



## Information regarding the NOVEL COVID-19 (Coronavirus)

3/17/2020

As a valued team member of Pulse Medical Staffing, your health and well-being are important to us. While many questions regarding the novel coronavirus remain unanswered at this time, there are practical, common sense ways for you to take care of yourself, protect others, and monitor latest developments.

Based on guidance from the [U.S. Centers for Disease Control and Prevention](#), Pulse Medical Staffing recommends that employees

- Avoid close contact with people who are sick
  - Avoid touching their eyes, nose, and mouth
  - Stay home when they are sick
  - Cover their cough or sneeze with a tissue, then throw the tissue in the trash
  - Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe
  - Not wear a face mask unless they show symptoms respiratory illness, including COVID-19
  - Wash their hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing their nose, coughing, or sneezing (if soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol)
  - Remember that you choose your shifts, you choose to work.
  - [Call ins or shift cancellations](#) are only accepted via calling the **877-883-8677** toll free number.
- 
- **Any staff member that travels outside of the United States must call our office at 877-883-8677 after returning home before they can return to work.** All staff returning from any international travel must be assessed by Occupational Health before returning to work. Please notify our office as quickly as possible about returns, they will gather information about travel and clinical symptoms.
  - Based on screening, Occupational Health will determine if they can return to work and if any additional precautions like surgical or isolation masks are required.
  - If you encounter someone known of traveling internationally, please notify us ahead of time to ensure the correct Occupational Health contact may be provided. Changes are happening frequently in our policy.

Employees who have questions or concerns regarding this information should speak with us immediately.

To learn more about the novel coronavirus and keep up with the latest developments, see the [About Coronavirus Disease 2019](#) and [CDC's Frequently Asked Questions and Answers](#) webpages. For information about handwashing, see [CDC's Handwashing](#) website.

**Dan Latham, CEO**

## **Answers to your most common questions:**

Updated March 2, 2020

### **What is a coronavirus?**

It is a novel virus named for the crownlike spikes that protrude from its surface. The coronavirus can infect both animals and people and can cause a range of respiratory illnesses from the common cold to lung lesions and pneumonia.

### **How contagious is the virus?**

It seems to spread very easily from person to person, especially in homes, hospitals and other confined spaces. The pathogen can travel through the air, enveloped in tiny respiratory droplets that are produced when a sick person breathes, talks, coughs or sneezes.

### **Where has the virus spread?**

The virus, which originated in Wuhan, China, has sickened more than 89,700 in at least 67 countries and more than 3,000 have died. The spread has slowed in China, but is picking up speed in Europe and the United States.

### **What symptoms should I look out for?**

Symptoms, which can take between two to 14 days to appear, include fever, cough and difficulty breathing or shortness of breath. Milder cases may resemble the flu or a bad cold, but people may be able to pass on the virus even before they develop symptoms.

### **How do I keep myself and others safe?**

Washing your hands frequently is the most important thing you can do, along with staying at home when you're sick and avoiding touching your face.

### **How can I prepare for a possible outbreak?**

Keep a 30-day supply of essential medicines. Get a flu shot. Have essential household items on hand. Have a support system in place for elderly family members.

### **What if I'm traveling?**

The C.D.C. has advised against all non-essential travel to South Korea, China, Italy and Iran. And the agency has warned older and at-risk travelers to avoid Japan.

### **How long will it take to develop a treatment or vaccine?**

Several drugs are being tested, and some initial findings are expected soon. A vaccine to stop the spread is still at least a year away.

## Information on Protecting yourself with Proper Technique

- **Hand Hygiene**

Healthcare providers should perform hand hygiene using antibacterial hand soap before and after all patient contact, contact with potentially infectious material, and before putting on and upon removal of Personal Protective Equipment, including gloves. Hand hygiene in healthcare settings also can be performed by washing with soap and water for at least 20 seconds. If hands are visibly soiled, use soap and water before returning to antibacterial hand soap.

- **Personal Protective Equipment**

Facilities should supply appropriate Personal Protective Equipment accordance with [OSHA's PPE standards \(29 CFR 1910 Subpart I\)](#).

HCP must receive training on and demonstrate an understanding of when to use PPE; what PPE is necessary; [how to properly don, use, and remove](#). PPE should be used in a manner to prevent self-contamination; how to properly dispose of or disinfect and maintain PPE; and the limitations of PPE. Any reusable PPE must be properly cleaned, decontaminated, and maintained after and between uses. Facilities should have policies and procedures describing a recommended sequence for safely donning and doffing PPE:

- **Gloves**

- Perform hand hygiene, then put on clean, non-sterile gloves upon entry into the patient room or care area. Change gloves if they become torn or heavily contaminated.
- Remove and discard gloves when leaving the patient room or care area, and immediately perform hand hygiene.

