

## ***Our Covid 19 Policy***

While the COVID 19 pandemic continues we must be aware of the potential for exposure to both our clients and to our employees. We will follow established recommendations and guidelines including those from the Center for Disease Control (CDC), the World Health Organization, and the policies of the State of Washington issued by the Governor under the declaration of emergency.

### ***General Guidelines for Smooth Transitions Employees***

- ✓ If you are sick, stay home. Immediately notify your supervisor that you are sick so we can try to determine if other employees might have been exposed.
- ✓ Inform your supervisor if you have a sick family member at home.
- ✓ Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- ✓ Avoid touching your eyes, nose, and mouth with unwashed hands.
- ✓ Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.
- ✓ Clean *AND* disinfect frequently touched objects and surfaces such as counters, telephones, handrails, and doorknobs.
- ✓ Practice social distancing of approximately 6 feet from others when possible.

### ***Guidelines for Working in a Facility***

- ✓ Each facility will have specific requirements which we must follow
- ✓ This may include PPE, limit on where employees may be, limit to the number of people who can be in a room, screening such as temperature and others
- ✓ If PPE is required they should provide it and explain proper use. If not we will provide PPE.
- ✓ Typically there will be a log-in and a log-out not only to document who was in the facility but for follow-up if there is an exposure

### ***Guidelines for Working in a Client's Home***

- ✓ If we arrive at a client's home and find out someone is sick, we have the right to decline the job
- ✓ As an employee you also have the right to decline a job, without penalty, if conditions in the client's home appear to put you at undue risk of infection
- ✓ A Client Wellness Questionnaire will be completed for each client prior to beginning any work to help verify any potential exposure.



- ✓ Protective gloves will be worn at all times while working in the client's home and will be properly removed and discarded when leaving. Gloves will not be reused. Carry a trash bag in your vehicle for glove disposal.
- ✓ The use of a mask when working in the client's home is required.