**RMS Response to Coronavirus COVID-19 Revised Guidelines**

**3/16/2020**

1. Staff must wash their hands immediately upon entering the facility and prior to leaving the facility.
2. Staff should wash their hands multiple times throughout their shift.
3. While on shift, all individuals and employees should NOT go to or attend the following: malls, libraries, YMCAs, sporting events, bowling alleys, arcades, concerts, movies, recreational venues, (such as zoos, museums, etc.), community events (such as parades, festivals, fairs, etc.)  Individuals should limit travel which will be reviewed on a case by case basis.
4. Encourage outdoor trips to parks and other outdoor places without close proximity to others.
5. Management will take steps to ensure that food and household supplies are adequately supplied for at least 2 weeks. Emphasis should be placed on non-perishable food and cleaning and hygiene supplies.
6. Signs for handwashing and instructions will be posted near all sinks – see attachment
7. Every shift, staff must disinfect high contact areas such as, agency vehicles (steering wheel, handles, etc.), doorknobs, computer equipment (keyboard and mouse), tablets, phones, light switches, hand rails, remote controls, tabletops, counter tops, sinks, faucet handles, tub and toilet. A checklist will be implemented to track this.
8. Staff with respiratory illness, (sneezing or coughing) must stay home.
9. If any staff has a fever at 100.4 Degrees or higher they must stay home and notify the house manager who will notify the Area Director and Director of Nursing.
10. Any staff travel outside the United States and US territories or involving travel by plane or boat must be reported to and reviewed on a case by case basis by Area Director and Director of Nursing.
11. Find ways to make the time enjoyable for the residents. Be creative!
12. Please remember we have many individuals in high risk groups if they contact the Coronavirus 19. Please take the necessary actions to safeguard them.
13. Direct support employees will be restricted to working in one home unless approved for a specific shift on an emergency basis by the Area Director.
14. Offices will not be open for drop in traffic. If you need to come to one of the offices please call first.
15. Any outside visitors to the home must be approved in advance by the Area Director.
16. Please exercise social distancing to the extent possible.