



To: All Staff
From: COVID -19 Task Force
Date: 9/9/21
Subject: COVID-19 Update #29

More CCLS employees and clients/residents are reporting being exposed to COVID-19 or have been diagnosed as "positive" with COVID-19 in the past few weeks than there have been in the past 5 months. As we all see in the state of Wisconsin, there is now a COVID resurgence within CCLS. This requires us to review NEW and CURRENT practices:

MASKS:

We had members of the community donate homemade cloth masks and some of our staff made masks themselves or purchased their own.

NEW:

- DHS and Area Health Departments are **not allowing us to wear cloth masks.**
- We **must ONLY wear surgical masks.**
- Each program should have a good supply. If not, contact your supervisor.
- You should wear one mask, per shift, unless it becomes soiled.

EQUIPMENT:

NEW:

- When there is a **confirmed positive case** of a client/resident, staff must wear:
 - a N-95 mask
 - eye coverings
 - other PPE's such as gloves and gowns
- We are in the process of developing a process for N-95 masks. When you report the positive case to your Regional RN, they will have directions and guidance in real-time.



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REPORTING POSITIVES OR SUSPECTED POSITIVE CASES:

NEW:

Supervisors must report confirmed positive cases of **clients/residents** to your area RN.

- Western - Karla Bright, RN
- Northwestern and North Central – Brenda Theissen, RN
- South - Lisa Dean, RN
- CLE – MTP Tenisha and Tamara report client/resident to Kristy Baum, CNO

The RN's will in turn report the information to proper authorities and CCLS management.

WHAT GUIDELINES ARE THE SAME?

- You **must** wear a mask while at work.
- Complete the Employee [COVID-19 Symptoms Screening Tool](#) at the start of each shift you work.
- If you are showing any symptoms, you must immediately report to your supervisor or the person on-call.
- Visitors must complete the [Visitor Health Questionnaire](#).
- Follow proper sanitization protocols.
- Practice social distancing when possible.
- Conduct and document symptoms check of clients/residents in ECP.
- **Staff that test positive** must still report the information to their supervisor immediately.