

Thank you for your work during these incredibly challenging times. Please know you are very important to us and especially the residents you care for.

The information and resources below is offered to assist you in managing through these times. **Our residents and your co-workers depend on you to continue to remain healthy.** We know that you are well trained on Infection Control, but if you have **any questions** please see the care center's Infection Preventions' nurse or the Administrator. *A copy of the policies and procedures specifically related to COVID-19 can be accessed by through this link.*

Many people around the country are having challenges managing the many stressors associated with COVID-19c. Please know the following resources available to you:

- **St. Francis Health Services' Employee Assistance Program: Offers no-cost confidential assistance.** This services provides you with direct, 24/7 access to a Guidance Consultant, who will answer your questions and, if needed, refer you to a counselor or other resources.

Phone: 800.460.4374 TDD: 800.697.0353

Online: guidanceresources.com

Web ID: EAPEssential

App: GuidanceResources® Now

- **The Substance Abuse and Mental Health Services Administration (SAMHSA) has set up a free toll-free line to assist with managing stress during the COVID-19.** SAMHSA's Disaster Distress Helpline provides 24/7, 365-day-a-year crisis counseling and support to people experiencing emotional distress related to natural or human-caused disasters.

Website: <https://www.samhsa.gov/find-help/disaster-distress-helpline>

Phone: 1-800-985-5990

Text: TalkWithUs to 66746 to connect with a trained crisis counselor.

- **If you are having difficulty finding child care:** Minnesota has set up a child care

Information hotline open from 7 a.m. to 7 p.m.

Metro number: 651-297-1304

Greater Minnesota: 1-800-657-350

What you should know about COVID-19 taken from the Center for Disease Control and Prevention (CDC):

Based on what is currently known about COVID-19 and what is known about other coronaviruses, spread is thought to occur mostly from person-to-person via respiratory droplets among close contacts. Close contact can occur while caring for a resident, including:

- Being within approximately 6 feet (2 meters) of a resident with COVID-19 for a prolonged period of time.
- Having direct contact with infectious secretions from a resident with COVID-19. Infectious secretions may include sputum, serum, blood, and respiratory droplets.

Please practice social distancing, as able, in your interactions both at work and at home.

Our care centers are following the recommendations of the CDC on using basic contact precautions to prevent the spread of COVID-19. Current information from the CDC and local and state health department is being shared when it occurs. **We are committed to following these recommended CDC guidelines.**

As employees, we will:

- **Complete the screening information upon reporting for work.** If becoming ill any time during the shift report to the charge nurse. Screening of

temperatures may increase to checking prior to leaving work, dependent on community illness.

- **Use proper hand washing hygiene including** washing hands for at least 20 seconds or use alcohol-based hand sanitizer that contains at least 60-95% alcohol upon entering the building and before and after interaction with residents. Soap and water should be used if hands are visibly dirty, before and after meals, and using the restroom.
- **Cover our mouth and nose with a tissue when coughing or sneezing and avoid touching face** – especially your eyes, nose and mouth – with unwashed hands. If a tissue is not available, cough or sneeze in your sleeve/elbow.
- **Perform routine environmental cleaning.** Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label. No special cleaning is necessary for COVID-19.
- **Assess and monitor residents with acute respiratory symptoms for COVID-19** to minimize chances of exposure, including placing a facemask on the resident and placing them in a room with the door closed.
- **Use the determined standard precautions** when caring for residents with confirmed or possible COVID-19.
- **Practice proper use** of personal protective equipment (ppe) to prevent self-contamination.
- **When we return home after work**, remove and wash clothing immediately and continue to practice social distancing as much as possible. This assists in managing virus exposure outside of our care centers.

Your health and well-being is important to us, please let any of us know if there is anything more we can do to support you in this time of uncertainty. Thank you for being a part of St. Francis Health Services and your care center.