



Lincoln Hills Cares COVID-19

Staff Procedures

Lincoln Hills Cares (LHC) is closely monitoring guidelines from the Centers for Disease Control and Prevention (CDC), the Colorado Department of Public Health & Environment (CDPHE), the Gilpin County Public Health Agency and Colorado state and municipal officials. This document explains procedures LHC staff will be responsible for conducting to mitigate the risk of exposure to themselves and participants.

LHC Prevention and Mitigation Protocols

1. Daily Temperature Checks and Health Screening Procedures

LHC Employees: If an employee does not pass the daily health screening and/or temperature check, or otherwise has a positive or suspected case of COVID-19, that employee will not be allowed to enter the site and must be sent home until they have met the qualifiers outlined in LHC's COVID-19 Prevention Procedures below:

- LHC will conduct **Infrared Temperature Checks** of all internal staff before the start of the program or event. These checks will be conducted by either the Program Director (*Tim*) or Program Coordinator (*Maggie*).
 - If staff exhibit a fever (100.4° F or higher) they may not return until they are fever-free for 24 hours.
- All LHC Staff/Contractors must complete a [Health Screening Form](#) prior to the start of any/all programs.
 - All staff must disclose any illness prior to start of day and will be sent home if exhibiting COVID-19 signs or symptoms (as outlined below) and may not return to work until symptoms resolve.
 - If at any point staff develop symptoms, they are required to inform their supervisor who may ask them to return home until symptoms resolve.
 - If staff exhibits symptoms and has a family member who tested positive for COVID-19 or has been in contact with someone who has tested positive, they will not be able to return to work until a 14-day quarantine period has passed.
 - If staff are uncomfortable fulfilling their work commitment due to the risk of coronavirus, they are encouraged to speak with their supervisor about their options.

LHC Participants: If groups do not screen their participants (as advised by state guidelines) prior to their arrival, LHC staff will screen them. This will include **Infrared Temperature Checks** and **Screenings for symptoms**. Any participant exhibiting a fever of 100.4° F or higher or exhibiting any other symptoms will need to be sent home or isolated.

2. Cleaning and Disinfecting

- LHC Staff will clean and disinfect frequently touched surfaces including bathroom fixtures and door handles, tables and water coolers as follows:
 - 1) **Before the start of programs**
 - 2) **After lunch**

3) After participants leave the property

- LHC Staff will clean and disinfect program supplies and equipment as follows:
 - 1) Before the start of programs
 - 2) In-between group rotations
 - 3) After participants Leave the property

3. Guidelines for Supervising Participants

- Practice and encourage 6' Social Distancing measures to the greatest extent possible.
- Continually monitor participants for signs and symptoms of COVID-19 (as exhibited below).
- If any participant exhibits or complains of symptoms of COVID-19, remove them from the activity and notify your supervisor immediately.
 - Participants who exhibit or complain of symptoms will be isolated at the designated isolation area and must be supervised by a partner group staff member.

4. Personal Hygiene

- Staff will frequently and thoroughly wash hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol. All staff and participants must wash hands **before** and **after** lunch.
- Please cover all coughs/sneezes in the elbow.
- Please minimize touching your face.

Signs and Symptoms

The disease most likely spreads the same way as similar respiratory illnesses¹:

- Person-to-person contact:
 - To become sick, you have to be exposed to the virus. The CDC defines exposure as being within 6 feet of someone with a confirmed infection for a prolonged period of time.
 - Exposure can occur through respiratory droplets → when an infected person coughs or sneezes, similar to how flu and other respiratory viruses spread.
- Infected surfaces or objects:
 - It may be possible to get COVID-19 by touching a surface or object that has the virus on it and then touching your mouth, nose, or possibly your eyes.
- Evidence shows that COVID-19 may be spread by people who are not showing symptoms.

People with COVID-19 have had a wide range of symptoms reported² – ranging from mild symptoms to severe illness. One or more of following symptoms may appear 2-14 days after exposure to the virus:

- Cough
- Shortness of breath or difficulty breathing
- Fever (100.4 or higher)
- Chills
- Muscle pain
- Sore throat

¹ Colorado Department for Public Health and the Environment: <https://covid19.colorado.gov/about-covid-19>

² Centers for Disease Control and Prevention: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

- New loss of taste or smell

If you develop any of the following signs and symptoms³ for COVID-19 notify your supervisor and seek medical attention immediately:

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

Questions or Concerns?

If you have questions or concerns regarding the *LHC COVID-19 Staff Procedures*, please contact our Program Director, Tim Flynn at: tim@lhcares.org or (303)718-7116.

³ This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you. Call 911 if you have a medical emergency: Notify the operator that you have, or think you might have, COVID-19. If possible, put on a cloth face covering before medical help arrives.