

Phase 1: Precautionary Measures (No active cases) - Wisconsin Dept of Health Services; WHO & CDC recommendations

- **Those entering the community will be screened** for symptoms at the door (including staff and children of staff). Those with >100F temperature or visible viral symptoms will not be allowed to enter.
- **Visitation**
 - o Permitted – medical providers (doctors, home health; hospice, in-house therapists), state surveyors & vendors without a temp >100F and no visible viral symptoms.
 - o Not permitted – non-medical visitors including but not limited to friends/family/guardians; entertainers, clergy, case managers, outside therapy providers, etc.
- **Equipment**
 - o Humidifiers – set at 34% humidity
 - o Launderable laundry baskets for all residents
- **Deliveries**
 - o UPS, FedEx, personal: packages are to be left at the entrance door. Community staff will bring packages into the community.
 - o Personal deliveries: deliver items to the main entrance. Write resident name and apartment number on each item or place items into a container with the resident name & apartment number visible. Delivery times are restricted to: weekdays 2 p.m. – 4 p.m. and weekends 3 p.m. – 4 p.m.
- **Resident outings and appointments** will be discontinued except medically necessary (e.g. dialysis, chemotherapy, falls with possible internal or intracranial bleeding or fracture)
- **Community group activities and dining** will continue
- **Recruit Lead Volunteer, Volunteers and those 16 or older** to assist with childcare, supplies, non-hands on resident care, family communication, etc.
- **Community employees:**
 - o Sanitize frequently touched surfaces once per shift
 - o Encourage residents to cough during med pass – clears lungs
 - o Assess new residents & new hires via web conference
 - o Employee meal breaks will be paid and employees must remain on campus during all meal breaks
 - o Employees may smoke in personal vehicles during meal breaks
 - o Children may be brought to work if schools / daycare centers are closed as long as no temp >100F or visible viral symptoms

Disclaimer: Based upon state and federal recommendations, all non-necessary outings should be cancelled for the safety of residents and employees. Residents leaving the community and those taking residents out will be required to sign a form acknowledging they are placing the community residents and staff at risk and that they may be refused re-entry to the community if they have a temperature >100F or exhibit coronavirus symptoms.

Phase 2: 1-3 Suspected Cases in the Assisted Living Community

All precautions from Phase 1 remain in effect with the following additions/changes:

- **First suspected case** - contact the local public health department & follow instructions
- **Visitation** (strictly enforced)
 - o Permitted – Family members for dying residents, Hospice, Coroner, Funeral Home (with no temp >100F or viral symptoms)
- **Falls resulting in non-life threatening injuries** will be monitored and treated in-house
- **Activate Volunteers**
- **Community employees**
 - o May shower in the community prior to leaving
 - o Specific staff will be designated to care for the ill
 - o Isolation carts provided on each hall
- **Residents (Ill or symptomatic)**
 - o May not leave apartment
 - o Apartment temperatures will be lowered to 68 degrees Fahrenheit
 - o Windows cracked to allow fresh air
 - o Cool air humidifiers utilized, if available
 - o Meals delivered with disposable dishes/utensils and disposed of according to CDC recommendations
 - o 4-hour checks / comfort meds / family updates
- **Volunteers**
 - o Lead Volunteer to activate volunteers and coordinate duties (See Volunteer Form for duties)

(SEE BACK OF THIS FORM FOR PHASE 3 AND PHASE 4)



Phase 3: Community Quarantined: 4+ active cases

All precautions from Phase 1 & 2 remain in effect with the following additions/changes:

- No community group activities or communal dining
- Common area temperatures lowered to 68 degrees Fahrenheit and windows cracked to allow fresh air
- Quarantine area designated within the community (in-house ICU)
 - Does not apply to communities with 50 or less residents
 - Move residents requiring 24-hour monitoring to designated quarantine area
 - Maintain a refrigerator and freezer within quarantine area
 - Designate laundry room for soiled clothing/linens from ill residents
 - Designate staff to work in quarantine area (may not serve other residents)
- Employees
 - Designate employees to care for ill residents
 - Apartment for employees to live in while caring for residents in the quarantine area
 - Community will provide volunteers/babysitters to monitor children of employees working in the quarantined area

Phase 4: Emergency Level

All precautions from previous Phases remain in effect with the following additions/changes:

- 50% of residents or more within the community are ill
- 50% of community or more employees are ill
- Food will no longer be prepared in the kitchen
- Provide residents with containers of supplies to maintain nutrition and hydration
- Medication administration by employees will cease with the exception of comfort medications and insulin.
- Request assistance from State & outside Agencies
- No hospital beds available