



# **CORONAVIRUS & FLU POLICIES & PROCEDURES**

*COVER PAGE*

Updated on 03/17/2020

*Procedures reviewed and approved by Dr. Sammy Tao*

*Parkland Hospital's COVID-19 patient line: **214-590-8060***

## CORONAVIRUS & FLU POLICIES & PROCEDURES

The goal of these policies and procedures is to protect our dedicated, amazing employees and our wonderful, valued clients by taking active measures to prevent the spread of the coronavirus and flu.

Now, more than ever it is important for all of us to practice extreme cleanliness and to have a CLEAN & HEALTHY HOME! **Washing your hands** and **having clean counter tops and surfaces** are the two most effective and proven ways to stop viruses from spreading.

While we are still learning about the coronavirus, this helpful chart compares it's known symptoms with other contagious illnesses:

**Going Viral: What to Watch For**

Viruses can be contagious during the incubation period, before symptoms start.

	<b>COLD</b>	<b>FLU</b>	<b>NOROVIRUS</b>	<b>COVID-19*</b>
Incubation period	<b>1-3 days</b>	<b>1-4 days</b>	<b>A few hours</b>	<b>2-14 days</b>
Symptom onset	<b>Gradual</b>	<b>Abrupt</b>	<b>Abrupt</b>	<b>Gradual</b>
Typical illness duration	<b>7-10 days</b>	<b>3-7 days</b>	<b>1-2 days</b>	Undetermined
<b>SYMPTOMS</b>				
Sore throat	<b>Common</b>	<b>Sometimes</b>	Rare	Undetermined
Sneezing	<b>Common</b>	<b>Sometimes</b>	Rare	Undetermined
Stuffy, runny nose	<b>Common</b>	<b>Sometimes</b>	Rare	Undetermined
Cough, chest discomfort	<b>Sometimes</b>	<b>Common</b>	Rare	<b>Common</b>
Fatigue, weakness	<b>Sometimes</b>	<b>Common</b>	<b>Sometimes</b>	Undetermined
Fever	Rare	<b>Common</b>	<b>Sometimes</b>	<b>Common</b>
Aches	Rare	<b>Common</b>	<b>Sometimes</b>	Undetermined
Chills	Rare	<b>Common</b>	<b>Sometimes</b>	Undetermined
Headache	Rare	<b>Common</b>	<b>Sometimes</b>	Undetermined
Shortness of breath	Rare	Rare	Rare	<b>Common</b>
Nausea	Rare	Rare	<b>Common</b>	Undetermined
Vomiting	Rare	Rare	<b>Common</b>	Undetermined
Diarrhea	Rare	Rare	<b>Common</b>	Undetermined
Stomach pain	Rare	Rare	<b>Common</b>	Undetermined

*\*See below for emerging information on COVID-19 coronavirus symptoms.  
NOTE: Rare symptoms can occur in some cases with any of these diseases.*

SOURCES: CDC; Merck Manual; University of Michigan GRAPHIC BY ROBERT ROY BRITT

Like the flu, the common indicator of the coronavirus is a fever. Unlike the flue and cold, shortness of breath is a more unique attribute of coronavirus.

## PROFESIONAL HOME CLEANERS

- If you have coronavirus or flu-like symptoms, a fever or a cough, do not come to work, but still call in.
- If you are exposed to a flu-like illness from a family member, get tested before coming to work. **Parkland Hospital's COVID-19 patient line: 214-590-8060**
- Apply hand sanitizer before entering a client's home, then wash hands thoroughly with soap and water before cleaning.
- Avoid touching your face, nose, mouth, or eyes.
- Wash hands thoroughly with soap and water before leaving the client's home.
- Ensure all handles, knobs, light switches, arm rests, railings, remotes, faucet handles are disinfected thoroughly in all clients' homes as well as in your own home.
- Sneeze or cough into the elbow or sleeve (Projectiles can travel to 6 feet without doing this).
- If a client appears to be sick, call the office.
- Carry gloves and hand sanitizer with you and use frequently. Wear a mask if requested by client.
- Take extra precautions when cleaning for our elderly clients or clients with an infant.
- Be vigilant about disinfecting your cell phone and other surfaces you touch in your own home and car throughout the day.
- Go directly to the client's home, bypassing the office until the flu season is over. Visit the office only to restock supplies or upon request by management. Thoroughly wash hands upon entering and leaving the office.

## Coronavirus prevention



**Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.**



**Avoid touching your eyes, nose, and mouth with unwashed hands.**



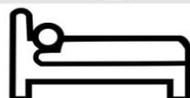
**Cover your cough or sneeze with a tissue, then throw the tissue in the trash.**



**Avoid close contact with people who are sick.**



**Clean and disinfect frequently touched objects and surfaces.**



**Stay home when you are sick.**

## OFFICE STAFF/MANAGEMENT

- Provide immediate assistance to professional home cleaners with regards to supplies or issues in the field.
- If you have the coronavirus or flu-like symptoms, a fever or a cough, do not come to work, but call in.
- If you are exposed to a flu-like illness from a family member, get tested before coming to work. **Parkland Hospital's COVID-19 patient line: 214-590-8060**
- Wash hands with soap and water frequently.
- Keep your hands out of your eyes, nose, and mouth.
- Sneeze or cough into the elbow or sleeve.
- Be vigilant about disinfecting surfaces you touch in the office as well as your own home and car.
- If there is a local outbreak, work from home.



## CLIENTS

We will waive the cancellation fee for all suspensions related to anyone in the client's home being sick.

- We will not send a professional home cleaner with symptoms of coronavirus or flu into a client's home. Re-scheduling to another cleaner on a mutually convenient date will be offered when possible.
- **To protect our employees and other clients, we will not clean homes if anyone in the home is sick or showing flu-like symptoms.** Please contact our office by phone or email as soon as possible when cancelling due to illness.
- Professional home cleaners will wear a mask if requested.
- Professional home cleaners will be required to sanitize hands before entering the home and wash with soap and water upon entering and departing home.

It is to everyone's best interest to quarantine ourselves from those who are health compromised, such as people on health watch from their doctors, immunosuppressing medications, and seniors with illnesses. This will protect those individuals from contracting coronavirus. If you have anyone over the age of 70 and/or immune-compromised living in the house, please let us know and we can postpone our home cleaning to protect them.