

Guidance for the COVID-19 (hereafter, Coronavirus”)

We at Affiliated Home Care of Putnam, Inc. (“Affiliated”) take seriously our obligations to our employees, the patients we serve and our community at large. In the interest of all, we are providing to you, our day-to-day Personal Care Aides a guide for how to deal with the threat we all face from the Coronavirus.*

For most of you, your job requires you to provide service to the elderly and/or those suffering with asthma, diabetes or heart disease; so even if you are not showing active signs of the Coronavirus, YOU might not be in danger, however the people under your care could be at Great personal risk should you be carrying the Coronavirus despite having no symptoms.

Maintain a distance of 6 feet or more from your patient as well as others whenever possible.

Avoid physical touching of patients and others, as in hugs, handshakes, etc.

Wash your hands as frequently as possible, with soap for twenty (20) seconds, and/or use hand sanitizers.

Clean and disinfect any and all surfaces that you frequently touch such as phones, doorknobs, tables, bed stands, keyboards, etc.

Coronavirus may be transmitted by: Air (expelled by sneezing for example); and, Contact of surfaces – where Coronavirus can survive for upwards of two (2) days – areas which have been “touched” by an infected person’s bodily fluids (e.g., mucus or saliva).

Cover your nose and mouth with a tissue when coughing or sneezing; and if no tissue is available, then into your sleeve or elbow to prevent spread of bodily fluids.

While you can have and be able to transmit the Coronavirus without symptoms, should you have any active symptoms consistent with the Coronavirus (e.g., fever, lethargy, persistent cough, runny nose, sore throat, chest pressure/congestion and/or shortness of breath); contact your health-care professional immediately to evaluate and arrange for testing, and stay home from work. When exhibiting such symptoms, avoid contact with patients and others, even loved ones to the extent possible. When visiting your healthcare provider request a mask if available.

Documented exposure to Coronavirus necessitates self-quarantine for fourteen (14) days, and your health-care professional needs to be contacted immediately to evaluate and arrange for testing. Affiliated’s policies guide the number of sick days to which you are entitled, if any.

Regardless, should you be documented as ill with Coronavirus or otherwise require quarantine, mandatory or voluntary due to your exposure to the Coronavirus (collectively with Coronavirus, “Documented Quarantine”), Affiliated will be providing 5 sick days and unpaid leave time thereafter, and pursuant to NYS law you will then be eligible for “paid medical leave benefits and benefits due pursuant to disability.” Just as important, should you be required to stay home from your job pursuant to a health care professional’s Document Quarantine, you will not lose your job as a result; and if you are ill with symptoms consistent with, or if you’ve been exposed to, or diagnosed with the Coronavirus – **STAY HOME/DO NOT REPORT TO WORK!**

* Effective as of March 20, 2020. This policy guidance supersedes any and all earlier guidance provided by or on behalf of Affiliated. Moreover, as guidance for dealing with the Coronavirus is changing rapidly, rather than flood you with “paper,” we will be updating our website as often as practicable at homecareputnam.com. So please check daily for any new information.