

COVID-19 RESOURCE GUIDE

COVID-19 is a respiratory illness caused by a novel virus that has been spreading worldwide. Due to the fluidity of the situation, it is important to stay informed. Community-acquired cases have now been confirmed in California. We are gaining more understanding of COVID-19's epidemiology, clinical course, immunogenicity, and other factors as time progresses, and the situation is changing daily. The California Department of Public Health is in the process of monitoring COVID-19, conducting testing with local and federal partners, and providing guidance and resources to prevent, detect and respond to the occurrence of COVID-19 cases in California.

At this time, community transmission of COVID-19 has occurred in California. Facilities should prepare for possible impacts of COVID-19 and take precautions to prevent the spread of COVID-19 as well as other infectious diseases, including influenza and gastroenteritis.

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- Corona Virus [overview video](#) for senior living facilities
- [Contact information](#) for your local public health department
- [CDSS website](#)
- [CDPH website](#)
- [CDC website](#)

FACILITIES

Space

- Limit entry to building to one or two main entrances.
- Designate one room for special visitors which should be disinfected after each meeting

Signage

- Post signage at each entrance regarding 1) limitation of visitors, 2) prevention measures for all staff
- Post signage in bathrooms and kitchen reminding about prevention hygiene measures

Supplies

- Do daily checks to make sure all sinks have soap, paper towels, and garbage can **with lid**
- Make sure there are tissues and hand sanitizer for all resident rooms
- Make sure there are tissues and hand sanitizer for all common areas

STAFF

- Review and if needed modify sick leave policies to support employees who need to stay at home due to illness.
- No one who has any symptoms of a cold or flu should come to work.
- At the start of each shift, take temperature, and ask for symptoms of a cold or flu (fever, cough, sore throat, shortness of breath)
- Staff who are sick or have any of these symptoms should not be at work for at least 24 hours after a flu-related fever is gone without the use of fever-reducing medicines. Follow the CDC and/or local health department guidelines for returning to work as they change frequently.

RESIDENTS

Education

- Teach residents about hand washing and covering their mouths and nose with a flexed elbow or tissue when coughing or sneezing, and the importance of keeping at least six feet away from other people (no hugging or shaking hands). Throw away tissue after use.
- Consider teaching residents and their loved ones how to use smartphones and other devices (computers or tablets) to communicate by video or phone.

Preventive

- If residents leave facility, provide pocket hand sanitizer if available
- When residents return, ensure they wash hands

Health monitoring

- CHECK for fever and symptoms of a cold or flu (cough, sore throat, shortness of breath)
- If a resident has symptoms but is otherwise normal (alert, no shortness of breath, no pressure or pain in chest, etc), put them in a single-person room with the door closed (if possible) and with their own bathroom (if possible). If flexibility allows, you may move non-symptomatic residents to a common area such as a den. Post signs limiting entry into room and contact their physician

immediately. Any staff who enter should wear gloves, disposable gown, facemask, and eye protection.

- If a resident has symptoms that needs medical evaluation or care, assess urgency and call their health care provider. For hospice residents follow their hospice plan. Make sure EMS is aware of symptoms when calling 911.
- Any confirmed cases of COVID-19 MUST be reported to the local health department and your local Adult and Senior Care Regional Office representative immediately. If after regular business hours, please leave a message and someone will respond.
- Ensure resident emergency contact information for family members and the person's responsible party is up to date.

Activities

- NO group meals – serve meals in rooms
- NO group activities
- NO group trips outside facility
- Provide reading materials, cards, puzzles or other forms of entertainment for residents to keep in their rooms – do not share without disinfecting

VISITORS

- NO visitors except 1) special circumstances like hospice or end-of life, 2) health care workers, and 3) Licensing Program Analysts and Department of Public Health Surveyors
- If special circumstances, visitor should 1) not be allowed if they have symptoms, 2) stay in designated room, and 2) wear a facemask.
- Notify residents' loved ones and responsible parties about visitor rules.
- Communicate with residents' loved ones and representatives to provide regular updates. This should include a reliable way for them to communicate with your facility staff to ask questions.
- Limit any workmen or vendors from facility unless they are needed to keep operations running and ensure the needs of residents are met, and wherever possible take precautions (for example have deliveries dropped off outside the building).
- Require anyone who enters the facility to immediately wash their hands upon entrance and encourage them to also wash their hands or use alcohol-based hand sanitizer throughout their time in the facility.

ACCESS WEBSITES FOR INFORMATION

There are many important websites that are providing the most current and up to date information during this virus outbreak. Please refer to the CDSS, CDPH, CDC, and WHO websites to access that information.