**Coronavirus-19 Policies and Procedures:**

***Staff—***

ON SITE:

1. Wash hands upon arrival using either hand sanitizer dispenser or soap and water following CNA course method (wet hands, apply soap, rub vigorously interlacing fingers, scrubbing nails in the palms of the hand and extending scrub upwards to include the wrists for a duration of at least 20 seconds)
2. At least twice per 12-hour shift, clean common surfaces, especially door handles and light switches with disinfectant wipes
3. Should a Resident present with symptoms of coronavirus-19 (fever, cough and/or difficulty breathing):
   1. Isolate the Resident in their personal bedroom with the door closed
   2. Immediately take the Resident’s temperature and record
   3. Report their temperature and the time when they were isolated as soon as possible to Carol Ndambuki by text at: (360) 513-4596
4. At shift change remind colleagues of Robville Policy to wash hands either with sanitizer dispenser or soap and water for at least 20 seconds and to take their temperature at their arrival.
5. Federal Updates: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
6. State of WA updates: <https://www.doh.wa.gov/emergencies/coronavirus>
7. Whitman County updates: <https://www.whitmancountypublichealth.org/coronavirus-covid-19.html>

IF YOU BECOME ILL WHILE AT WORK:

1. Text or call Carol Ndambuki, Office Manager at (360) 513-4596 as soon as possible
2. Use all precautions to avoid close contact with Residents (gloves, mask, social distance when possible), you will be sent home as soon as a sub arrives, within minutes, to manage while arrangements are made for your shifts to be covered. You will be paid for your regular shifts through a combination of your accrued sick leave and thereafter by Robville until such time as you are given the all-clear to return to work.

IF YOU BECOME ILL AT HOME BEFORE A SHIFT:

1. Text or call Carol Ndambuki, Office Manager at (360) 513-4596 as soon as possible
2. Take your temperature and send it to Carol by text
3. If your temperature is elevated, you will be asked to stay home
4. Continue to stay home until your temperature has been returned to normal for 72 hours before coming back to work
5. You will be paid for your regular shifts through a combination of your accrued sick leave and thereafter by Robville until such time as you are given the all-clear to return to work.

**Coronavirus-19 Policies and Procedures:**

***Visitors—***

1. Except for end-of-life circumstances, absolutely no visitors will be permitted to enter Robville Adult Family Home until such time as the all-clear is given by the Governor of the state.
2. We encourage you to arrange face-time and/or zoom visits with your loved one, our management is more than happy to facilitate such connections. Please call or text Rob Ndambuki at (509) 592-8273 to request such arrangements.
3. ***Thank you from the Robville Staff for your cooperation***