

MAOFU HOME HEALTH SERVICES

Subject: **Coronavirus Disease 2019 (COVID-19) Policy**

POLICY

This company will ensure that all Program Individuals are safe, healthy, and protected from contracting the COVID-19 virus.

PROCEDURES:

1. Staffs are required to read and comply with the Medical Emergency Plan on COVID-19.
2. Staffs to ensure adequate supplies of food, hygiene supplies and Program Individuals medications to cover a period of 14 days.
3. Staff should discourage visits to the home by friends and family members.
4. Staff should not come to work if having a fever, cough, and shortness of breath. Any symptoms related to COVID-19.
5. Staffs are required to follow the agency infection control policy requiring hand washing and sanitizing all areas frequently held by others.
6. Staffs are encouraged to avoid large gatherings. Program Individuals are encouraged to stay at home. Visits to open air areas such as the Park or sitting in the backyard is encourage.
7. The Agency will have staffs on standby in the event a staff is not able to come to work or has to attend to someone who is sick.
8. The Agency will send letters or emails to families advising them to consider postponing or using alternative methods for visitation (e.g., video conferencing) during the next several months.
9. The Agency shall Post signs at the entrances to the Homes instructing visitors to not enter if they have fever or symptoms of a respiratory infection. The Agency shall consider having visitors sign visitor logs in case contact tracing becomes necessary.

10. Staff is encouraged to ask all visitors about fever or symptoms of respiratory infection or any symptoms related to COVID-19. Restrict anyone with:

- Fever or symptoms of respiratory infection (e.g., cough, sore throat, or shortness of breath).
- International travel within the last 14 days to affected countries. Information on high-risk countries is available on CDC's [COVID-19 travel website](#).
- Contact with an individual with COVID-19.

11. When allowed, visitors should be encouraged to frequently perform hand hygiene and limit their movement and interactions with others in the facility (e.g., confine themselves to the resident's room). **ALL VISITORS MUST HAVE A FACE MASK AT ALL TIMES WHEN IN THE HOME. STAFF AND THE PROGRAM INDIVIDUALS SHOULD HAVE A FACE MASK ALSO.**

12. The Company shall minimize group activities such as Day Hab attendance if necessary or field trips outside of the facility for individuals who are elderly or with compromised immune system.

13. Congregation of program individuals to homes beside their home is strictly prohibited. Staff and program individuals must stay in their homes and not mingle with others from another home except authorize by the Program Manager or Nurse.

Approved: _____