

Surgical Masks, Gloves, and Hand Sanitizer Usage

Surgical Masks Process

Distribution – each week every employee will receive two surgical masks for the week and two brown paper bags for storage. Please put your name on each bag.

When to Wear – you should wear your surgical mask at all times while on duty except when alone, more than 6 feet from another person, and if you are eating or drinking (while still more than 6 feet away from another person).

When to Change – you should change your mask midway through your work week (including discarding the paper bag you were storing it in), or if your mask gets soiled or damaged, or if your nurse directs you to change more frequently.

Where to Keep your Masks – each mask should go separately in one of your paper bags. Do not put a mask you have worn in with a clean and unused one. Your masks and the bags are to remain at work in a storage area designated by your manager. (Employees working in the large office buildings will keep their masks in their vehicle so they may be worn when entering the building and going to their office)

Glove Process

All employees working with people we support will immediately wash their hands upon arrival to their shift, before and after providing personal care to a person we support, before and after using the bathroom, before and after eating, before leaving shift and any other time their hands become soiled.

During any personal care or dining assistance with a person we support, staff are to apply a pair of gloves that will be removed upon leaving the room or completing the task with the person. Staff will then wash their hands.

Hand Sanitizer – Individualized bottles for staff

Each employee will receive a one ounce (refillable) bottle of hand sanitizer that they are to keep with them at all times while on duty to use when they are not able to get to a sink to wash their hands (gloves).

Each house will be supplied with large containers of hand sanitizer that can be used to refill the small bottles.

Staff are to leave their bottle of hand sanitizer at work with their masks.