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# Hebrew Senior Life Protocol: Suspected COVID-19

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| **Policy Title:** | Suspected COVID-19  |
| **Responsible Department(s):** | **Senior Living Administration**  |
| **Effective Date:** | **03/25/2020** |

### PROTOCOL STATEMENT:

Hebrew Senior Life strives to ensure the safety of all our residents. This policy is designed to outline the appropriate actions and reporting when Covid-19 is suspected.

##### SCOPE: All residents and employees of Hebrew Senior Life

1. **IMMEDIATE ACTIONS:**

**Resident with Covid-19 symptoms should:**

* 1. Immediately isolate to their apartment
	2. Notify their physician as well as administration
	3. Suspend any shared services i.e., housekeeping, maintenance etc.
	4. Notify Housekeeping to disinfect environment outside of the apartment
	5. Follow the steps on the appropriate algorithm

 **Employees with Covid-19 symptoms should:**

1. Put a mask on and exit the building
2. Notify their supervisor or manager as soon as possible
3. Notify their doctor and occupational health
4. Notify Housekeeping to disinfect the environment
5. Follow the steps on the appropriate algorithm

**Reporting during a suspected Resident Covid-19 case or cluster:**

* **Executive Director or designee will notify:**
	+ 1. Chief Operating Officer
		2. HSL Infection Control Team –
		3. Occupational Health –
1. **Executive Director or designee will notify** Executive Office of Elder Affairs ( applicable to Assisted Living only )
2. **Executive Director or designee will notify** the Local Board of Health if the test returns positive or an individual exhibiting symptoms has had “contact” with an individual who has tested positive for Covid-19. Please note “contact” is identified as being within six feet of an individual for more than five minutes on the day the known positive individual began exhibiting symptoms.
3. **Executive Director will also notify** the *Mass. Division of Epidemiology and Immunization at 617-983-6800, and use the attached MASS DPH cluster form for reporting two or more residents with symptoms.*
4. **Fill out Covid-19 Case Summary –** Located on the shared drive under