



Elara Caring Team Members,

The health and safety of our team members is our top priority during this COVID-19 pandemic. Without you, we can't provide the outstanding care our patients have grown accustomed to receiving from Elara Caring.

Personal Protective Equipment (PPE) is top of mind when we hear from our field personnel. We want you to know that we have reached supply agreements with multiple sources and are comfortable in our ability to acquire as much PPE as necessary for the foreseeable future.

We are shipping boxes weekly to approximately 40 branches we are designating as "hubs" across our 16 states of service. Those hubs will be distributing PPE to branches based on size and needs of each branch. We have also implemented inventory controls, so we know supply levels on an ongoing basis. We understand we have branches that share service lines and our expectation is that PPE coming into those branches will be shared and accounted for separately.

Caregivers should work with local leadership to ensure they have the required PPE prior to meeting with patients.

As a reminder, COVID-19 PPE use guidelines should be adhered to if a patient has respiratory symptoms or fever and is in the process of testing for COVID-19, or should be tested if there was not a testing shortage (PUI):

-) **Patient should wear a procedural face mask**
-) **Team member**
 - o Gloves
 - o NIOSH approved N95 or KN95 higher respirator mask. If one is not available, follow the guidelines for other mask use in times of shortages
 - o Eye protection and gown if at risk of getting splashed or for aerosol procedures
 - o Follow strict bag procedure, use bag barriers
-) **Donning/Doffing PPE:**
 - o PPE should put on outside the home prior to entry (at minimum, the face mask/respirator should be put on before entering the home)
 - o PPE should be removed outside the home upon exit and disposed in a plastic bag lined trash can outside that has been placed outside the home.
 - o Perform hand hygiene immediately after removal/disposal of PPE
-) Used/soiled PPE should **not** be taken to the team member's personal vehicle

For more information regarding our COVID-19 policies and procedures, please visit

[https://elaracaring.sharepoint.com/.](https://elaracaring.sharepoint.com/)