



HUALAPAI ELDERLY SERVICES

COVID-19 POLICIES

Updated: June 3, 2021

Elderly Services COVID-19 Policies are to guide the department and protect the employees, clients, and visitors of the department. Each program under the department may develop more specific policies to better address their needs when delivering services to the Hualapai Community.

General Requirements

Elderly employees are expected to follow standards regarding basic hygiene, COVID-19 related personal protective equipment (PPE), and social distancing.



Hand Washing

Clean hands with an alcohol-based hand rub or soap and water.
Avoid touching your eyes, nose and mouth.



Mask

Employees will wear a face covering/mask when preparing meals or in the presence of elders in the facilities.

Participants who are not vaccinated will be required to wear a mask while in the Elderly Center.



Social Distancing

Maintain 6 feet of physical distance between yourself and others.

Transportation

All passengers must sit in the rear of the vehicle and are required to wear a facemask.
Barriers should be installed in the transportation vehicles for the department.

Well-being Policy

Employees should strive to stay up to date on the spread of COVID-19 locally and how it may uniquely impact them.



Employees with confirmed or suspected of having COVID-19 or who feel sick with symptoms of fever, cough or shortness of breath must remove themselves from facility immediately. If necessary, seek medical care and avoid contact with others. When in doubt, inform your Supervisor or Director and stay home. Employees should have a COVID-19 testing done if they feel it is necessary.



Employees who have been in contact/exposed with individuals with flu-like symptoms, suspected of having COVID-19, or confirmed of having COVID-19 are not permitted to continue working. The employee must isolate for a 7 day period or follow the CDC recommended. The employee may isolate for a 10 day period if they choose



Individual employees who are immunocompromised should consider being vaccinated. Should the employee choose not be vaccinated they are required to continue wearing a face covering.

Employees Exposure

Additionally Exposure guidance:

- The exposure must immediately be reported to the immediately Supervisor or Director.
- If there are questions regarding leave or COVID-19 Leave, they must be discussed with their immediate Supervisor or Director. A decision will be based on current policies by Hualapai Personnel Policies and Procedures Manual or recommendations made by the Hualapai Tribal Council.

Suspected or confirmed COVID-19 cases

Additional suspected or confirmed COVID-19 guidance:

1. A suspected case is any team member being subjected to testing or awaiting results.
2. A confirmed case is any team member who has tested positive on a COVID-19 test or who has been formally diagnosed by his or her doctor.
3. All suspected or confirmed COVID-19 cases require immediate escalation. Include:
 - Department Director
 - Human Resources
 - Immediate Supervisor
 - Public Health Nursing Staff

Screening & Detection

The following screening and detection protocols should be followed at all Elderly facilities, unless local health and safety orders or guidance from local health authorities require different protocols.



Employees and Participants temperature checks are required upon entering the Elderly Center to ensure a normal body temperatures. Employees and Participants whose temperatures are out of compliance (i.e. 100.4 or higher) will be asked to leave the premises.

Failure to comply with the temperature screening will result in an individual not being allowed to enter the facility.

Additional measures

Elderly Services will evaluate the community COVID-19 situation on when to initiate activities and events for the Elderly Program participants.

In the event there is a high infection rate, all non-critical activities and events will be postponed or canceled until further notice.

Confidentiality

Employee and Visitor health information is confidential and must be treated as such. Information about a particular employee and visitors and their medical status should be shared only with those who have a need to know.

Any health Information collected from an individual should be treated as a medical record and should be handled and stored according to program, local, or federal guidelines such as HIPAA. Confidentiality of employee and visitors information is extremely important, and Elderly is committed to ensuring that employee information is handled as such.

Use of Face Covers & PPE



Face coverings

Face coverings are made available to all employees and are required for employees to wear.

- Employees are required to wear a mask at all times when preparing food or handling food items.
- Face coverings will be supplied by the Elderly Program, however employees are encouraged to use their own.
- While employees are providing a home delivered meal to participants who are suspected COVID-19 positive or confirmed Positive, he/she may be required to wear an N-95 mask.
- The Elderly will supply the Employee's with the N-95 masks, if it is necessary.
- The department will coordinate training for employees on the proper techniques and use of an N-95 respirator.
- Employees who are not vaccinated or choose not to be vaccinated will be required to wear a face cover.



