



COMMUNITY
RESOURCE NETWORK
OF FLORIDA, LLC

Compassionate Care and Services

Community Resource Network of Florida LLC

SAFETY STATEMENT

What is Coronavirus (COVID-19), Symptoms and Prevention Methods?

The Coronavirus (**COVID-19**) is a respiratory illness and is related to MERS and SARS, both coronaviruses. Symptoms can include fever, cough, and shortness of breath. How is COVID-19 Spread? COVID-19 is thought to spread mainly through close contact from person-to-person. Some people without symptoms may be able to spread the virus. We are still learning about how the virus spreads and the severity of illness it causes.

PERSON-TO-PERSON SPREAD

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- COVID-19 may be spread by people who are not showing symptoms.

The virus spreads easily between people

How easily a virus spreads from person-to-person can vary. Some viruses are highly contagious, like measles, while other viruses do not spread as easily. Another factor is whether the spread is sustained, which means it goes from person-to-person without stopping.

The virus that causes COVID-19 is spreading very easily and sustainably between people. Information from the ongoing COVID-19 pandemic suggest that this virus is spreading more efficiently than influenza, but not as efficiently as measles, which is highly contagious.

Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing serious complications from COVID-19 illness.

KNOW HOW IT SPREADS

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to **spread mainly from person-to-person.**
 - Between people who are in close contact with one another (within about 6 feet).
 - Through respiratory droplets produced when an infected person coughs, sneezes or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

COVID-19 is a new disease and we are still learning about how it spreads. It may be possible for COVID-19 to spread in other ways, but these are not thought to be the main ways the virus spreads.

- **From touching surfaces or objects.** It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but we are still learning more about this virus.
- **From animals to people.** At this time, the risk of COVID-19 spreading from animals to people is considered to be low. [Learn about COVID-19 and pets and other animals on the CDC website.](#)
- **From people to animals.** It appears that the virus that causes COVID-19 can spread from people to animals in some situations. CDC is aware of a small number of pets worldwide, including cats and dogs, reported to be infected with the virus that causes COVID-19, mostly after close contact with people with COVID-19.

WHAT ARE THE SYMPTOMS OF COVID-19?

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear **2-14 days after exposure to the virus.** People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills

- Muscle pain
- Sore throat
- **New** loss of taste or smell
- This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

WHEN TO SEEK EMERGENCY MEDICAL ATTENTION

Look for emergency warning signs* for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately**

- Trouble breathing
- Persistent pain or pressure in the chest
- **New** confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

ISOLATION/QUARANTINE

How do I know if I need to be in isolation or quarantine?

IF YOU...

If you live in a community where COVID-19 is or might be spreading (currently, that is virtually everywhere in the United States)

Watch Your Health

Be alert for symptoms. Watch for **fever, cough, shortness of breath, or other symptoms of COVID-19.**

- Take your temperature if symptoms develop.
- Practice social distancing. Maintain 6 feet of distance from others and stay out of crowded places.
- Follow CDC guidance if symptoms develop.

If you feel healthy but:

- **Recently had close contact** with a person with COVID-19

Stay Home and Monitor Your Health

(Quarantine)

- Stay home until 14 days after your last exposure.
- Check your temperature twice a day and watch for symptoms of COVID-19.
- If possible, stay away from people who are at higher-risk for getting very sick from COVID-19.

If you:

- Have been diagnosed with COVID-19, or
- Are waiting for test results, or Have cough, fever, or shortness of breath, or other symptoms of COVID-19

ISOLATE YOURSELF FROM OTHERS

(Isolation)

- **Stay home.**
- **If you live with others, stay in a specific "sick room" or area** and away from other people or animals, including pets. Use a separate bathroom, if available.
- Read important information about caring for yourself or someone else who is sick, including when it's safe to end home isolation.

