**Hebrew SeniorLife**

**Protocol for All Personal Care Aides Working in an HSL Site**

**Effective 03/20/20**

* **All private aides, whether working for themselves or an agency, must review the caregiver protocol – “Notice to all Caregivers” and sign the Caregiver Protocol Log. This is intended to be completed one time by each individual.**
* **Screener / Checkpoint staff:**
	+ **Explain to the caregiver: You are critical to the safety and wellbeing of the residents living here. Please review this protocol related to infection control and how you will provide care in our community.**
	+ **Give caregiver the notice and wait while they review it**
	+ **Ask caregiver to sign the log**
	+ **Caregiver keeps the notice for reference**
	+ **Thank them and allow them to proceed after going through regular screening process**
* **Keep the Caregiver Protocol Log with the Visitor Log**

**NOTICE TO ALL CAREGIVERS**

We need your help! You are one of the most important people in making sure that the virus does not spread since you are in contact with so many residents.

PLEASE BE ADVISED OF THE FOLLOWING EMERGENCY PROTOCOLS:

* Put on gloves when entering an apartment and leave them on during your visit.
* Remove your gloves as you leave the apartment and throw them away in the apartment.
* Wash your hands frequently and thoroughly and between glove changes and/or use hand sanitizer
* When in public areas/halls keep a distance of 6 feet away (same as three shopping carts) from residents, staff and other aides.
* Do not take items from one apartment to another, or if you need to do so, be sure to wipe them down with a sanitizing wipe
* If providing personal care/bathing wear a mask if one is available.
* Only 2-3 people in the laundry room at any one time
* Please clean shopping cart and laundry cart handles with sanitizing wipes
* Whenever possible use your elbows to push elevator buttons and door handles
* Before entering an apartment ask the resident – from the doorway – if they have a cough, fever, sore throat or shortness of breath. If they answer yes, **do not enter**. Instead, come to the front – check in with our staff and/or call your agency to discuss a plan.

**We appreciate how hard you are working to serve residents in our building!**

 3.20.20

**Caregiver Protocol Log**

By signing below I acknowledge that I received the ‘Notice to all Caregivers’ with information about how to operate at (enter site) during the COVID-19 crisis and that I am responsible for reading the notice and following the protocols described.

 **Print Name Signature Agency (or N/A) Date**

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