

## Appendix 3.10

# Symptom and Room Checks

Every resident should have symptom check daily. Room checks must be conducted daily. Procedures will vary depending on whether the resident is under isolation or quarantine.

### For those experiencing isolation or quarantine:

For each person who is required to isolate due to symptoms or confirmed COVID-19, or who must quarantine due to exposure, use the *COVID Tracker* in the “COVID Resources” folder in the Dropbox to determine the length of quarantine or isolation. Contact MDH with any questions about how to calculate this.

#### 1. Symptom checks

- a. Use the form *Isolation and Symptom Monitoring* found in the “JSHP Forms” folder in the Dropbox. Each person must have their own form—do not use a single form for a room with multiple people in the room.
- b. If the resident has a thermometer in their room, ask them to use it to take the temperature of each person in the room. For each person, ask about and record symptoms as directed in the form.
- c. If the person does not have a thermometer, ask them to come to the door with a mask on to use the thermal thermometer to take temperatures. Wear a mask and face shield if necessary, using the briefest possible time to accomplish the task. You may ask about symptoms via phone.
- d. Be alert to the possibility that someone’s medical condition is deteriorating and be prepared to respond. Refer to the document *COVID-19 Information for Shelters* or the *Shelter Toolkit* from MDH, located in the COVID-19 folder in the Dropbox.

#### 2. Room checks

- a. When conducting symptom checks, be sure to have a supply of trash bags and disinfecting wipes with you. Offer trash bags or wipes as needed. You may leave them outside the door of the room for the participant to retrieve.

- b. The participant may leave trash bags outside their door. Assist in disposing of the trash. Use gloves and masks when doing so.

For those not under isolation or quarantine:

1. Using the form Room and Symptom Check located in the JSHP Forms folder in the Dropbox, check for new symptoms and determine whether participants need additional support for room upkeep.
  - a. Symptom checks
    - i. Using the temporal thermometer, sweep it slowly across the forehead from a distance of about 12 inches. Do this for each person in the room.
    - ii. Ask if anyone in the room has any NEW symptoms that could be related to COVID-19, such as cold symptoms, headache, fatigue, loss of taste or smell, etc.
    - iii. If no change, check off on the form; if there is a change, record and consult with supervisors about the possibility of isolation.
  - b. Room checks
    - i. Be sure the participant understands that you are not monitoring or judging housekeeping standards, but rather are trying to see if anyone needs help with upkeep in their room and identifying maintenance needs early on.
    - ii. If the participant is not masked, ask them to put on a mask and step back a few feet.
    - iii. Step into the room to the point where the carpet begins and look around the room.
    - iv. Note whether it appears the participant needs trash bags, wipes, or other cleaning support and offer help.
    - v. Asks if there are any maintenance needs. In particular, ask if the refrigerator is working and if not, advise that it should be emptied, turned off and unplugged for 24 hours with a towel inside to catch water as it defrosts. This should be done weekly.
    - vi. If participants have adjoining rooms, room check must be done for both rooms.

- vii. If participants are not in the room during room check, enter the room and look around as above. You might need to step into the room and check the refrigerator.
- viii. Make note of any maintenance needs on the form and inform the supervisor.