People with COVID-19 who have stayed home (home isolated) can leave home under the following conditions***

- **If they have not had a test** to determine if they are still contagious, they can leave home after these three things have happened:

- They have had no fever for at least 72 hours (that is three full days of no fever **without** the use of medicine that reduces fevers)

AND

- other symptoms have improved (for example, symptoms of cough or shortness of breath have improved)

AND

- at least 10 days have passed since their symptoms first appeared

- **If they have had a test** to determine if they are still contagious, They can leave home after these three things have happened:

- They no longer have a fever (**without** the use of medicine that reduces fevers)

AND

- other symptoms have improved (for example, symptoms of cough or shortness of breath have improved)

AND

- they have received two negative tests in a row, at least 24 hours apart. Their doctor will follow CDC guidelines.

People who DID NOT have COVID-19 symptoms, but tested positive and have stayed home (home isolated) can leave home under the following conditions**

- **If they have not had a test** to determine if they are still contagious, they can leave home after these two things have happened:
 - At least 10 days have passed since the date of their first positive test
- AND**
- They continue to have no symptoms (no cough or shortness of breath) since the test.
- **If they have had a test** to determine if they are still contagious, they can leave home after:
 - They have received two negative tests in a row, at least 24 hours apart. Their doctor will follow [CDC guidelines](#).

As the COVID-19 Pandemic is ever evolving, it is best to seek the guidance of the CDC or your health care professional.

PROTECT YOURSELF AND OTHERS

The best way to prevent illness is to avoid being exposed to this virus.

You can take steps to slow the spread.

Wash your hands often

- [Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact

- **Avoid close contact with people who are sick, even inside your home.** If possible, maintain 6 feet between the person who is sick and other household members.
- **Put distance between yourself and other people outside of your home.**

- Remember that some people without symptoms may be able to spread virus.
- Stay at least 6 feet (about 2 arms' length) from other people
- .Do not gather in groups.
- Stay out of crowded places and avoid mass gatherings.
- Keeping distance from others is especially important for people who are at higher risk of getting very sick.

Wear a face cover

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities.
 - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious,
- The cloth face cover is meant to protect other people in case you are infected.
- **Do NOT** use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes

- **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect

- **Clean AND disinfect frequently touched surfaces daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** Most common EPA-registered household disinfectants external icon will work.

WHAT CRN IS DOING TO KEEP PEOPLE SAFE

It is a good reminder to pay attention to how we are feeling and how to prevent spreading germs. Individuals who are feeling sick or have members in their household who are feeling sick should stay at home.

COVER YOUR COUGH AND SNEEZE

STOP THE SPREAD OF GERMS



CRN HAS POSTED SIGNS

CRN has posted signs as reminders to wash hands and cover cough. In addition, we have hand sanitizer dispensers and disinfectant materials are available for use throughout our facilities.

CRN HAS PLACED VISUAL MARKINGS ON THE FLOORS

CRN has placed visual markings on the floors of our LSP programs and in our vans indicating 6' distancing. Individuals will use these guides to ensure safe distancing when boarding vans, entering programs, leaving, and during daily activities.



CRN WILL BE TAKING TEMPERATURES DAILY

CRN will be taking the temperature daily of all Individuals that wish to participate in either Transportation Services or Life Skills Program services. Temperatures will be checked prior to any Individual boarding CRN Transportation and/or entering CRN Life Skills programs. The CDC defines a reading of 100.4 or above to be considered a fever. Anyone with a reading of 100.4 will not be eligible to utilize CRN transportation or attend CRN Life Skills Programs. Temperatures will be recorded daily in the Individuals electronic record file.



WHAT CRN IS DOING TO KEEP PEOPLE SAFE



CRN WILL MONITOR NUMBER OF PARTICIPANTS

CRN will monitor the number of Individuals in an area at all times, ensuring distancing if there is any waiting time to use the restroom, enter the building etc. Community outings are suspended for the time being with the exception of walks outside CRN program buildings.



PERSONAL PROTECTION EQUIPMENT WILL BE AVAILABLE

Personal Protection Equipment will be available for all Individuals (face masks and gloves). CRN requires every employee wear a face mask during their shift and at all times when providing direct care. CRN encourages all Individuals to wear a face mask, but are not mandating, due to different tolerance levels.



