



## Coronavirus (COVID-19) Team Member Update

March 3, 2020

During this time, where the public is heightened with the possibility of the Coronavirus (COVID-19) making its way to Hawaii, it is our responsibility as healthcare professionals to remain calm and support our Plaza communities and the community at large. Although COVID-19 is very new and unfamiliar, the Centers for Disease Control & Prevention (CDC) has stated that this virus is similar to influenza or pneumonia and prevention and treatment is the same. At The Plaza, we practice infection control and universal precautions in order to help prevent the spread of COVID-19 or any other virus.

Here are some things we want to keep in mind to protect each other and our community:

- If you have flu-like symptoms (i.e. fever, vomiting, diarrhea, etc.), you need to stay at home and follow The Plaza's Attendance Policy. This is to protect our team and our Residents.
  - Make sure that you and your family have a family plan for the possibility of being quarantined. The recommendations are to have an ample supply of medications, food and toiletries.
- You may be required to provide a physician's note of clearance prior to returning to work per the Plaza's handbook and if you have Paid Time-Off (PTO) you will be required to utilize what you have available prior to taking unpaid leave.
- Prevention is the key.
  - Wash your hands often with soap and water for at least 20 seconds.
  - Avoid touching your eyes, nose, and mouth with unwashed hands.
  - Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
  - Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
  - CDC does not recommend that people who are well wear a facemask to protect themselves from illnesses, including COVID-19. Keep in mind that supplies are limited and we need to make sure there are enough masks for our front-line health care workers. If you are sick then wear a mask to protect the people around you.
  - Sign up for public notifications at [health.hawaii.gov/news/covid-19-updates](https://health.hawaii.gov/news/covid-19-updates).

As a Plaza team member, the Residents are dependent on YOU to be there and care for them every day. Your co-workers depend on you to deliver this care. While we do not want you to report to work if you are sick, we do expect you to work and care for the Residents if they are

ill. Thank you in advance for making each Resident your priority. The Attendance Policy will be upheld during these times and if you have any concerns, please feel free to reach out at any point.

As you may already know, if your community reaches a Plaza level 2 status (Coronavirus is present in Hawaii), The Plaza will start screening team members' temperature prior to entering the building and starting your shift. Any team member with a temperature less than 99 degrees Fahrenheit will enter work with no issue. If a team member has a temperature of 99 degrees or higher, the team member will be stopped and evaluated if there is an obvious and reasonable explanation (i.e. I ran to work, I normally run a high temperature). The Administrator will make the ultimate decision to allow any team member, vendor, visitor to enter the building.

An equally unpleasant situation will be the screening of Residents. During Plaza level 2 status, when a Resident leaves the community (family visits, shopping, medical appointment, etc.) and returns, they must also have their temperature taken and will be refused for a temperature over 100 degrees Fahrenheit without a physician clearance.

Remember, our Residents heavily rely on us to care for them and they consider us a part of their ohana. Thank you for making this Plaza team amazing.