



# MADISON COUNTY DEPARTMENT *of* HEALTH

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## Interim Guidance for Home Visiting Services

### What is Coronavirus (COVID-19)?

The 2019 Novel (New) Coronavirus is a virus that causes a disease called COVID-19. The most common symptoms include: fever, cough, and shortness of breath. The virus is spread person-to-person, either in close contact (about 6 feet) or through respiratory droplets produced when an infected person coughs or sneezes. Older adults, pregnant women, and individuals of any age with serious chronic medical conditions (e.g. heart disease, diabetes, lung disease).

### Who can I contact about general questions about COVID-19?

Please call the Madison County COVID-19 Hotline: 315-366-2770 or the Upstate University Hospital Triage Line: 315-464-3979.

### Executive Orders Issued for Public and Private Sector Entities during the COVID-19 Outbreak

In an effort to slow the spread of COVID-19, the Governor enacted new restrictions for both public and private sector entities. This includes temporary closures of non-essential services, occupancy limits, and in-person workforce reductions. Recognizing that your establishment is an essential service and continuing to conduct business, it is highly recommended that you adjust how business is conducted to protect staff and community members.

For the most up-to-date information, please visit: <https://www.governor.ny.gov/news>.

### What Supervisors Can Do in Response to COVID-19

- Ensure staff are aware of sick leave policies and are encouraged to stay home if they have any symptoms of illness, especially respiratory.
- Implement flexible worksites (e.g. telecommuting) and flexible work hours (e.g. staggered shifts) for all staff, to increase the physical distance among employees
  - Live stream meetings (e.g. Zoom video conference)
- Make contingency plans for increased absenteeism caused by illness and recent school closures. Planning for absenteeism could include extending hours, cross-training current employees, or hiring temporary employees.
- Assist your staff manage the stress & anxiety
  - Encourage staff to take breaks from news media. Hearing about the pandemic repeatedly can be upsetting.
  - Take care of your body. Try to eat healthy, well-balanced meals, exercise regularly, meditate, get plenty of sleep, and avoid alcohol & drugs.
  - Call the Madison County Mental Health Crisis line at 315-366-2327 or text TalkWithUs to 66746
- Promote social distancing among employees
  - Stay at home as much as possible – avoid public gatherings and unnecessary appointments
  - Keep 6 feet of distance from others in public and in the workplace
  - Cancel unnecessary travel plans
- Disinfect high-touch surfaces and objects (i.e. tables, doorknobs, light switches, remotes).
  - For more information on disinfection methods and products:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/home/cleaning-disinfection.html>

**Please consider screening clients and their family members prior to home-based visits using the following questions:**

1. Have you or someone in your family traveled to a country for which the CDC has issued a Level 2 or 3 travel advisory within the last 14 days?\*
2. Have you or a family member had contact with any suspected or positive cases of COVID-19 within the last 14 days?
3. Do you have any symptoms of respiratory infection (e.g. cough, sore throat, fever, shortness of breath)?

\*For the most up-to-date travel information, please visit: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

If the client or family member responds “Yes” to questions 1 OR 2, but “No” to question 3, please direct them to the Madison County Health Department at 315-366-2361. If the client or family member responds “Yes” to questions 1 OR 2, AND has any signs of illness, please ask them to reach out to their medical provider or the Upstate Triage Line, reschedule the appointment, and contact Madison County Health Department.

**What Staff Members Can Do in Response to COVID-19**

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer that contains at least 60% alcohol.
- ***Stay home when you are sick. Contact your families and reschedule any in-person visits.***
- 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 and wash your hands.
- Practice social distancing among employees
  - Stay at home as much as possible – avoid public gatherings and unnecessary appointments
  - Keep 6 feet of distance from others in public and in the workplace
  - Cancel unnecessary travel plans
- Adhere to proper use of face coverings during and after shifts.
- Cover your cough or sneeze with a tissue, throw the tissue in the trash and wash your hands.

**Governor’s Executive Order: Mandatory Face Coverings for Essential Workers**

To protect the health of employees and public, all employees of essential businesses are mandated to wear face coverings when in direct contact with customers or members of the public. It is the responsibility of the employer to provide face coverings for their employees effective Wednesday, April 15 at 8pm.

To learn more, visit: <https://www.madisoncounty.ny.gov/2562/CDC-Recommendation-Cloth-Face-Covering-i>

**More Information**

Madison County Health Department: <https://www.madisoncounty.ny.gov/2479/Coronavirus-COVID-19>

NYS Department of Health: <https://www.health.ny.gov/diseases/communicable/coronavirus/>

CDC: <https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>