

COVID-19: EveryStep's Preparation, Prevention and Practices *Revised 4/2/20*

On Sunday, March 15, EveryStep implemented its emergency preparedness plan (EPP) in response to the growing COVID-19 pandemic. Following are specific steps EveryStep has taken, **as of April 2, 2020**. EveryStep's top priority is the safety and health of its staff/volunteers, patients/clients and their family members, and the community. EveryStep relies on guidance from the Centers for Disease Control and Prevention (CDC), Iowa Department of Public Health (IDPH), and the Polk County Health Department. Please note: this is a working document and will be revised as needed. The most current version can be found at www.everystep.org/about/covid19. For more information, call your EveryStep office or email info@everystep.org.

- **ALL STAFF/VOLUNTEERS SCREENED DAILY:** All EveryStep staff and volunteers who are not self-isolating at home and are coming into a work location or completing home visits are required to record temperature daily, in the morning and evening, and absence of COVID-19 symptoms. Staff are responsible to report any COVID-19 symptoms each morning to his/her immediate supervisor before starting work. Staff may take own temperature at home and report it by calling in for logging. Staff are not permitted to enter a work location and/or patient/client home until or unless they are fever- and symptom-free for at least 72 hours (without medication). Temperature logs are kept at each EveryStep location and are maintained for accomplishing EveryStep surveillance for staff and volunteers.
 - If staff have immediate family members who are experiencing COVID-19 symptoms and/or have a COVID-19 diagnosis while living in same dwelling, staff will need to self-isolate by staying home.
 - Effective March 17, all volunteer visits to patients/clients have been suspended until further notice. Volunteers are considered staff at EveryStep and are asked to follow other applicable protocols/practices. Volunteers are provided the high risk factors for COVID-19 and are asked to self-select for high risk status.
- **HIGH-RISK STAFF INDIVIDUALS:** All EveryStep staff are provided information about the risk factors for contracting COVID-19. Staff are asked to self-select and signal to supervisor if he/she is identifying with factors that are high risk (such as being 60 years of age or older and certain types of health conditions). Individuals who have signaled high risk status will be accommodated and supported for any request for accomplishing social distancing. Options may range from temporary reassignment of duties to self-isolation at home.
- **STAFF WHO SCREEN POSITIVE:** EveryStep staff and volunteers are required to promptly report to supervisor any COVID-19 symptoms and promptly initiate self-isolation at home for accomplishing safest form of social distancing. If a staff person has a fever and/or other COVID-19 symptoms, they can expect to be sent home immediately and should not enter a building location. The immediate supervisor is responsible for communicating promptly with his/her supervising senior leader and submitting a report using the infection control log. The infection control log is continuously monitored by staff in EveryStep's Quality Dept.
- **HOSPICE & HOME CARE VISITS: As of March 16,** hospice and home care visits by EveryStep staff to patients/clients in their homes continue to be made as long as individuals in the home are symptom free and have no known exposure to COVID-19. Screening all patients/clients and families for COVID-19 prior to going to the home is required for each admit and visit. Staff will call ahead for all visits and not attend the visit if screening is positive. If unable to reach prior to scheduled visit, staff will attend the visit however will screen at door before entering the home. If screening is positive for any individual in the home, staff will promptly leave premise and visits will be postponed until further notice. Staff will promptly report case to his/her supervisor. The supervisor will notify the supervising senior leader immediately and submit information using the infection control log, which is continuously monitored by EveryStep's Quality Dept.



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- **PERSONAL PROTECTIVE EQUIPMENT:** All EveryStep direct care staff must wear personal protective equipment (PPE) while within 6 feet of patients or family members who have been diagnosed with COVID-19 or display flu-like symptoms. EveryStep also has built a contingency supply of “barrier” masks to utilize if needed, or upon request by the patient, family or care facility.
- **OTHER VISITS/APPOINTMENTS:** **Effective March 20 and excluding hospice, home care and Correctional Facilities 5th Judicial programs, all other visits and office-based appointments conducted by EveryStep care & support programs are suspended indefinitely**, including in-home visits as well as appointments held at EveryStep sites or other locations. Support will be provided as possible via phone or other means.
- **PUBLIC ACCESS TO EVERYSTEP LOCATIONS:** All EveryStep locations are closed to public access except EveryStep's Kavanagh House on 56th Street in Des Moines, and EveryStep's Greater Regional Hospice Home in Creston. However, ALL EveryStep locations will continue to be staffed, can be reached by phone or fax, and will accept critical deliveries of supplies. EveryStep has also implemented visitor restrictions and guidelines at its hospice houses; see everystep.org/about/covid19.
- **SERVICE GROUPS CANCELLED:** All scheduled EveryStep community groups are postponed or cancelled through at **minimum, May 16, possibly later**. Families are being notified and informed of the social distancing mandate. EveryStep will provide education to families about the immediate need for practicing social distancing. Staff have access to educational teaching sheets for clients/patients and families.
- **INTERNAL STAFF MEETINGS:** Consideration for all scheduled internal face to face meetings that require more than 5 staff to gather together in one physical location will be reviewed by the meeting organizer for holding a virtual meeting and if necessary, making a cancellation. Use of virtual meeting tools is highly encouraged. If a leader determines an internal meeting will proceed face to face, practices for social distancing will be used requiring 6 feet physical separation.
- **IDPH REPORTING:** EveryStep is a mandatory reporter under a public health order. If an individual staff/volunteer and/or patient/client is positive COVID-19 or screens positive with symptoms, a designated staff liaison at EveryStep is responsible to report to IDPH.
- **STAFF REPORTING RESPONSIBILITY:** If at any time staff become aware of being exposed to someone with COVID-19, experience any symptoms and/or exposed to individuals who are experiencing symptoms associated with COVID-19 there is an obligation to promptly notify his/her supervisor and to immediately self-isolate by going home.