



ATTENTION CLIENTS/FAMILIES OF CLIENTS OF WITHOUT WALLS

4/21/2020 COVID-19 PLAN OF ACTION – *please read this in its entirety.*

On March 6, 2020, St. Paul's began to implement guidelines for our staff, residents, visitors and vendors taking recommendations from the Centers for Disease Control (CDC), Centers for Medicaid and Medicare (CMS) and the Pennsylvania Department of Health (PA DOH). Our priority is the safety and health of our residents, clients and staff members. Since that time the following plan of action has been implemented.

1. All staff including our Without Walls care givers working on campus are being screened daily prior to their shift.
2. All WOW staff working off campus (in clients' homes) are self-screening and reporting each day prior to their shift. Self-screening questions include the following:
 - i. In the past 14 days have you been in a group of 10 or more where you were not able to practice social distancing?
 - ii. In the last 14 days, have you had "close" contact with someone self-quarantining due to a potential exposure to COVID-19.
 - iii. In the last 14 days, have you had "close" contact with someone with a confirmed diagnosis of COVID-19.
 - iv. In the past 24 hours have you had a fever of 100 or greater?
 - v. Do you have any of the following respiratory symptoms - shortness of breath, new or change in cough, and a sore throat?

b. Any WOW care giver working off campus in a client's home who answers one of these questions "YES" prior to their shift must notify Michelle O'Malley or Rita Clemente in the WOW office at 724-589-4740 before reporting for their shift.
3. Staff members should be washing their hands upon arrival to a client's home and in between tasks. Hand sanitizer should be used when washing hands is not possible.
4. ALL St. Paul's staff are required to wear a mask while on duty including those working in a client's private home.
5. Staff are encouraged to maintain social distancing when not providing hands on personal care.
6. Staff should not be taking clients out of their home for anything other than essential medical appointments.
7. Clients going out of their home for essential medical appointments should be wearing a mask.
8. WOW care givers are to report any change in client conditions to the office immediately including fevers and respiratory symptoms.

OVER

ADDITIONAL INFORMATION

We all can protect ourselves and others from COVID-19 and Influenza by following these general guidelines at all times:

1. Wash hands often with soap and water for at least 20 seconds, especially after using the restroom; before eating; after blowing your nose, coughing or sneezing or between tasks.
2. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
3. Cover coughs and sneezes with a tissue, then throw it in the trash can. If you don't have a tissue, cough into your elbow or sleeve.
4. Do not touch your face, especially the T-zone – your eyes, nose and mouth.
5. Avoid shaking hands; consider touching elbows instead if you believe personal contact is necessary for a greeting.
6. Routinely clean and sanitize frequently touched surfaces and objects. High touch surfaces include but aren't limited to counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, TV remotes, light switches, keyboards, tablets and bedside tables.
7. Maintain an appropriate social distance (6').
8. Avoid large crowds. Stay at home whenever possible.

As always, we encourage you to refer to the CDC, CMS and PA DOH websites for more information.

We continue to stress the importance of handwashing as this is the number one way to prevent the spread of COVID-19 and Influenza.

If you have any questions regarding this communication or St. Paul's Without Walls Plan of Action please contact Michelle O'Malley, Staff and Client Development Coordinator or Rita Clemente, VP of Community Relations.

Please monitor our website (www.stpauls1867.org) and Facebook page (stpaulsseniorlivingcommunity) for updated information.