

## SAMPLE CORONAVIRUS EDUCATION/AWARENESS PLAN

In light of the recent coronavirus pandemic, <AGENCY NAME> is implementing this emergency staff education and awareness plan effective <DATE>.

**<AGENCY NAME> is implementing the following measures to ensure staff are aware of the symptoms and spread of the virus.**

### **All Staff:**

All agency staff are required to complete a mandatory 30-minute training on the virus using the module below for instructors and caregivers:

- [Infection Control Module: Coronavirus](#) (for instructors)
- [Infection Control Module: Coronavirus](#) (for learners)

### **Employees/Caregivers:**

- Provided refresher training on universal precautions and proper hand washing techniques
- Hand sanitizer provided to every caregiver
- Caregivers required to self-assess prior to each shift for signs and symptoms of the virus (fever, cough, shortness of breath) and contact the agency if they exhibit any signs of illness so they can be removed from their shift.
  - If they meet the indicators for possible COVID-19, they are instructed to contact their health care provider immediately and be seen. The employee is not to return to work until they are seen and the agency has a note from the medical provider that they are cleared to return to work.
  - They are also instructed to self-isolate for 14 days until cleared.

### **Consumers:**

- Similar instructions communicated to patients/consumers
- Caregivers are screening patients and consumers for signs of the virus
- Caregivers also assessing consumer's supply of medications, food, and personal care items