disinfection of often-touched surfaces in common areas (doorknobs, counters, coffee urn knobs, faucet handles, etc.)
 - A written schedule with checklist will be completed at least twice daily until the local public health department declares this precaution is no longer necessary in the local area.
 - Implement individual cleaning routine for anyone using break room, depending on facility configuration.
- Continue to employ physical distancing as much as possible.
 - Avoid group meetings unless physical distancing of at least 6 feet can be maintained.
 - Avoid touching or coming in direct physical contact with others unless necessary for the care of clients.
- Use appropriate respiratory etiquette.
 - Sneeze or cough into elbow or tissue
 - Avoid touching face, particularly the mouth, nose and eye areas
- Utilize frequent handwashing and use of hand sanitizer.
- Employees are to be screened at the beginning of every workday for illness.
 - Temperature screening
 - Symptoms/Exposure screening
- Employees must stay away from the workplace if experiencing symptoms of illness.
- Employees must notify supervisor of
 - development of symptoms of illness
 - exposure to someone who is suspected of or has been diagnosed with COVID-19 infection
 - travel to a known “hot spot” for COVID-19 illness.

Approved By: _____

Revision History

Version	Date	Author	Summary of Changes
#1	05/22/2020	Gretchen Gibbs	Policy Created
#2	6/11/2021	Gretchen Gibbs	Policy reviewed with the following changes: Vaccinated employees no longer need to wear masks in office areas. Unvaccinated employees must continue to wear face masks while in office areas with other employees. Unmasked employees are required to provide proof of vaccination upon request.