



As states reduce restrictions, Elara Caring team members need to be more vigilant in taking extra precautions protecting ourselves from COVID-19. It's important that we all continue to abide by the standard CDC protocols and Elara Caring's guidelines of how to protect ourselves and others.

Wash your hands often

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact

- **Avoid close contact with people who are sick, even inside your home.** If possible, maintain 6 feet between the person who is sick and other household members.
- **Appropriate PPE should be worn when caring for clients/patients.**
- **It is recommended to put distance between yourself and other people outside of your home.**
 - Remember that some people without symptoms may be able to spread virus.
 - Stay at least 6 feet (about 2 arms' length) from other people.
 - Keeping distance from others is especially important for people who are at higher risk of getting very sick.

Wear appropriate Personal Protective Equipment (PPE) or a cloth face covering (in a non-medical setting) around others

- You could spread COVID-19 to others even if you do not feel sick.
- **All team members are required to wear a face mask upon entering or exiting a branch location. When inside a branch location, face mask must be worn while walking around. Anytime you cannot put 6 feet of distance from another team member, a face mask must be worn.**
- It is recommended team members should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes

- **If you are around others and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.



Clean and disinfect

- **Clean AND disinfect frequently touched surfaces daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.

Monitor Your Health

- **Be alert for symptoms.** Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
 - Before reporting to work daily, team members should self-check themselves for fever or any new symptoms.
 - Upon entering a branch location, team member is required to take their temperature record and attest Yes or No to having any symptoms.
- If you are experiencing symptoms, do not report to work. Call your Supervisor or the Infectious Disease Team to report. Also call your healthcare provider for guidance on treatment and testing.