



COVID-19: Lifeworks Protocol for Safe Staffing

A.) Before staff provide care for an individual in the home, they should ask themselves:

1. Do I have a fever (Higher than 100.3 degrees) WITH new respiratory symptoms such as cough, shortness of breath, or sore throat?
2. Have I travelled to a [COVID-19-affected area](#) (outside of U.S) in the past 14 days?
3. Have I had close contact with a person (live with or are within 6 ft. of for over 15 minutes) diagnosed with COVID-19 in the past 14 days?
4. Have I been diagnosed with COVID-19 or told by a healthcare provider that you may or do have COVID-19?

B.) If staff answered Yes to ANY of these questions: **STAFF SHOULD NOT GO INTO WORK. Instead, staff need to do the following:**

1. **The Residential Director On-call needs to be notified by the sick staff that they will not be working their assigned shift.** The Residential Director will be responsible for providing alternative/back-up staff, if applicable.
2. **The Health Care Provider of the staff needs to be notified for further guidance** – This is a safety measure that is being advised by the Center for Disease Control (CDC) for any person that answers yes to any of the above questions in order to facilitate quick testing and diagnosis.
3. **Lifeworks Nursing needs to be notified by the Residential Director On-call** – The Residential Director On-call is to notify Nursing that a member of staff is not able to work due to a “Yes” answer to one of the above questions. This allows Lifeworks Nursing the ability to track and prevent possible virus exposure, as a precautionary means of protection to the rest of the staff and the individuals we serve.

C.) If Staff start experiencing any of the following symptoms while on shift:

- Fever
- Cough
- Shortness of breath
- Any new respiratory symptoms

Then, the staff in question needs to follow these steps:

1. **The Residential Director On-call needs to be notified by the staff in question that they are experiencing one or more of the above**

symptoms. The Residential Director On-call will excuse the staff from work if need be and provide alternative/back-up staff, if applicable.

2. **If the Residential Director On-call instructs a staff member to stop working and excuses that staff from their shift, then **THAT STAFF MEMBER IS TO LEAVE THE WORK LOCATION IMMEDIATELY** without performing any additional duties.**
3. **The staff needs to notify their Health Care Provider for further guidance (see B.2 above)**
4. **The Residential Director On-call will notify Lifeworks Nursing (see B.3 above)**

****ANY STAFF EXCUSED FROM WORK DUE TO ILLNESS WILL NOT BE ABLE TO RETURN TO WORK WITHOUT PROPER DOCUMENTATION STATING THAT THEY ARE SAFE TO WORK SIGNED BY THEIR HEALTH CARE PROVIDER **AND** NOTIFICATION OF THEIR INTENT TO RETURN TO WORK TO THE RESIDENTIAL DIRECTOR OVERSEEING THE PROGRAM THE STAFF MEMBER PLANS TO RETURN****

For more information: www.lifeworksma.org