- **Gowns**

- Put on a clean isolation gown upon entry into the patient room or area. Change the gown if it becomes soiled. Remove and discard the gown in a dedicated container for waste or linen before leaving the patient room or care area. Disposable gowns should be discarded after use. Cloth gowns should be laundered after each use.

- **Respiratory Protection**

- Use respiratory protection (i.e., a respirator) that is at least as protective as a fit-tested NIOSH-certified disposable N95 filtering facepiece respirator before entry into the patient room or care area. See appendix for respirator definition.
- Disposable respirators should be removed and discarded after exiting the patient's room or care area and closing the door. Perform hand hygiene after discarding the respirator.

- Respirator use must be in the context of a complete respiratory protection program in accordance with Occupational Safety and Health Administration (OSHA) Respiratory Protection standard). Staff should be medically cleared and fit-tested if using respirators with tight-fitting facepieces (e.g., a NIOSH-certified disposable N95) and trained in the proper use of respirators, safe removal and disposal, and medical contraindications to respirator use.
- **Eye Protection**
  - Put on eye protection (e.g., goggles, a disposable face shield that covers the front and sides of the face) upon entry to the patient room or care area. Remove eye protection before leaving the patient room or care area. Reusable eye protection (e.g., goggles) must be cleaned and disinfected according to manufacturer's reprocessing instructions prior to re-use. Disposable eye protection should be discarded after use.
- Please note-
  - **Any staff member that travels outside of the United States must call our office at 877-883-8677 after returning home before they can return to work.** All staff returning from any international travel must be assessed by Occupational Health before returning to work. Please notify our office as quickly as possible about returns, they will gather information about travel and clinical symptoms.
  - Based on screening, Occupational Health will determine if they can return to work and if any additional precautions like surgical or isolation masks are required.
  - If you encounter someone known of traveling internationally, please notify us ahead of time to ensure the correct Occupational Health contact may be provided. Changes are happening frequently in our policy.

**Summary:** Wear a disposable facemask and gloves when you touch or have contact with the patient's blood, stool, or body fluids, such as saliva, sputum, nasal mucus, vomit, urine.

- Throw out disposable facemasks and gloves after using them. Do not reuse.
- When removing personal protective equipment, first remove and dispose of gloves. Then, immediately clean your hands with soap and water or alcohol-based hand sanitizer. Next, remove and dispose of facemask, and immediately clean your hands again with soap and water or alcohol-based hand sanitizer if soap is not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

## Steps to help prevent the spread of COVID-19 if you are sick

**Follow the steps below:** If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, follow the steps below to help prevent the disease from spreading to people in your home and community.



Stay home except to get medical care

- **Stay home:** People who are mildly ill with COVID-19 are able to isolate at home during their illness. You should restrict activities outside your home, except for getting medical care.
- **Call 877-883-8677 Immediately to notify us.**
- **Avoid public areas:** Do not go to work, school, or public areas.
- **Avoid public transportation:** Avoid using public transportation, ride-sharing, or taxis.



Separate yourself from other people and animals in your home

- **Stay away from others:** As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.
- **Limit contact with pets & animals:** You should restrict contact with pets and other animals while you are sick with COVID-19, just like you would around other people. Although there have not been reports of pets or other animals becoming sick with COVID-19, it is still recommended that people sick with COVID-19 limit contact with animals until more information is known about the virus.
- When possible, have another member of your household care for your animals while you are sick. If you are sick with COVID-19, avoid contact with your pet, including petting, snuggling, being kissed or licked, and sharing food. If you must care for your pet or be around animals while you are sick, wash your hands before and after you interact with pets and wear a facemask.



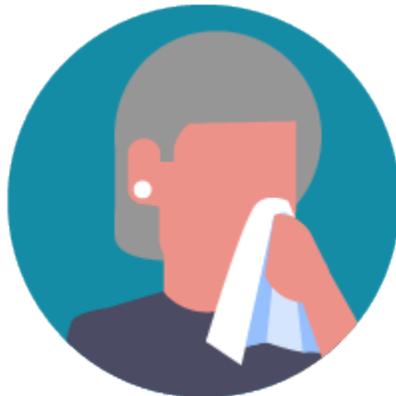
Call ahead before visiting your doctor

- **Call ahead:** If you have a medical appointment, call the healthcare provider and tell them that you have or may have COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.



