



SHEBOYGAN COUNTY

*Division of Public Health
Health and Human Services Department*



Public Health
Sheboygan County
Division of Public Health

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To: Long Term Care Facilities, Assisted Living Facilities, Facilities Serving People with Developmental Disabilities, and Other Health Care Providers, Staffing Agencies and Hospice

From: Starrlene Grossman RN, MPH
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Guidance for Long-Term Care Facilities Regarding Use of Staffing Agencies and Hospice

Summary: The Sheboygan County Division of Public Health is providing additional guidance to all Long-Term Care Facilities (LTCFs), Assisted Living Facilities (ALFs), Facilities Serving People with Developmental Disabilities, Hospice and Staffing Agencies in Sheboygan County to help them improve their infection prevention and control practices to prevent the transmission of COVID-19. These recommendations apply to facilities caring for patients who are elderly and/or have chronic medical conditions that place them at high risk of severe complications from COVID-19. This guidance will be evaluated and updated as necessary. In the event that there is concern for spread of COVID-19 between facilities a more official order for local action will be considered.

- To the extent that it is possible all staffing agencies or similar businesses, including hospice providers who provide temporary or full-time staff to work at long-term care facilities should prohibit or limit allowing the same personnel from working in multiple facilities during this state of emergency.
- Facilities should identify staff who work at multiple facilities (for example, agency staff, regional or corporate staff) and actively screen and restrict them appropriately to ensure they do not place individuals in the facility at risk for COVID-19. If possible limit the movement of these staff through the facility to a specific area.
- All staffing agencies or similar businesses, including hospice providers and any staff member working who provides temporary or full-time staff to work at long-term care facilities must disclose to their employer if they are working in more than one long-term care facility in Sheboygan County.
- Facilities should advise any individuals who entered the facility (for example, hospice and agency staff), to monitor for signs and symptoms of respiratory infection for at least 14 days after exiting the facility. If symptoms occur, advise them to self-isolate at home, contact their health care provider, and immediately notify all facilities of the date they were in the facility, the individuals they were in contact with, and the locations within the facility where they visited. Facilities should immediately screen the individuals of reported contact, and take all necessary actions based on their findings.