

COVID-19 all-staff EOP October 1, 2020

Although Florida has moved into Phase 3 of reopening, continue to follow Avow directives related to distancing and mask requirements.

Flu Shots

Avow is starting to receive its annual allotment of Influenza Vaccines. Flu shots will be offered to Avow staff by Employee Health on the following dates and times:

Monday – CANCELLED

Tuesday, October 6 from 6:00 AM – 10:00 AM (reserved for clinical staff)

Wednesday, October 7 from 1:00 PM – 5:00 PM (based on availability)

Employee health will be set up in the multipurpose room. Shots will be offered on a walk-in, first-come, first-serve basis. If staff have an egg allergy, then they must contact Employee Health in advance to check on availability of an egg-free vaccine.

Many symptoms of the flu are the same as those for COVID-19. This year, even more than ever, it is important to get your flu shot. Please be sure to see the Avow Influenza training assigned to you for the month of September in Relias and reach out to the employee health department with questions.

Avow COVID Testing

COVID Testing at Avow is available weekly. Staff seeing patients in any nursing home will need to be tested for COVID-19 **every 7 days**, or more frequently based on the current Federal and State requirements. Avow weekly testing will occur on Tuesdays from 6:00 AM to 10:00 AM. You will receive communication from your supervisor if your testing schedule has changed.

N95 Mask Decontamination

As mentioned in the last EOP all-staff update, Avow has partnered with Battelle to facilitate reuse of specified N95 masks. **Please note that this likely applies to you if you wear a cone-style (round) mask, but please see the ATTACHED**

INSTRUCTIONS on which masks this is applicable to. If this applies to you, please bring your used, contaminated N95 mask(s) to campus in a brown paper bag and drop it off in the Battelle collection bin. The Battelle collection bin is located in the Smith building in the hallway next to the old Kitchen (please enter through the back of the building in the double doors). Please follow the directions in the attachment for what to do when you get to the drop-off location. *Please also note that you will not be dropping off any masks that have any visible soiling or contamination or are damaged. Also, please note that at this time, you will not drop off masks that have been worn when working with a COVID-positive patient.*

Once you drop off your mask(s), the mask(s) will be returned to you in 1-2 weeks in a brown paper bag and you will be notified by email when the mask(s) are ready to be picked up. Please only get additional N95 masks that you need to get you through two weeks until your other mask(s) are decontaminated. Pick up locations will be in the Lyon Center Fountainview Room, the Smith building Care24 area, and in HHG.

If you have any questions, please reach out to the Employee Health team at employeehealth@avowcares.org.

Employee Health and Infection Control Updates:

Primary Employee Health Contact-- PLEASE NOTE CHANGES IN HOURS

During the day, Monday – Friday 7:30 AM to 4:00 PM, the primary Employee Health and Infection Control contact is Chantel Emery, Infection Control and Employee Health Nurse. Chantel can be reached by emailing Employee Health or calling her work number directly at (239) 263-5168.

On-Call Coverage

The Infection Control Officer (ICO) covers on-call hours.

Weekday On-call - is defined as before 8:30 AM and after 4:00 PM, Monday-Friday.

Weekend and Holiday On-call - Weekend and holiday coverage is defined as Friday at 4:00 PM to Monday at 8:30 AM, and any holiday. The Infection Control Officer may be identified by reviewing the Employee Health Calendar and/or the Incident Command Schedule.

Checking Email

Weekends and Holidays - The ICO will check emails three times daily, once between 7:30 AM and 8:00 AM, a second time between 2:30 PM – 3:00 PM, and lastly around 7:00 PM.

Weekdays - The ICO will check emails from 7:30 AM to 7:30 PM.

Out of Office Notice

The ICO will have their out of office notice on during call times. The notice will inform anyone emailing them, or the Employee Health email distribution list of who the ICO is and how reach them directly by calling their cell phone number. Non-emergent follow up will be completed by the Infection Control nurse during routine business hours. Emergent calls should be made to the cell phone number identified on the out of office notice.

Screening Form

Any time an individual selects yes to one of the questions on the daily health screening form, an email is sent to the employee health email distribution list. The ICO evaluates daily health screening forms that come to the employee health email distribution list when checking emails. On the weekend, the ICO is the primary person following up on screening forms. During weekdays, the ICO will determine, based on communications received if follow up can wait for the employee health nurse to start at 8:30 AM.

During routine business hours, the infection control nurse is the primary person following up on emails sent to the employee health email distribution list.

Employee Health Calendar

October 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			Chantel Emery ICO 1 FLU Season Starts if already received flu shot send documentation to Chantel or Tina	Chantel Emery ICO 2 Fit testing and PPD by appointment	Chantel Emery ICO 3	Chantel Emery ICO 4
Tina Gosling ICO 5 FLU SHOTS 7 AM-12 PM—Multipurpose Rm FIT Testing and PPD's by appointment	Tina Gosling ICO 6 FLU SHOTS 6-10 AM— Multipurpose Rm FIT Testing PPD's by appointment	Tina Gosling ICO 7 FLU SHOTS 1-5 PM— Multipurpose Rm FIT Testing and PPD's by appointment	Tina Gosling ICO 8 FIT Testing and PPD's by appointment	Tina Gosling ICO 9 FIT Testing and PPD's by appointment	Rabon Moore ICO 10 Tina PTO	Rabon Moore ICO 11 Tina PTO
Chantel Emery ICO12 FIT Testing and PPD's by appointment Tina PTO	Chantel Emery ICO13 FIT Testing and PPD's by appointment Tina PTO	Chantel Emery ICO14 FIT Testing and PPD's by appointment Tina PTO	Chantel Emery ICO15 FIT Testing and PPD's by appointment Tina PTO	Chantel Emery ICO16 FIT Testing and PPD's by appointment Tina PTO	Kerri Ervin ICO 17 Tina PTO	Kerri Ervin ICO 18 Tina PTO

Lunch on Campus

Staff working on campus must request lunch with an email or phone call to Meghan Ahlbrandt (Smith Center) or Sue Aceto (Lyon Center) by 9 am daily to be included in the daily count. Standard or vegetarian options are available. Lunches are delivered to the Smith break room and Lyon Center lobby at 12:30 pm daily for your retrieval.

Those working onsite on Saturdays and Sundays should place orders with James Sager.

Safeguarding Patient Information During a Pandemic



As many of you are not coming back to the office each day, you still need to ensure any Protected Health Information (PHI) you have in your possession needs to be safeguarded until you bring it back to the office:

PHI Pandemic Safeguarding Guidelines:

Any paper documentation Cam Scanned or in your possession that belongs in the patient’s medical record needs to be dropped off in the Clinical Area weekly but no later than every 2 weeks.

Any items not part of the patient record but is PHI needs to be placed in the Shred Boxes located on site. There will be two Shred Boxes placed in the Fountain View Room for you to place this information.

In between drop offs, all PHI has to be secured in an Avow envelop or interoffice envelop so it is protected from being seen by others and secured. Remember do not bring other patient information into patient’s home, lock your cars and do not leave patient information unsecure in your car.

County Metrics



To access previous EOP information and attachments, please visit our internal EOP website: <https://avowcares.org/internal-resources/>