**THE SECH-KAR CO. PROTOCOL FOR COVID 19**

(April 7, 2020)

Revised 9-8-2023

WHAT TO DO IF YOU THINK AN **INDIVIDUAL MIGHT HAVE** **COVID 19**?

1. **If you feel the Individual is experiencing a medical emergency (i.e., difficulty breathing, chest pains, etc.) CALL 9-1-1**.
2. If the Individual is presenting possible COVID 19 symptoms, call Kasee, TSKC R.N., at Office: 740-385-8900 x 101 or Cell: 740- 740-707-2416.
3. Kasee will either contact the Individual’s healthcare provider or give you instructions.
4. Instructions could include directing you to call the healthcare provider, directing you to take the Individual to a COVID 19 testing site, or directing you to contact Urgent Care or an Emergency Room and taking the Individual to that location if asked to.
5. Instructions could also include directing you to call one or more of the following numbers:

TSKC Athens Office: 740-753-9993 x 23,

TSKC Logan Office: 740-385-8900 x 100, or x 102, or x 103;

TSKC on-call number Athens and Hocking Counties: 740-541-1444,

Perry County Office: 740-342-4030,

TSKC on-call number for Perry County: 740-343-5064,

1. If you are unable to contact Kasee, call your TSKC office or on-call number.
2. If you are unable to contact Kasee or TSKC on-call number, call the Individual’s healthcare provider and request instructions.
3. Continue to monitor your own health (i.e., checking your temperature, and other COVID symptoms.)
4. Continue to wash your hands frequently, avoid touching your face, use hand sanitizer, and disinfect surfaces.
5. Call the TSKC office or on-call number if you need anything (i.e., groceries, pizza, meds, DVDs, whatever).
6. Call the TSKC office or on-call number if you suspect you are developing symptoms of COVID 19.

WHAT TO DO IF YOU ARE WORKING WITH AN **INDIVIDUAL WHO IS CONFIRMED** **TO HAVE COVID 19**?

1. Follow directions from the Individual’s healthcare provider and follow instructions provided by TSKC R.N.
2. Wear Personal Protective Equipment as much as possible in the Individual’s home.
3. Continue to monitor your own health (i.e., checking your temperature, and other COVID symptoms.)
4. Continue to wash your hands frequently, avoid touching your face, use hand sanitizer, and disinfect surfaces.
5. Call the TSKC office or on-call number if you need anything (i.e., groceries, pizza, meds, DVDs, whatever).
6. Call the TSKC office or on-call number if you suspect you are developing symptoms of COVID 19

WHAT DOES THE SECH-KAR CO. DO IF AN **INDIVIDUAL IS SUSPECTED OF HAVING COVID 19**?

1. If the Individual is tested for COVID 19, TSKC will likely ask you to stay with that Individual until the results of the COVID 19 test are known.
2. TSKC will provide you with Personal Protective Equipment.
3. If you are unable to stay with the Individual until the COVID 19 test results are known, TSKC will arrange other staff to replace you.
4. TSKC will arrange to provide anything you need (i.e., groceries, pizza, meds, DVDs, whatever).
5. TSKC will arrange replacement staff as able and as are needed.

WHAT DOES THE SECH-KAR CO. DO WHEN AN **INDIVIDUAL IS CONFIRMED** **TO HAVE COVID 19**?

1. TSKC will ask you to stay as long as you can with the Individual or until the Individual’s case is resolved.
2. TSKC will provide you with Personal Protective Equipment.
3. TSKC office and R.N. will be in frequent contact.
4. TSKC will arrange to provide anything needed (i.e., groceries, pizza, meds, DVDs, whatever).
5. TSKC will arrange replacement staff as able and as are needed.
6. TSKC will notify the county board of DD.

WHAT TO DO IF YOU THINK **YOU MIGHT HAVE** **COVID 19**?

1. Contact TSKC office or on-call number to make TSKC aware of your concerns.
2. Contact your healthcare provider for instructions. You might be asked to be tested.
3. If you are not able to contact your healthcare provider, call Kasee, TSKC R.N., at Office: 740-385-8900 x 101 or Cell: 740-707-2416.
4. Contact TSKC office or on-call number to arrange staffing if you are advised not to work.
5. If you cannot contact the TSKC office or on-call number, contact your co-workers to see if they will work in your place. Then leave a message either at the office or on-call explaining what you have done.

WHAT DOES **THE SECH-KAR CO. DO IF** **YOU SUSPECT THAT YOU HAVE** **COVID 19**?

1. TSKC will advise you to check with your healthcare provider for instructions.
2. Refer to the TSKC COVID-19 Quarantine Procedures for when you may return to work.
3. TSKC will arrange replacement staffing.

 WHAT TO DO IF **YOU ARE CONFIRMED** **TO HAVE COVID 19**?

 1. Notify TSKC office or on-call number as soon as possible.

WHAT DOES **THE** **SECH-KAR CO. DO WHEN YOU ARE CONFIRMED** **TO HAVE COVID 19**?

1. Refer to TSKC COVID-19 Quarantine Procedures.
2. TSKC will arrange for replacement staffing.

**COVID-19 SYMPTOMS**

**Most common symptoms include:**

* **Fever**
* **Dry cough**
* **Tiredness**

**Less common symptoms:**

* **Aches and pains**
* **Sore throat**
* **Diarrhea**
* **Conjunctivitis**
* **Headache**
* **Loss of taste or smell**
* **a rash on skin, or discoloration of fingers or toes**

**Serious symptoms:**

* **Difficulty breathing or shortness of breath**
* **Chest pain or pressure**
* **Loss of speech of movement**