



Medical Supply Inventory Control Guidelines

PCS Face Mask Addendum

PURPOSE:

The purpose of this policy is to amend Addus Policy 2.0 Inventory Control- Medical Supplies to address the current CMS guidelines for the use of face masks when caring for individuals in their home.

POLICY:

All staff are required to adhere to Addus Policy 2.0 Inventory Control- Medical Supplies. Additional action identified based on service type requirements put into place for addressing COVID-19 will also be followed.

Client Face Masks:

Each client will be provided with one ear loop face mask to wear during service delivery.

- Face masks should not be worn by the client if it impedes their breathing or if they utilize any breathing apparatus such as oxygen.
- When possible, the client should don their own face mask. When this is not possible, the caregiver should don the mask on them at the beginning of the visit while wearing gloves.
- At the end of the visit, the client should remove their own mask and place it in a paper bag (if available) or in a safe place for future use.
- Due to face mask shortages, Addus is following CDC recommendations and asking each client to re-use the facemask for each service visit.
- The face mask should be replaced only if it becomes soiled or torn.
- Patients may wear their own fabric face covering in lieu of the company-supplied facemask. Employee should instruct the patient or caregiver to wash the fabric face covering daily.

Employee Face Masks:

Each employee will be issued one ear loop face mask per week required for use when working in the office or when providing client care. Addus will issue caregivers one mask *per* client per week.

- Family caregivers and consumer directed caregivers who live in the home are responsible for providing their own or arranging with their client for the provision of a face mask. Those that do not reside in the home will have a facemask made available to them.
- Caregivers will be provided with the PPE Job Aid when receiving their initial supply of masks.
- Due to face mask shortages, Addus is following CDC recommendations and asking each caregivers to re-use their face mask.
- Face masks provided by Addus are not for personal use outside of working hours.
- If a face mask becomes damaged or soiled, the employee should notify their supervisor for a replacement.

Face Mask Storage:

Due to face mask shortages, we are following CDC recommendations for facemask re-usage. Employees and clients are being asked to store their face masks in a clean paper bag or breathable container when not in use (no plastic bags). Employees should discard face masks after one week and contact their local branch for replacements.

Employee Face Coverings

Employees are strongly encouraged to follow the CDC recommendation of wearing a face covering (e.g. fabric face mask) in public settings where other social distancing measures are difficult to maintain, **especially** in areas of significant community-based transmission, to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Face coverings should be washed at least once a day and stored in a paper bag when not in use.

Facility Staffing

- Employees providing care in facilities are expected to follow the protocols and policies in place at the facility
- PPE appropriate for the care being delivered should be provided by the facility.

Supply Coordination

- Situations not addressed by this policy should be addressed to Heather Stewart. She can be reached at hstewart@addus.com or 903-267-5714.
- Coordination of supplies will be directed out of Frisco, TX. Surplus PPE based on your service type should be sent there for re-distribution.
- **Non-essential purchasing of supplies not in compliance with this policy is prohibited.**