



APS SAFETY PROTOCOLS FOR REOPENING DURING CURRENT COVID-19 PANDEMIC

THE STATE OF TENNESSEE AND METRO DAVIDSON COUNTY HAVE ISSUED 4 PHASES OF REOPENING BUSINESSES DURING THE COVID PANDEMIC. THESE PROTOCOLS ARE INTENDED TO PROVIDE A SAFE WORK ENVIRONMENT TO INSURE THE GOOD HEALTH OF OUR EMPLOYEES, CLIENTS AND SUPPORT INDUSTRIES. THESE GUIDELINES ARE FOR YOUR SAFETY AND THOSE OF OUR CLIENTS.

Aging in Place Transition Services is a unique service business primarily working with the 55+ client, and we are outlining the following safety protocols to be strictly adhered to during this Phase 1 and 2 reopening of our business.

- We will update the guidelines as the situation changes or we encounter additional areas of concern.
- We will not be working in senior communities during Phase 1 reopening.
- We will be assessing each client's home and reviewing the guidelines for everyone's safety with them before we begin work.
- Clients and their extended family members or caregivers will be subject to same guidelines and testing.

As an Employer we will be:

- **Prescreening our employees reporting to work for COVID symptoms with this survey before they are allowed in the workplace:**
 - Have you been in close contact with a confirmed case of COVID-19?
 - Are you experiencing a cough, shortness of breath or sore throat?

- Have you had a fever in the last 48 hours?
- Have you had new loss of taste or smell?
- Have you had vomiting or diarrhea in the last 24 hours?
- **Temperature screening:**
 - Best practice: employees to take temperatures onsite with a no-touch thermometer each day upon arrival at work - this will be logged in by project manager onsite each day in a notebook provided by APS.
 - Minimum: temperatures can be taken before arriving. Normal temperature should not exceed 100.4 degrees Fahrenheit.
- **Direct any employee who exhibits COVID-19 symptoms** (i.e., answers yes to any of the screening questions or who is running a fever) to leave the premises immediately and seek medical care and/or COVID-19 testing, per Tennessee Department of Health and [CDC guidelines](#). Employers should maintain the confidentiality of employee health information.



- **Specific APS guidelines include:**
 - Employees who have [symptoms](#) (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.
 - Sick employees should follow [CDC-recommended steps](#). Employees should not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers and state and local health departments.
 - Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow [CDC recommended precautions](#)
- **Screening will apply to clients and their immediate family or caregivers as well.**



- **Implement workplace cleaning and disinfection** practices, according to [CDC guidelines](#), with regular sanitization of high-touch surface.
- **Specific APS guidelines include:**
 - Supplies for teams will be provided for disinfection of work surfaces.
 - Hand soap, disposable towels and a designated trash can w/liner for disposal at the end of each team shift.
 - Nitrile disposable gloves, cloth masks (and ventilated masks where deemed appropriate) Hand sanitizer will be provided to each team member.
 - Each team member will be responsible for keeping their work tools separately and disinfecting them after use before replacing in toolbox or separate bag marked with their name.
 - Separate restroom facilities will be designated for the team in the client's home and disinfected before the team leaves.
- **Mitigate exposure in the workplace** by implementing social distancing guidelines and modify scheduling. APS team members per assignments will be decreased to allow for more social distancing.

Employees

- **Stay home when feeling ill** when exposed to COVID-19 (e.g., positive household member case), or if diagnosed with a confirmed case of COVID-19. Employees who are particularly vulnerable to COVID-19 according to the CDC (e.g., due to age or underlying conditions) are encouraged to stay home.
- **Increase hygiene practices**—wash hands more frequently, avoid touching face, practice good respiratory etiquette when coughing or sneezing.



- **Wear a cloth face covering (not an N-95 or medical mask, which should be reserved for healthcare workers) while at work and in public to help protect against the spread of the virus.**
- **Practice recommended social distancing to the greatest extent possible—“Further is safer”. APS team members will be assigned in smaller teams during Phase 1 to insure we can continue social distancing**