



## Guidance for Routine When First Arriving to Work

Since the implementation of our new sign in process and the need to make changes in our infection control practices people have asked for guidance in regards to the order of completing all initial preparation to start their shift. Below is a chart showing the order of completing those tasks depending on the current situation at your location. Please ensure that all staff review this information.

Residence Free of COVID 19	Residence- COVID 19 Positive	Office Building
1. Body temperature	1. Body temperature	1. Apply mask before entering the building
2. Answer screening questions	2. Answer screening questions	2. Body temperature
3. Sign in and document body temperature	3. Sign in, document body temperature, and sign for N95 respirator	3. Answer screening questions
4. Punch in (Kronos Clock)	4. Punch in (Kronos Clock)	4. Sign in and document body temperature
5. If a sink is in close proximity to the Kronos Clock wash your hands, otherwise use hand sanitizer.	5. If a sink is in close proximity to the Kronos Clock wash your hands, otherwise use hand sanitizer. Then refer to the CDC flyer titled "Sequence for putting on Personal Protective Equipment" and proceed as follows:	5. Punch in (Kronos Clock)
6. Obtain and apply mask	6. Put on gown fastening in back and waist	6. If a sink is in close proximity to the Kronos Clock wash your hands, otherwise use hand sanitizer.
7. Apply first layer of gloves	7. Apply respirator	7. When you are in your office you may remove your mask.
	8. Apply goggles or face shield	8. You must wear your mask outside of your office.
	9. Apply first layer of gloves	9. If you must go to another office, knock on the door and wait for the person to invite you in. This allows that person time to put on their mask.

Staff may keep original PPE in place until they must use the restroom, if the PPE becomes soiled, and/or any time they are providing care that requires them to come in close contact (closer than 6 feet) with another individual. Staff must remove and reapply clean PPE when providing care to another person. Replace your N95 respirator as instructed for your location. In a residence that is COVID 19 positive please refer to the CDC flyer titled "How to Safely Remove Personal Protective Equipment".

Goggles and face shields must be disinfected as indicated on the "Living Room and Throughout the House" disinfection placard.

**In Residential, the shift supervisor will be checking with each staff that is working on shift at 8AM, 4PM, and 12 Midnight to repeat body temperatures and review their answers to the screening questions. This is to help ensure everyone's health and safety.**

If you have any questions, please do not hesitate to contact, Michelle Peryea RN, Safety and Wellness Coordinator at (518) 775-5420 or via email at [peryeam@thearclexington.org](mailto:peryeam@thearclexington.org).