

Community Living Care, Inc.

126 W. Pittsburgh Street
Greensburg, PA 15601
(724) 836-8747 FAX: (724) 836-8596
www.communitylivingcare.org

MEMORANDUM

To: All HBW Families & Staff
From: Judy Hoza
Subject: Coronavirus (COVID-19)
Date: March 20, 2020

Hi Everyone.

Well it is still regular cold and flu season WITH a peak allergy season starting - add COVID-19. There are a lot of cold symptoms, allergy symptoms and virus symptoms for us to evaluate and determine the correct course of action for anyone experiencing them.

The following is an outline of a plan for visitors, our folks and staff. This is our current guide for identifying symptoms specific to COVID-19 and to take the needed precautions to keep our folks and staff as safe as possible from this virus. This plan has been developed using guidance from the State Office of Developmental Programs (ODP) and information from the Federal Centers for Disease Control and Prevention (CDC).

HEALTH AND TREATMENT PLANS:

If anyone has been exposed to COVID-19, the following symptoms **MAY** appear 2-14 days after exposure:

- a. Fever (of 100.4^o or higher per CDC)
- b. Cough
- c. Shortness of breath

These are signs / symptoms of a respiratory infection. Which **may** or **may not** be COVID-19.

Anyone with these symptoms, please **contact Judy Hoza at 724-433-6868** to discuss further actions

STAFF: with these symptoms of a respiratory infection should contact Judy Hoza immediately to discuss your symptoms and advice on a course of action that will be determined as follows:

- 1) If you have a fever of 100.4 or higher, you will be asked to NOT report to work and contact your doctor.
- 2) The presentation of multiple symptoms of a respiratory infection (a cough and shortness of breath, for example) you will be asked to NOT report to work and contact your doctor.
- 3) If you have a cough as your only symptom, it may only be an allergy or cold. You will be asked to report to work and wear a mask while on shift.

RETURN TO WORK GUIDELINES: The CDC recommends that staff with a fever (100.4) do not return to work until they have 3 days (72hours) of no fever without the use of medication and other symptoms (cough, shortness of breath) have been improved. In addition, 7 days need to have passed since the symptoms of the respiratory illness first appeared. UPON RETURN, wear a mask for 14 days from the onset of the illness.

EMERGENCY WARNING SIGNS OF COVID-19 – REPORT TO ER:

- DIFFICULTY BREATHING / SHORTNESS OF BREATH
- PERSISTENT CHEST PAIN OR PRESSURE
- NEW CONFUSION OR INABILITY OR AROUSE
- BLUISH LIPS OR FACE