

## Daily Attestation Portal for all staff

To ensure we complete the necessary steps, **all staff must attest daily that they are free from symptoms of COVID-19.** This includes staff working remotely.

To access the Daily Check Portal, visit:

<https://www.proprofs.com/quiz-school/story.php?title=daily-check> 3if

Our goal is to be 100% compliant each day. Spot checks will be done on a regular basis and confirmed against the daily attestation report to ensure full compliance. To do this, all staff must complete the attestation regardless of location of work (direct field work, office work, remote work, dropping in to pick up supplies, etc):

I attest that I have not:

- 1.) Experienced ANY new or worsening symptoms of fever, cough, sore throat, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, new loss of taste or smell, GI symptoms or ANY new symptom onset.
- 2.) Had a breach in PPE protocol either in the clinical field or in the office.

If you answer YES to any of these questions, please STOP what you are doing and alert your manager and Employee Health IMMEDIATELY. DO NOT come into the office, DO NOT see patients.

Please remember to bring and wear your badge at all times, including when visiting a site office location. You will need to show your badge to the receptionists at the location when signing in at the desk.

### Guide to filling out the Daily attestation:

- First Page
  - First and Last Name
  - Office Location you work from
    - Office location (i.e. Lawrence, Lowell, Malden, Newburyport, North Hampton, Bedford, York or HPH for House Staff)
  - Your Manager

- Seeing patients today
  - Enter yes or no
- Working in Office Today
  - Enter yes, no, or drop-in (drop-in indicates a visit less than 15 minutes)
- Click START
- Second Page
  - If no, type your first and last name in the box labeled “Type your answer here”
  - If yes to one or more question, alert your manager and [EmployeeHealthUpdates@homehealthfoundation.org](mailto:EmployeeHealthUpdates@homehealthfoundation.org) immediately.

It is critical that you monitor your symptoms. What may what you think is allergies or the “sniffles” may actually be symptoms of COVID-19. To ensure the safety of our patients, please do not brush off these symptoms. **If you have a temperature, a cough or sore throat and/or you do not feel well please do not type your name into the fields provided. Please exit the Daily Check survey, do not come into the office or see your patients and contact your manager and Employee Health for further instructions.**

**How to contact Employee Health:**

- [EmployeeHealthUpdates@homehealthfoudation.org](mailto:EmployeeHealthUpdates@homehealthfoudation.org)
- (978) 552-4100

## Employee Health and Contact Tracing

Home Health Foundation continues to see community transmission of the novel coronavirus that causes COVID-19, and are taking steps to mitigate the spread of disease to both our staff and patients:

- Appropriate PPE use (standard precautions of face shield, procedure mask, and gloves. Gloves are to be utilized for invasive procedures (i.e. catheter care, wound care, trach care), hand hygiene.)
- Staff screening via the daily attestation
- Frequent hand-hygiene
- Social distancing
- Contact tracing

As such, we continue to follow the CDC guidelines for monitoring and isolating the disease to control further spread. One of the tools we utilize is contact tracing. As per guidance from the CDC and MA DPH, the employee health team reviews the findings of COVID testing and traces close contacts of the individual for the 48 hours prior to onset of symptoms. A close contact is defined as being within 6ft of infected individual for greater than 15 minutes. For asymptomatic individuals, contact tracing traces close contacts (staff and patients) of the individual for 48 hours prior to the positive test result.

The individual who has tested positive for COVID19 are made aware that close contacts will be notified and is reassured by the fact that in protecting their privacy, their identity will not be disclosed. The process for determining potential close contacts includes a thorough review of the EMR for visiting schedules and review with the individual and their manager to assess for potential staff contacts. Those individuals identified as close contacts are contacted and interviewed to determine the level of PPE worn during the encounter as well as the nature of the contact (distance and length of time). They are made aware of a potential exposure and are placed onto a self-monitoring regimen for 14 days.

The self-monitoring template requires the employee to take their temperature twice daily and answer a symptom checklist. This template is reviewed daily by Employee Health, If any symptoms are reported the employee is required to stay home and will be sent for testing.

As states in our service area begin to reopen, it may be tempting to get back to “normal.” Please continue to be vigilant regarding:

- PPE use, including our standard precautions of face shield, procedure mask, and gloves. Gloves are to be utilized for invasive procedures (i.e. catheter care, wound care, trach care), hand hygiene.
- Participation in daily attestation screening process
- Continued frequent hand hygiene
- Social distancing (six feet apart)