Wear a facemask if you are sick

- **If you are sick:** You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) or pets and before you enter a healthcare provider's office.
- **If you are caring for others:** If the person who is sick is not able to wear a facemask (for example, because it causes trouble breathing), then people who live with the person who is sick should not stay in the same room with them, or they should wear a facemask if they enter a room with the person who is sick.



Cover your coughs and sneezes

- **Cover:** Cover your mouth and nose with a tissue when you cough or sneeze.
- **Dispose:** Throw used tissues in a lined trash can.
- **Wash hands:** Immediately wash your hands with soap and water for at least 20 seconds or, if soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



### Clean your hands often

- **Wash hands:** Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- **Hand sanitizer:** If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Soap and water:** Soap and water are the best option if hands are visibly dirty.
- **Avoid touching:** Avoid touching your eyes, nose, and mouth with unwashed hands.



### Avoid sharing personal household items

- **Do not share:** You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home.
- **Wash thoroughly after use:** After using these items, they should be washed thoroughly with soap and water.



Clean all “high-touch” surfaces everyday

- **Clean and disinfect:** Practice routine cleaning of high touch surfaces.

High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables.

- **Disinfect areas with bodily fluids:** Also, clean any surfaces that may have blood, stool, or body fluids on them.
- **Household cleaners:** Use a household cleaning spray, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.



### Monitor your symptoms

- **Seek medical attention:** Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing).
- **Call your doctor:** Before seeking care, call your healthcare provider and tell them that you have, or are being evaluated for, COVID-19.
- **Wear a facemask when sick:** Put on a facemask before you enter the facility. These steps will help the healthcare provider's office to keep other people in the office or waiting room from getting infected or exposed.
- **Alert health department:** Ask your healthcare provider to call the local or state health department. Persons who are placed under active monitoring or facilitated self-monitoring should follow instructions provided by their local health department or occupational health professionals, as appropriate.

**Call 911 if you have a medical emergency:** If you have a medical emergency and need to call 911, notify the dispatch personnel that you have, or are being evaluated for COVID-19. If possible, put on a facemask before emergency medical services arrive.



### Discontinuing home isolation

- **Stay at home until instructed to leave:** Patients with confirmed COVID-19 should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low.
- **Talk to your healthcare provider:** The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.

### Q: How is COVID-19 treated?

Answer: Not all patients with COVID-19 will require medical supportive care. Clinical management for hospitalized patients with COVID-19 is focused on supportive care of complications, including advanced organ support for respiratory failure, septic shock, and multi-organ failure. Empiric testing and treatment for other viral or bacterial etiologies may be warranted.

Corticosteroids are not routinely recommended for viral pneumonia or ARDS and should be avoided unless they are indicated for another reason (e.g., COPD exacerbation, refractory septic shock following Surviving Sepsis Campaign Guidelines).

There are currently no antiviral drugs licensed by the U.S. Food and Drug Administration (FDA) to treat COVID-19.

Please read, and answer the questions on the next page and email or fax in to the office immediately.



**Attestation Statement:**

The Pulse Medical Staffing Clinical and Credentialing Operations teams have been following the Coronavirus (COVID-19) outbreak that originated in China and has now spread internationally. The Centers for Disease Control and Prevention (CDC) is closely monitoring the outbreak and recommends health care professionals to have heightened awareness and preparedness.

To help ensure safety of all patients and healthcare workers, please complete the questions below. If you have questions regarding the information on this form, please reach out to us.

1. Have you traveled greater than 75 miles from your home within the last 30 days

Yes

No

If yes, where have you traveled?

\_\_\_\_\_

2. Do you have any travel plans in the next 6 months?

Yes

No

If yes, where do you plan to travel and how long? \_\_\_\_\_

3. Have you been in contact with anyone who has traveled domestically or internationally within the last 30 days?

Yes

No

4. Have you been in close contact with a person who has or has been tested for COVID-19?

Yes

No

5. Have you or anyone you've had close contact with have the following symptoms within the last 30 days: Fever, cough, shortness of breath, sore throat

YES

No

If yes, can you elaborate further? \_\_\_\_\_

If you have plans to travel to an affected area in the near future, please advise us today.

For more information on the Coronavirus (COVID-19) outbreak, please visit the CDC website at 2019 Novel Coronavirus.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Completed: \_\_\_\_\_