CRN LIFE SKILLS PROGRAM

Life Skills Programs: If an Individual displays symptoms of illness or tests of a temperature of 100.4 degrees Fahrenheit or greater, he or she will be asked to go home to minimize risk to others. The group home or family will be contacted to request they pick up the Individual immediately. While the Individual waits to be picked up, he or she will be escorted to a waiting area that is separate from other Individuals attending the LSP.

WHAT CRN IS DOING TO KEEP PEOPLE SAFE



CRN WILL MONITOR NUMBER OF PARTICIPANTS

TRANSPORTATION: If an Individual displays symptoms of illness or tests of a temperature of 100.4 degrees Fahrenheit when they are tested prior to boarding transportation, the Individual will not be allowed to board transportation. The driver will alert the family member or group home, or program manager responsible for the Individual.

The driver will stay with the Individual outside of the van until they are taken back into their home. If an Individual is tested with a fever when being picked up to go home from a program, work, etc., the Individual will be placed back into the care of the Program Manager or responsible on-site person. The Individual will be unable to ride CRN transportation that day .



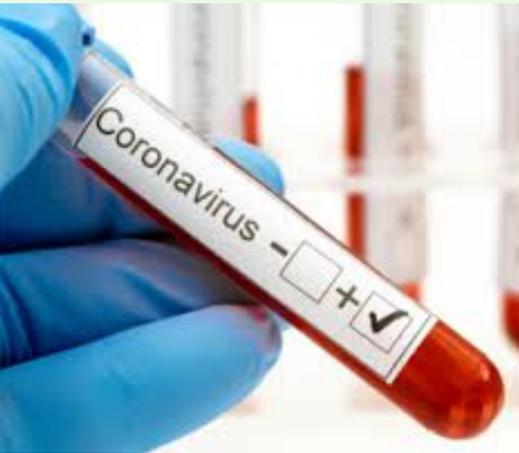
EXPOSURE TO COVID-19

Individuals who are well but who have a sick family member at home with COVID-19 or have been exposed to the COVID-19 should stay at home. The Individual should refer to CDC guidance for risk assessment of their potential exposure.

Individuals should seek advice by telephone from a healthcare provider or contact their local health department to determine the need for a medical evaluation or other measures should be taken. Any Individual that believes they have been exposed should stay away 14 days and/or follow CDC guidelines. The Individual may have to provide proof of negative COVID-19 test to resume attendance.

WHAT CRN IS DOING TO KEEP PEOPLE SAFE

CONFIRMED POSITIVE



If an Individual is confirmed to have tested positive for COVID-19, employees and other Individual participants within that location will be informed of their possible exposure to COVID-19 in the workplace. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA) and the Health Insurance Portability and Accountability Act (HIPAA). Employees exposed to a coworker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

BUILDING PROCEDURES

CRN has implemented frequent cleaning procedures, using disinfectant wipes, sprays and other approved solvents. A cleaning schedule will be posted in specific areas of each building and designated staff will be responsible for maintaining the cleaning and disinfecting schedule throughout each day.

- Cleaning of doorknobs, light switches, chairs, tables, desks, and other high touch areas will be completed multiple times throughout the day utilizing a checklist.
- Use of community pens, or other crafts materials will be discouraged. Each Individual will have their own designated supplies kept in plastic containers following use each day.
- Use of disinfectant spray will be utilized throughout the building daily following program and periodically throughout the day as deemed necessary.
- Individuals will be encouraged to use hand sanitizer periodically throughout the day.
- Individuals will be required to wash hands after using the restroom, before and after meals/snacks.
- **For Transportation services:** Individuals will be encouraged to use the hand sanitizer provided on each bus upon boarding and exiting.
- **For LSP:** Scheduled handwashing will occur upon arrival, following restroom visits, before and after snack time, before and after lunch, prior to dismissal.

- Hand washing practices- all participants are encouraged to wash their hands often with soap and warm water for 20 seconds. If soap and water are not available, Individuals should use an alcohol-based hand sanitizer with at least 60% alcohol.
- Touchless hand soap dispensers have been put in place to reduce the spread of germs.
- Multiple hand-sanitizer stations are placed throughout each building location.
- Each CRN van has hand-sanitizer on board.
- Signs have been placed around the building as a gentle reminder of cough/sneeze etiquette.
- Individuals must cover their nose and mouth with a tissue when they cough or sneeze, or cough/sneeze in upper sleeve. Immediately throw away used tissues in the trash, then wash hands.
- Avoid touching eyes, nose, and mouth with unwashed hands.
- Stay at home when sick except to get medical care.
- Avoid close contact, large gatherings, sharing cups, or sharing eating utensils.
- **CRN reserves the right to limit or restrict visitor access.** In the event a visitor is pre approved or in an emergent situation visitor would be required to.
 - complete a ADP visitor questionnaire
 - wash hands or use hand sanitizer
 - undergo a temperature and symptom check
 - wear a mask throughout visit
 - observe social distancing protocols while in the building
- CRN will provide a designated area for visitor meeting.
- Clean and disinfect frequently touched surfaces daily including door knobs, faucet handles, light switches, etc. in main areas. This will be done throughout each day on a cleaning schedule posted in each building. Disinfectant wipes have been placed in the kitchen area in main office, designated locations in both LSP programs and in each van.
- No handshake, hugs or other close personal contact.
- If anyone becomes ill during the course of the day, all participants will be relocated. The entire affected area will be immediately sanitized using antibacterial products.

Other precautions:

- Disposable cups, cutlery, plates, etc. will be available for use. No reusable dishes should be left for cleaning in the common area. Anyone bringing in reusable containers for lunches or snacks, should place the container back into their personal bags following use.
- **Snack store:** To avoid congregating in one area, the snack store will move from classroom to classroom operated by one Instructor. Individuals will make their selection, then the Instructor will place the item in a small container. The container will be handed to the Individual to retrieve their selections. Once selected, an item may not be exchanged.
- Individuals will make their selection, then the Instructor will place the item in a small container. The container will be handed to the Individual to retrieve their selections. Once selected, an item may not be exchanged.
- **Bottled water** will be available for everyone, use of the community water dispenser in each location is suspended.
- The use of the office coffee maker is suspended.
- Individuals may use one of CRN's microwave ovens at the risk of the user. Spacing will be utilized to ensure social distancing while using the microwave ovens. Staff will disinfect the inside and outside after each use.
- The use of the community refrigerator is currently suspended, except for those items that are medically necessary, such as medication or other life sustaining items.
- Individuals are encouraged to bring the necessary items to keep their food safe for consumption without refrigeration.
- Lunch and break times will be staggered to avoid large gatherings in one area.
- For the time being, most activities will be conducted within the classroom settings to reduce the risk of exposure.

CDC DEFINITIONS USED IN GUIDANCES

Symptoms compatible with COVID-19, for the purpose of these recommendations, include subjective or measured fever, cough, or difficulty breathing.

Self-observation means people should remain alert for subjective fever, cough, or difficulty breathing. If they feel feverish or develop cough or difficulty breathing during the self-observation period, they should take their temperature, self-isolate, limit contact with others, and seek advice by telephone from a healthcare provider or their local health department to determine whether medical evaluation is needed.

Self-monitoring means people should monitor themselves for fever by taking their temperatures twice a day and remain alert for cough or difficulty breathing. If they feel feverish or develop measured fever, cough, or difficulty breathing during the self-monitoring period, they should self-isolate, limit contact with others, and seek advice by telephone from a healthcare provider or their local health department to determine whether medical evaluation is needed.

Self-monitoring with delegated supervision means, for certain occupational groups (e.g., some healthcare or laboratory personnel, airline crew members), self-monitoring with oversight by the appropriate occupational health or infection control program in coordination with the health department of jurisdiction. The occupational health or infection control personnel for the employing organization should establish points of contact between the organization, the self-monitoring personnel, and the local or state health departments with jurisdiction for the location where personnel will be during the self-monitoring period. This communication should result in agreement on a plan for medical evaluation of personnel who develop fever, cough, or difficulty breathing during the self-monitoring period. The plan should include instructions for notifying occupational health and the local public health authority, and transportation arrangements to a pre-designated hospital, if medically necessary, with advance notice if fever, cough, or difficulty breathing occur. The supervising organization should remain in contact with personnel through the self-monitoring period to oversee self-monitoring activities.

