**TRI-CAP WX Work Policies Regarding COVID-19**

**Know the Symptoms of COVID-19**

* + Coughing, fever, shortness of breath, and difficulty breathing.
  + Early symptoms may include chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose. If you develop a fever and symptoms of respiratory illness, DO NOT GO TO WORK and call your health-care provider immediately. Do the same thing if you come into close contact with someone showing these symptoms.

**How is COVID-19 Spread?**

COVID-19, like other viruses, can spread between people. Infected people can spread COVID-19 through their respiratory secretions, especially when they cough or sneeze. According to the CDC, spread from person-to-person is most likely among close contacts (about 6 feet). Person-to-person spread is thought to occur mainly *via* respiratory droplets produced when an infected person coughs or sneezes, like how influenza and other respiratory pathogens spread. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It is currently unclear if a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

**Arriving to TRI-CAP**

* Follow TRI-CAP’s current written policies regarding worker safety.

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**Arriving at Client’s Home**

* Call the client to verify the health of occupants at home. Clarify what it is you are working on that day and get as much information on the phone as possible. Explain what you will be doing and what they need to be doing to protect one another's health. A copy of the Client Health Screening must be kept in the file.
* Utilize zip walls and other barriers where appropriate.
* Isolate yourself from clients as much as possible.
* Increase infiltration while doing work when possible. Utilize methods such as running air handlers or opening doors and windows when performing work.

**Cleaning/Disinfecting Job Sites and Other Protective Measures**

* Set up your hand washing station.
* Wash hands
* Put on disposable gloves
* Put on mask or respirator
  + Clean and disinfect frequently used tools and equipment on a regular basis. This includes other elements of the jobsite where possible. Employees should regularly do the same in their assigned work areas.
  + Touch as little as possible. Doorknobs, handrails, etc.
  + Plan your work carefully to minimize trips to your vehicle and to minimize the number of tools required to complete the job.
* Be mindful of what you are touching. Some tasks are not practical with disposable gloves on. Wash hands frequently while working.
* Clean shared spaces such as trailers and break/lunchrooms at least once per day.
* Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
* Avoid sharing tools with co-workers. If not, disinfect before and after each use.
* Trash collected from the jobsite must be changed frequently by someone wearing gloves.

**Worker Responsibilities**

* Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
* Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
* Avoid touching your eyes, nose, or mouth with unwashed hands.
* Avoid close contact with people who are sick.
* Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home—DO NOT GO TO WORK. Likewise, work must stop when a worker detects any possible symptoms of COVID-19 in any inhabitant in the home.
* Try to reduce the number of crew and clients in the home at the time of interior work, consider asking clients if they would leave the home during the interior work or try to isolate them to one room.
* Crews conducting interior work will wear PPE, this may also help assure clients who are fearful of people entering their home.
* Consider offering face masks to clients to contain respiratory secretions.
* Consider installing a physical barrier, such as a clear sheet of plastic, to isolate a client while interior work is being conducted.
* Disinfect areas of the home that have been touched such as door handles, thermostats and other shared surfaces.
* Trucks and vans will be limited to 50% capacity per vehicle.

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| **Inventory checklist for field crew** |
| *Is there adequate inventory for the following categories before going into the field?* |
| Respirators  N95 face masks |
| Gloves |
| Tyvek Suits |
| Booties  Handwashing Station |
| Paper towels |
| Hand soap  Clean Water for Handwashing  Baby Wipes |
| Cleaners/Sanitizer |
| Client education materials |
| Client face masks |

**Utilize the Health Questionnaire**

TRI-CAP is an equal opportunity provider. All services are provided without regard to race, age, color, religion, sex, disability, national origin, ancestry or status as a veteran. The sole purpose of completing the following client screening questionnaire is because of the current COVID-19 pandemic in an effort to keep both the client and TRI-CAP employee safe.

Please note that current guidance states that clients/visitors who are 65 and over and/or individuals with identified high-risk conditions are particularly vulnerable to coronavirus. TRI-CAP will continue to serve these self-identified clients/visitors by phone, email, video conferencing, or other non-physical contact ways when at all possible.

TRI-CAP is conducting client/visitor screening questionnaires before scheduling in person contact meetings. Do you wish to schedule an in person contact meeting? Yes or No (see below for instructions to proceed)

If **no**, follow program guidelines to assist them as directed without scheduling an in person contact meeting. **Do not continue and stop the client screening now.**

If **yes**, continue with the following questions:

Within the last 14 days, have you been diagnosed with a laboratory confirmed COVID-19 result? Yes or No (see below for instructions to proceed)

If **yes**, skip to next paragraph or If **no**, proceed to next question

Within the last 14 days, have you come into close contact with someone who has been diagnosed with a laboratory confirmed COVID-19 result? Yes or No (see below for instructions to proceed)

If **yes**, skip to next paragraph or If **no**, proceed to next question

If the client/visitor answers **yes to either of those questions above**, we will continue to serve them as best as possible without an in person contact until they can answer no to both of those questions. **Do not continue and stop the client/visitor screening now.**

If they answered **no to both of those questions above**, continue to next set of questions.

Have you had any of the following symptoms in the last 48 hours?

* + Cough
  + Shortness of breath or difficulty breathing
  + Fever

Yes or No (see below for instructions to proceed)

If the client/visitor answers **yes** to any of the symptoms, we will continue to serve them as best as possible without an in person contact until they can answer no to those symptom questions. **Do not continue and stop the client screening now.**

If **no**, continue to next set of questions. If the client/visitor responds that the answer is no but there is reason to believe that the symptom is not due to COVID-19, contact your supervisor for further direction.

Have you had 2 or more of the following symptoms in the last 48 hours: Chills which are atypical; muscle pain that is atypical; sore throat, new loss of taste or smell; nausea; vomiting; or diarrhea?

Yes or No (see below for instructions to proceed)

If the client/visitor answers **yes** to having 2 or more of those symptoms, we will continue to serve them as best as possible without an in person contact until they can answer no to those symptom question. **Do not continue and stop the client screening now.**

1. Is any household inhabitant considered at-risk as defined by any of these two criteria?
   * Elderly individuals over age 65.
   * Individuals with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy.