



# COVID-19 Preparedness & Prevention

In addition to our standard program excellence for client care and safety, we have added the following in compliance with COVID-19 best practices. The guidelines outline our program preparedness for and response to the challenges posed by the COVID-19 pandemic. We continue to make sure that the safety and health of our clients and staff is our top priority. Best practices will navigate this new frontier.

The checklist was prepared based on the information available at the time of its creation. Our team continuously monitors the recommendations from the local, state, and federal governing and regulatory bodies (i.e., CDPH, CDC, DHCS, TJC). As we learn more, we will continue to assess and evaluate our best practices. Below are some adjustments we are making to ensure best practice safety.

COVID-19 is spread through close contact from person-to-person and can be spread by people with active symptoms and by those who are not showing symptoms. People are encouraged to maintain social distancing from one another. The virus is spread through respiratory droplets produced when an infected person coughs, sneezes, or talks.

## Key Areas of Prevention

- Handwashing frequently throughout the day by all staff members and clients and reminded daily about the importance of handwashing.
- Hand sanitizers are available and recommended to be used throughout the day.
- Facial masks to be worn.
- Social Distancing.
- Staff and clients have been educated to avoid touching your eyes, nose, and mouth.
- Nonessential community outings and appointments will be limited and determined on a case-by-case basis.
- Routine disinfecting of high-touch surfaces (e.g., doorknobs and handles) throughout the day.
- Active screening and monitoring of clients and staff for fever and respiratory symptoms.
- Essential staff to keep our patients safe and provide clinical excellence, while reducing nonessential staff from coming in and out of the buildings. By keeping this volume down, we are implementing a best practice 'Safer at Home' modeling for our clients' home environment.

## Program Adjustments

We have made programming adjustments while the county Exec Order' Safer at Home' is in place.

- 12-Step Meetings will be in house or via Zoom to participate in online meetings.
- Visitors on site will be limited to an urgent need in an emergency.
- Increased phone time will be an accommodation to the change in visitation.
- Doctor visits will be conducted sessions via telehealth.
- Client public outings will be evaluated in accordance with the current government executive order. While the 'Safer at Home' Order is in effect, outings will be limited to essential travel.

## Social Distancing Guidelines

- Clients will be reminded to wash hands before and after all meals.
- Group facilitators will support clients in managing appropriate social distancing.
- Staff will ensure that appropriate distance is maintained when working one-to-one with clients.
- Exercise areas will be monitored to ensure distancing and sanitation after each use.

## Admission Protocol

Our admission and leadership team are committed to ensuring the safety of our staff and clients. With the challenges posed by the COVID-19 pandemic, we wanted to add to our admission screening the most up-to-date recommended screening checklist. Below are the additional questions that our admissions team (Edrick Banks, Director of Admissions and Armen Akopyan, Community Outreach Coordinator) are implementing before someone is considered a potential admission. If someone meets the criteria for admission, they are screened again with a temperature reading before completion of the comprehensive in-person admission process.

The COVID-19 Symptoms Screening Checklist includes:

- 1) Traveled out of town recently?
- 2) Traveled internationally or had close contact with someone who has?
- 3) Traveled to/from a COVID-19 hotspot?
- 4) Had contact with COVID-19 patients?
- 5) Fever > 100 degrees (last 14 days)?
- 6) Coughing (last 14 days)?
- 7) Chest pressure (last 14 days)?
- 8) Breathing troubles (last 14 days)?
- 9) Wheezing or any other respiratory symptoms (last 14 days)?
- 10) Weakness (last 14 days)?
- 11) Aches and Pains (last 14 days)?
- 12) Loss of taste and smell (last 14 days)?
- 13) Diarrhea (last 14 days)?
- 14) Sore throat (last 14 days)?
- 15) Other health symptoms notes (description of concerns)

If any of the above are answered "YES," the potential admission will be guided to contact their Health Care Provider via phone for direction.