

Klamath Basin Behavioral Health

COVID-19 Pandemic Safety Procedures for the ACT Team

PURPOSE: The purpose of these procedures is to outline the steps to be taken for while working in the Washburn office and during home or community visits to minimize the risk of contagion by both persons served and staff.

PROCEDURE: For all staff regardless of location

1. Staff will not be required to work in the office. If they chose to continue to work from home, they may do so.
2. Credible work schedules will reflect staffs' work locations each weekday by 8:00 am.

PROCEDURE: Working in the office at Washburn (ACT Team Building)

3. Staff that chose to work in the office will be given a staggered schedule to minimize the amount of people from the ACT team at the Washburn building. Staff who chose to work from the office must notify their supervisor prior to re-starting their work from the building.
4. Staff should not go into the office if they feel they are sick or are becoming sick.
5. While in the Washburn building all staff must maintain at least 6 feet distance from each other. This includes while in their offices, hallways, the conference room and other common areas. If there is not enough space for staff to keep a safe distance, staff can work in the Washburn conference room in order to maintain that space. If this is not possible, they will contact their supervisor or program manager to discuss solutions.
6. While in the building staff will practice proper hygiene by washing their hands regularly and cleaning their workspaces with disinfectant.
7. Because Washburn has respite and residential clients living at the facility, staff working at Washburn will always wear masks in the building to minimize the possible spread of contagion.
 - a. The only exception to wearing a mask while in Washburn is if you are in your office alone.
8. All staff will have their temperatures taken when they come to work each day by the ACT nurse and report it to their program supervisor. Any staff with a temperature of 100 degrees or higher will be required to work from home that day and not provide any face-to-face client services.
9. No client will be seen at Washburn at this time. If a client presents to the building, the client will need to be seen outside.

PROCEDURE: Non-nursing client visits

1. Prior to a client visit staff will call the client ahead of time to explain the current precautions being taken, what the client should expect and to ask the following questions:
 - a. Do you have a cough, fever, difficulty breathing, diarrhea, headache or sore throat?
 - b. Is anyone else in your household sick?
 - c. Have you had contact with anyone who is sick either inside or outside of the house?
 - d. Have you been exposed to someone with a confirmed COVID-19 infection OR person that is awaiting their COVID-19 test results?

2. If you cannot reach the person before the client visit, ask the above questions as soon as you arrive and be sure to maintain at least 6 feet distance and have your mask on.
3. If the answer is yes to any of the above questions, client visit appointments should not be conducted. The client should be directed to contact their medical provider and to self-quarantine until a medical provider gives them other directions.
 - a. Please consult with ACT Nurse to see if client should be scheduled a nurse visit. ACT Nurse will coordinate with the client's case manager to schedule PCP appointments and arrange transportation as needed.
 - b. If you are not able to conduct a home visit but are concerned for a client's mental health please contact the program supervisor or manager.
4. Prior to exiting your car for the home visit:
 - a. Put on your surgical mask with a cloth mask over it. The cloth mask should be replaced with a new clean one with each client you see in order to reduce chances of cross contamination. Use the approved procedures for putting on and removing a mask, as well as cleaning cloth masks.
 - b. Tie your hair back if applicable.
 - c. Do not bring anything extra that is not needed for the appointment such as a purse or work bag. Only bring the items needed for the home visit.
 - d. Wear gloves if you make any contact with the client such as touching their phones or passing things to them. Use the approved procedures for removing gloves to avoid cross-contamination.
5. Upon arriving to the client's home, meet with the client outside. Let them know that for their safety you each should maintain a minimum of 6 feet distance. Educate the client about the need for social distancing if they are not familiar with the concept. Conduct your appointment with the client.
6. All visits will occur outside unless there are unusual circumstances that make that not possible. If staff enter a residence, they will minimize the time they spend in the home and minimize contact they have with any surfaces in the home.
7. Upon exiting appointment and going back into the car, do the following:
 - a. Dispose of gloves if used.
 - b. Remove masks. Dispose paper masks.
 - c. Use hand sanitizer.
8. Upon arriving back to the office, wash your hands or use hand sanitizer.
9. It is recommended that on days when home visits or office visits occur- when returning home, remove your work shoes prior to entering your home, sanitize your hands prior to entering. Remove your clothing and wash and dry on the hottest settings possible. Follow recommendation for washing and/or sanitizing masks.