# **NMCAA Home Visiting Policy for Communicable Diseases**

**Specific Procedures for COVID-19**

* All staff will be expected to wash their hands thoroughly, with soap and water for at least 20 seconds, or use hand sanitizer upon entering a client’s home or the office.
* Staff are encouraged to avoid touching their eyes, nose, or mouth with their hands; especially following home visits.
* Staff are encouraged to use hand sanitizer following any home visit (keep it in your vehicle).
* Staff will identify clients with a new cough, fever above 100 degrees F, or new shortness of breath. These cases will result in phone calls and checks rather than home visits. Staff are not expected to enter the home of individuals exhibiting these symptoms. Staff are encouraged to contact clients via phone prior to conducting a home visit if client is suspected to exhibit these symptoms.
* Staff will use CDC Risk Categories to determine if clients might have increased risk of developing COVID-19. https://www.cdc.gov/
  + Did the client travel from China, Iran, Italy, or South Korea in the last 14 days?
  + Did the client have any contact with a confirmed case of COVID-19?
* If the client is a “no identifiable risk” category for COVID-19, staff will encourage the client to seek medical treatment and diagnosis (such as for influenza) at urgent care, a local health clinic, or with their personal physician.
* Coughing persons should be advised to sit as far away as possible from clients at least 3 feet, preferably 6 feet.
* Staff will be encouraged to disinfect their workstation and the beginning and end of the day and periodically throughout the shift.
* If Northwest Michigan has a positive patient confirmation of COVID-19, increased surveillance and procedures will be implemented as part of the regional Public Health Plan as directed by local health departments in cooperation with area hospitals and the CDC.

# COMMUNICABLE DISEASES \*

A list of reportable diseases can be found at <https://www.michigan.gov/cdinfo>

**If an employee has been exposed to a communicable disease, notify the employee’s supervisor immediately.**

1. Complete the Supervisors Accident/Illness Investigation Report and submit to Julie McNally (jmcnally@nmcaa.net) within 24 hours.
2. Supervisor will contact the local Health Department to determine if a notification plan and/or needed facility sanitation requirements are recommended.
3. If reporting a communicable disease (notifiable/reportable conditions) or a public health emergency/disaster after hours, call 231.878.0684 or 231.239.3435.

Bodily fluids are defined as blood, feces, urine, vomit, saliva, and any other fluids that originate from the human body and can potentially carry infections. In the event of bodily fluid spills the following procedures should be followed:

1. Clear the area and restrict access
2. Clean/disinfect

**Clean-Up Procedures:**

1. Utilize Universal Precautions Kit and/or Personal Protection Equipment (PPE)
2. Always wear non-porous gloves.
3. Wipe up as much of the visible material as possible with disposable paper towels and/or absorbent material. Carefully place the soiled paper towels and other soiled disposable material in a bio-hazard (or double, leakproof plastic) bag that has been securely tied or sealed.
4. A disinfecting solution can be made using water and non-scented chlorine bleach as follows:

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| **Stainless steel and food/mouth contact items** | **1 tablespoon of bleach per gallon of cool water** |
| **Non-porous surfaces, tile floors, sinks, and toilets** | **1/3 cup bleach per gallon of cool water** |
| **Porous surfaces and wood floors** | **12/3 cups bleach per gallon of cool water** |

1. Leave disinfecting solution on the affected surface for 10-20 minutes.
2. Wipe up disinfectant.
3. Remove gloves and place in a bio-hazard (or double, leakproof plastic) bag that has been securely tied or sealed.
4. Thoroughly wash hands with soap and water.

*\** ***Please refer to the NMCAA Safety and Emergency Preparedness Plan as a preliminary tool for guidance on all communicable diseases.***