

HERITAGE OF EDINA

HEALTH CARE PERSONELL TRAINING FOR COVID-19

COVID-19 IS A VIRUS THAT IS EASILY SPREAD FROM ONE PERSON TO THE NEXT. IT IS SPREAD BY PERSON-TO-PERSON CONTACT BY PEOPLE WHO ARE IN CLOSE CONTACT TO EACH OTHER (WITHIN 6 FEET). IT IS SPREAD WHEN AN INFECTED PERSON COUGHS, SNEEZES OR TALKS. IT ALSO CAN BE SPREAD BY TOUCHING A CONTAMINATED SURFACE AND THEN TOUCHING YOUR FACE. COMMON SYMPTOMS ARE FEVER, SHORTNESS OF BREATH, COUGH, SORE THROAT, DIARRHEA, MUSCLE ACHES, FATIGUE, LOSS OF TASTE/SMELL. A CARRIER OF THE VIRUS MAY HAVE MILD SYMPTOMS OR HAVE NO SYMPTOMS AT ALL.

KEEPING OUR RESIDENTS AND STAFF SAFE IS OUR TOP PRIORITY. THESE ARE THE GUIDELINES TO FOLLOW WHEN REPORTING FOR WORK.

- 1) Always enter through the front door of 3434 Heritage Drive to get your symptom screening and temperature check before starting your shift. Plan to arrive early as this takes time. Wait in line 6 feet apart. Only one person may enter the building at a time. Use the hand sanitizer at check-in station and apply your issued face mask.
- 2) Do not report to work if you are sick. If you become sick while working, report to the nurse immediately so that you may go home.
- 3) Always cover your nose and mouth while sneezing or coughing. Do not touch your face. Do not gather in groups. Stay 6 feet apart while at assigned stations and while on break. Housekeeping will clean and disinfect high touch surfaces often.
- 4) As soon as you arrive at your station, wash your hands for 20 seconds with soap and water.
- 5) Your face mask must be worn at all times, unless drinking or eating. When you need to adjust your face mask or remove it, grasp the strings on the side. You must use hand sanitizer or wash your hands before touching the face mask and after touching the face mask. When you go home, the face mask should be stored in a paper bag. Surgical face masks are replaced weekly, or sooner if damaged. If your face mask is torn or damaged, report to the nurse so that you can be issued a new one.
- 6) Wash your hands frequently throughout your shift for 20 seconds each time and use proper infection control procedures.

- 7) Remind your residents to wash their hands frequently for 20 seconds, especially before eating, after using the bathroom, etc. Remind them to not touch their face. Assist them with this as needed.
- 8) Report to the nurse immediately if you notice a resident has a change in condition, such as a cough, shortness of breath, sore throat, diarrhea, muscle aches, fatigue, etc.
- 9) If a resident is experiencing any Covid-19 symptoms, they will immediately be placed on droplet precautions and be isolated to their apartment. The resident must be wearing a face mask when anyone is in their apartment. Outside of their apartment in the hallway, there will be a table where PPE is kept for use while entering their apartment. Follow posted instructions for what PPE to use and follow all instructions for putting on and removing PPE appropriately and do so carefully before entering the apartment. Always ask the nurse if you have any questions.