Self-monitoring with public health supervision means public health authorities assume the responsibility for oversight of self-monitoring for certain groups of people. The ability of jurisdictions to initiate or provide continued oversight will depend on other competing priorities (e.g., contact tracing, implementation of community mitigation strategies). Depending on local priorities, CDC recommends that health departments consider establishing initial communication with these people, provide a plan for self-monitoring and clear instructions for notifying the health department before the person seeks health care if they develop fever, cough, or difficulty breathing. As resources allow, health authorities may also check in intermittently with these people over the course of the self-monitoring period. If travelers for whom public health supervision is recommended are identified at a US port of entry, CDC will notify state and territorial health departments with jurisdiction for the travelers' final destinations.

Active monitoring means that the state or local public health authority assumes responsibility for establishing regular communication with potentially exposed people to assess for the presence of fever, cough, or difficulty breathing. For people with high-risk exposures, CDC recommends this communication occurs at least once each day. The mode of communication can be determined by the state or local public health authority and may include telephone calls or any electronic or internet-based means of communication.

Close contact is defined as:

a) being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case

– or –

b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)

Public health orders are legally enforceable directives issued under the authority of a relevant federal, state, or local entity that, when applied to a person or group, may place restrictions on the activities undertaken by that person or group, potentially including movement restrictions or a requirement for monitoring by a public health authority, for the purposes of protecting the public's health. Federal, state, or local public health orders may be issued to enforce isolation, quarantine or conditional release.

The list of **quarantinable communicable diseases** for which federal public health orders are authorized is defined by Executive Order and includes "severe acute respiratory syndromes." COVID-19 meets the definition for "severe acute respiratory syndromes" as set forth in Executive Order 13295, as amended by Executive Order 13375 and 13674, and, therefore, is a federally quarantinable communicable disease.

Isolation means the separation of a person or group of people known or reasonably believed to be infected with a communicable disease and potentially infectious from those who are not infected to prevent spread of the communicable disease. Isolation for public health purposes may be voluntary or compelled by federal, state, or local public health order.

Quarantine in general means the separation of a person or group of people reasonably believed to have been exposed to a communicable disease but not yet symptomatic, from others who have not been so exposed, to prevent the possible spread of the communicable disease.

Conditional release defines a set of legally enforceable conditions under which a person may be released from more stringent public health movement restrictions, such as quarantine in a secure facility. These conditions may include public health supervision through in-person visits by a health official or designee, telephone, or any electronic or internet-based means of communication as determined by the CDC Director or state or local health authority. A conditional release order may also place limits on travel or require restriction of a person's movement outside their home.

Congregate settings are crowded public places where close contact with others may occur, such as shopping centers, movie theaters, stadiums.

Social distancing means remaining out of congregate settings, avoiding mass gatherings, and maintaining distance (approximately 6 feet or 2 meters) from others when possible.

WE ARE ALL IN THIS TOGETHER

Times of great uncertainty and change can be hard to navigate. Besides being flexible and adaptable to the best of our ability, when things are in flux, the question to ask ourselves is, "What isn't changing?" Things that aren't changing at CRN are...

- Our mission, vision, and values.
- Our commitment to the Individuals we serve.
- Our commitment to our employees.
- Our commitment to deliver the highest quality of care and customer service excellence.

In your personal life ask, "What isn't changing?" Things that don't have to change are:

- Your ability to choose your attitude.
- Your ability to choose your words.
- Your ability to choose your actions.
- Your ability to choose how you will serve others.
- Your ability to focus on things that lift you up.
- Your ability to not focus on things that bring you down.
- Your love for family and friends.

Being as flexible and adaptable to the best of your ability is a key competency of emotional intelligence. Our world is in a state of rapid change and it doesn't look that will stop anytime soon. Therefore, when trying to deal with the uncertainty and chaos around you, instead of asking, "what isn't changing?" hold onto the notion of "what isn't changing."

CRN is forever grateful for your trust.

