



# 5.17A: Covid-19 Prevention & Response – PROCEDURAL GUIDELINES

<b>Authority:</b>	Center for Disease Control (CDC), World Health Organization (WHO), Department of Intellectual and Developmental Disabilities (DIDD) & TennCare Memos/Recommendations
<b>Application:</b>	All Progress Inc. Personnel

## Policy Statement and Purpose:

Progress, Inc. is committed to doing everything possible to maintain the health and safety of those they support and their personnel during the Covid-19 pandemic.

## Procedures:

<b>Practice Personal Responsibility</b>	<ol style="list-style-type: none"> <li>1. Strictly adhere to universal precautions.               <ol style="list-style-type: none"> <li>a. Wear a mask unless you can maintain a distance of 6 feet from others. NOTE: As of March 2021, the CDC recommends (but does not require) double masking. As such, Progress Inc. recommends that whenever a distance of 6 feet cannot be maintained, staff and those we support wear a double mask. From this point forward, each time the importance of mask wearing is referenced, it is done so with the recommendation that two masks be worn when social distancing is not possible. Because not every staff or person supported opted to receive the Pfizer vaccinations, double masking is recommended whenever social distancing cannot be maintained.</li> <li>b. Practice social distancing.</li> <li>c. Wash your hands often.</li> <li>d. Protect yourself and others from contact with respiratory excretions.</li> <li>e. Use other protective equipment such as gloves.</li> </ol> </li> <li>2. Check your temperature at the beginning of each shift and record it on Form 5.17B.</li> <li>3. Practice safety in your off time.</li> <li>4. If you do not feel well, discuss your symptoms with your supervisor.</li> <li>5. If you are tested for COVID-19 (for whatever reason), inform your supervisor immediately and do not return to work until advised to do so.</li> </ol>
<b>Monitor People for Changes in Health Status</b>	<ol style="list-style-type: none"> <li>1. Take the temperature of the person(s) you support every day at 8AM and 8PM; record their temperature(s) in the Vital Signs section of the communication note.</li> <li>2. Immediately report to your supervisor:               <ol style="list-style-type: none"> <li>a. Presence of any symptom commonly associated with COVID-19 (difficulty breathing, shortness of breath, fever of 100.4 or higher, loss of sense of taste and/or smell, or anything atypical for the person).</li> <li>b. Concern the person was exposed to someone who tested positive for COVID-19.</li> </ol> </li> </ol>
<b>Potential/Actual Exposure to COVID-19</b>	<ol style="list-style-type: none"> <li>1. If you believe you were exposed to someone who has tested positive for COVID-19, someone who is ill and awaiting COVID-19 test results, or someone who has an undiagnosed/untreated respiratory infection:               <ol style="list-style-type: none"> <li>a. Immediately notify:                   <ol style="list-style-type: none"> <li>i. <b>Susan Hutchison (615) 429-3971</b></li> </ol> </li> </ol> </li> </ol>



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	ii. Your supervisor b. Do not report to work before speaking with Susan and your supervisor.
<b>Collateral policies, forms, and documents:</b>	<ul style="list-style-type: none"><li>• <b><i>DIDD Reportable Event Form</i></b></li><li>• <b><i>Form 15.7B</i></b></li><li>• <b><i>Progress Policy 15.7</i></b></li></ul>