

COLORADO OFFICE OF PUBLIC GUARDIANSHIP
POLICY 7: COVID-19 SERVICES STANDARDS
AND WORK PLAN

The Colorado Office of Public Guardianship's (OPG) risk assessment and public health management of clients with potential COVID-19 infection or vulnerability to infection will follow guidelines set forth by The Centers of Disease Control and Prevention (CDC). The CDC's COVID-19 guidelines are intended to address recommended infection prevention and control practices in residential and healthcare settings.

1. When the guardian is working with a client who is experiencing symptoms of COVID-19 infection (e.g., fever, cough, and shortness of breath), the guardian will:
 - a. Make every effort to interview the client by telephone, text, or video conference.
 - b. If the guardian must interview a client in their home, the guardian will wear CDC recommended, such as, personal protective equipment (PPE), including a gown, gloves, eye protection, and respiratory protection that is at least protective as a NIOSH-approved N95 filtering facepiece respirator.
 - c. The guardian will observe hand hygiene before putting on and after removing PPE, which will include using alcohol-based hand sanitizer that contains 60 to 95% alcohol.
 - d. The guardian will put on PPE outside of the home/facility prior to entry into the home/facility.
 - i. If the guardian is unable to put on all PPE outside of the home/facility, it is preferred that face protection (i.e., respirator and eye protection) be put on before entering the home/facility. The guardian will alert persons within the home/facility that the guardian will be entering the home/facility and will ask the person to move to a different room, if possible, or keep a 6-foot distance in the same room. Once the entry area is clear, the guardian will enter the home/facility and put on a gown and gloves.
 - e. The guardian shall dispose of PPE in a trash can that is outside of the home/facility. PPE should not be taken into the guardian's personal vehicle.

2. When the guardian is assessing clients without symptoms of COVID-19 infection, the guardian will:

a. Continue to follow CDC guidelines for working with vulnerable populations to reduce the possibility of spreading the virus. The guardian will make every effort to interview asymptomatic clients by telephone, text, or video conference.

b. If an in-person interview with a client must be conducted, the guardian shall stay at least 6 feet away from the client and ask the client if they have had a fever or respiratory symptoms. If the interview and assessment are occurring in the home/facility environment, the guardian should not enter the home/facility until the client has been asked and the person has been determined to not have COVID-19 infection.

c. The guardian will observe hand hygiene before, during, and after the in-person interview, which will include using alcohol-based hand sanitizer that contains 60 to 95% alcohol.

3. The guardian will make every effort to assess clients to determine if emergency medical attention is required.

a. The guardian will be mindful that the symptoms of COVID-19 infection that requires medical attention. Noting that the guardian will adhere to using preventive measures, as indicated by the CDC, to prevent the spread of COVID-19. Signs and symptoms to look for while assessing the client: fever, shortness of breath, persistent pain or pressure in the chest, new confusion or inability to arouse, and bluish lips or face.

4. In case planning, the guardian shall be mindful that older adults and people who have severe underlying chronic medical conditions like heart and lung disease or diabetes are at a higher risk for developing more serious complications from COVID-19 illness, and thusly require that the guardian observe more stringent precautionary measures to lessen the likelihood of the client being exposed to the COVID-19 virus.

5. The Public Guardian will adhere to this policy only if the Public Guardian has been assessed for COVID-19. If the Public Guardian has been in contact or near an individual diagnosed with COVID-19, or suspected of having COVID-19, the Public Guardian will be assessed for COVID-19, self-quarantine for 14 days, and not be allowed to conduct any in-person client visits for a period of 14 days. The Public Guardian will be responsible for ensuring that reasonable steps are taken to complete the required monthly client visit.

6. During self-quarantine, the Public Guardian shall continue to work remotely. If the Public Guardian's health is such that Paid Time Off (PTO) must be utilized, the Public Guardian shall ensure coverage of schedule, calls, meetings, etc.

7. If the Director has been in contact or near an individual diagnosed with COVID-19, or suspected of having COVID-19, the Director will be assessed for COVID-19, self-quarantine for 14 days, and not be allowed to conduct any in-person meetings for a period of 14 days. During self-quarantine, the Director shall continue to work remotely. If the Director's health is such that Paid Time Off (PTO) must be utilized, the Director shall ensure coverage of schedule, calls, meetings, etc. For emergency situations, the Public Guardians and Staff Assistant will hold a group conference to identify immediate needs and issues and then conference with the Commission Chair for direction.

8. This policy is a fluid document and will be updated frequently to be in line with CDC recommendations, as well as local and state recommendations.