

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Consumer Related

POLICY NO: 05-017

SUBJECT: Observation, Care, and Reporting of Routine
and Communicable Illness

PAGE(S): 1 of 1

EFFECTIVE DATE: April 1988

Policy:

It is the policy of Cottonwood, Inc. to assist and provide for consumers in the event that they become sick with a routine illness. Communicable diseases that present a public health hazard will be monitored by Health Supports working in conjunction with the Health Department. Cottonwood, Inc. will follow Health Department protocols for containment and information dissemination to staff and consumers.

Procedures:

1. All staff who come in daily contact with a consumer are required to observe and report to the Health Supports Nurse or department coordinator signs of routine or communicable illnesses, who will then follow up with appropriate care.
2. Such observations should include description of physical symptoms, temperature readings, consumer comments, unusual behavior, and over-the-counter medication given.
3. Staff will be notified by the Health Support Nurse, department coordinator or Support Services Coordinator of follow-through treatment as recommended and/or prescribed.
4. It is the responsibility of the consumer, the consumer's residential provider or the family/guardian to notify the day services supervisor/coordinator when they are too ill to come to Cottonwood, Inc. so that the absence can be properly coded. It is also important to report and make others aware of an unexpected absence to determine if follow up is necessary. Day staff must investigate any unexpected absence.
5. Residential consumers who are ill must come to Cottonwood, Inc. to be evaluated by nursing staff. If the consumer is too ill to travel or suspected of a highly contagious airborne illness, the staff person will call the On-Call Manager for assistance. These individuals will not be left unattended. The exception is SIL consumers and any other consumers who have been determined by the team to be safe alone during routine illnesses; these exceptions must be documented. SIL consumers should contact Health Support Nurse, case manager, on-call manager, or coordinator when ill. The person contacted is then responsible for informing the appropriate member of the Consumer's support team.
6. Failure by Cottonwood, Inc. staff to report illnesses will result in supervisory follow-up and may result in disciplinary action. An email, phone call, or text are all acceptable routes of communication. Contact notes and Incident Reports are not immediate enough to serve as a reporting mechanism.