Surgical masks

Employees should only use N-95 masks when necessary and applicable to avoid the unnecessary use of resources and misuse of masks.



Gloves

Employees must wear gloves when preparing handling and preparing food. Employees should utilize gloves when cleaning the facilities to prevent any skin damage from the chemicals used to clean the facility.

If you wear gloves, it is imperative that:

- Gloves should be put on properly and removed properly.
- Employees need to wash their hands upon removing gloves.
- Employees should discard gloves in an appropriate receptacle.

Social Distancing

Allow for 6 feet of space between people.



The following is a list of Social Distancing Strategies for different scenarios Elderly employees may encounter at Elderly Center and various locations.

Participant should not queue in areas such as lunch lines, entrances, and restrooms, etc. unless closely following social distancing guidelines.

Strategies for meetings

- In-person meetings should be conducted with enough space to allow attendees to remain 6 feet, apart.
- No more than 25 people per in-person meeting.
- Allow for ventilation in the building by opening windows or doors for air flow. You may consider turning the fan option on in the meeting space.
- Individuals who are vaccinated are not required to wear a mask, a person who is not vaccinated may participate but will be required to wear a mask.

Washrooms

- Occupancy will be limited in the washrooms to three persons at a time.
- Washrooms should be cleaned twice a day once mid-morning and once mid-afternoon.

Congregate Meals

- Tables should be spaced 6 feet apart.
- Two chairs to a table will be allowed.
- Hand sanitizer will be made available for all Elderly Staff, visitors, and Participants.
- Participants will dispose of any waste in the proper receptacles.

Transports

When the department provides transportation to participant's passengers will not be permitted to sit in the front passenger seat. All passengers are required to sit in the back rows to ensure social distancing.

- Employees and Passengers are required to wear a mask at all times, while conducting a transport.
- Ventilation will be increased as much as possible, weather permitting, (e.g. opening windows, and not using recirculation HVAC features)
- Employees will disinfect the vehicles after each use. Employees will follow the Cleaning Vehicle Seating and Cleaning section of this manual.
- Employees will follow any department policy on transportation of passengers.

Performing Sanitation

1. All worksites must plan to facilitate sanitization.
2. All worksites and work areas — including desks, work surfaces and equipment — may be wiped with an approved cleaning solution or disinfecting wipes.
3. Per internal guidance on cleaning and disinfection:
 - Apply solution from a spray bottle; thoroughly wet the area.
 - Ensure area remains wet for at least 60 seconds.
 - Wipe with a clean, dry rag.
 - For electronics, computers, testing equipment and light switches, do not directly spray with the solution. Apply the solution to a rag and wipe the surface.
 - Disposable wipes may also be used instead of rags. Please ensure proper disposal of all wipes and rags.

Deep Cleaning & Sanitize

- The Elderly Center staff will use downtime to do proactive deep cleaning and sanitization.
- If there is a confirmed COVID-19 case, or if local health authorities or Elderly management team deems appropriate, a deep clean will be required.
- Deep cleaning will consist of fully sanitizing all light switches, door handles, flat surfaces, windows, restroom stalls, and electronic devices. Including mopping, vent cleaning, wiping seats, tables, and dusting.

Cleaning Vehicle Seating & Components

- The Elderly staff should clean the department vehicles after each use to protect themselves or others from the spread of COVID-19 or other infectious diseases.
- Wiping down all high touched surfaces off with a FDA recommended disinfectant solution or wipes.
- Follow recommended contact time of disinfectant solution.
- Dispose of any waste in the appropriate receptacles when disinfecting is completed.

Disinfect of Supplies as Needed (Activities and Games)

- To prevent the spread of COVID-19 or any infectious disease the staff and participants should disinfect all supplies, games, and equipment after each use.
- Disinfect all equipment after each use is recommended.
- Follow recommended contact time of disinfectant solution.

- Dispose of any waste in the appropriate receptacles when disinfecting is completed.

Congregate Meal Sanitization

Should the department initiate re-opening for Congregate meals, participants are required to wear a mask and consent to a symptoms screening.

- Staff will sanitize all utensils, tables, and heavily touched surfaces routinely to prevent the spread of COVID-19 or other infectious diseases.
- Employees will sanitize surfaces with recommended cleaning solutions or wipes.
- Employees will follow recommend contact time for the sanitization solution.