

COVID 19

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Board member

Tonight's Discussion

How to Protect Yourself and Others

What Action to Take

How to Manage Anxiety and Stress

How to Adapt to Changes

Questions

SYMPTOMS of COVID-19

FEVER



COUGH



SHORTNESS
OF BREATH



WHAT to DO?

EMPLOYEES:

- Stay Home and Isolate

RESIDENTS:

- Surgical Mask (re-use)
- Isolate
- 6 ft Social Distancing

EVERYONE:

- Wash Hands Frequently
- Clean & Disinfect 2x/shift or more often as needed
- Social Distancing

Symptoms

IHC Symptom
Checker:
<https://intermountainhealthcare.org/>

How to Protect Yourself and Others

COVID-19 (novel coronavirus)

 COVID-19 (Novel Coronavirus) Notice



HELP STOP
THE SPREAD

6 Steps to Stop the Spread of Germs

 <p>PHYSICAL CONTACT Avoid close contact with people who are sick.</p>	 <p>KEEP HANDS CLEAN Wash hands often with soap and warm water for 20 seconds.</p>	 <p>AVOID TOUCHING FACE Try to avoid touching your eyes, nose, and mouth with unwashed hands.</p>
 <p>HAVE A COUGH OR COLD? Cough or sneeze into your elbow, not your hand.</p>	 <p>CLEAN SURFACES Clean and disinfect frequently touched objects and surfaces.</p>	 <p>FEELING SICK? Stay home when you're sick. (Keep children home from school)</p>

When To Test

- Released
- Takes 2 Negative Tests
- 24 hours Apart

TAKE THE RIGHT ACTION
COVID-19 TESTING

 Symptoms of COVID-19 (novel coronavirus) are: Fever, cough, or shortness of breath.

STAY HOME IF

No Symptoms Mild Symptoms Moderate Symptoms Severe Symptoms

Rest, drink fluids, stay 6 feet away from others, and wash your hands.

TESTING may be available

CALL IF

No Symptoms Mild Symptoms Moderate Symptoms Severe Symptoms

Call COVID-19 Hotline
844-442-5224

A healthcare professional will screen you for COVID-19. If testing is appropriate, they will provide information on testing options and availability.

For severe symptoms, visit an emergency room or dial 9-1-1



KEEP CALM AND Follow Procedure

- **DAILY UPDATES**
 - ✓ We will keep you in the loop
 - ✓ Check your email often
- **PROCEDURE UPDATES**
 - ✓ As Needed – Please Read & Follow
- **CHAIN of COMMAND**
 - ✓ Refer all Media/Public Inquiries to Admin.
 - ✓ If you don't know ASK
- **IT TAKES ALL OF US**
 - ✓ Be willing to help wherever you are needed
 - ✓ Be willing to learn something new
 - ✓ Be PATIENT, KIND, FLEXIBLE, CAREFUL and CALM

Take Action



Anxiety/Stress

Normal in an Abnormal Situation

Your mood and behavior may be affected, whether you recognize it or not. Signs include:

Common symptoms of other health issues mistaken for COVID symptoms

Trouble relaxing or sleeping

Difficulty concentrating, lack of focus

Obsessive seeking of information about emergency

Restlessness or jumpiness

Irritability, shorter temper than usual, other mood changes

Persistent feelings of nervousness, worry, or sadness

Recognize Signs of Stress/Anxiety

Continued

...

Headaches

Appetite changes

Anxiety-related stomach issues, stomach ache, diarrhea

Lack of energy, exhausted

Loss of enjoyment in activities

Feeling guilty (i.e., not able to help, not being sick when others are, not wanting to ask for help)

Unhealthy coping strategies (i.e., increased substance use, withdrawing, etc)

Signs of Stress/Anxiety



But, many reactions are born from lack of knowledge, misinformation, or rumors.



Distress may increase, even if you are at little or no risk of getting sick.



In an emergency, regular coping may be challenged.

Facing Emergencies

A large, textured orange watercolor splash shape on the left side of the slide, with various shades of orange and some darker spots.


Know when to ask for help

- If you or someone you know shows signs of stress – extended time
 - Reach out for help
 - Manager
 - Family
 - Friends
 - Clergy
 - Others

Common Concerns

Fear	Fear of being exposed/infected
Fear	Fear of unknown
Fear	Fear of exposing others/family
Fear	Fear of supply shortages
Fear	Fear of being asked to cover another duty
Fear	Fear of caring for family/not working
Fear	Fear of financial hardship

Going Home checklist

- Take a moment to think about today
 - Acknowledge on thing that was challenging: take a deep breath and let it go
 - Be proud of the care you gave today
 - Consider three things that went well today
 - Check on your team before you leave: Are you Okay?
 - Are you Okay? If not reach out to your manager
 - At Home: Change clothes – wash hands take a shower
 - Now switch your attention to Home: rest and recharge
- 



How to Talk with Kids About COVID

1

Manage your own anxiety

2

Be a source of truth, "What have our heard?"

3

Reflect on your child's emotion back them

4

Understand child's developmental level

5

Be honest, but don't share everything

6

Be reassuring

7

Help kids do things within their control, i.e. washing hands etc.

8

Seek professional help if needed



Coping Strategies

Be Informed
Be Smart
Be prepared
Be healthy
uncertainty
Be connected

Be positive
Be resilient
Be your best self
Be comfortable with



Be Informed

- Accurate Information
- Limit reading/watching new to 30 min
- Engage in calming activities
 - Deep breathing
 - Stretching
 - Hobbies
 - Music
 - Reading
 - Healthy distractions
 - Self talk –” We are going to get through this”
 - Other relaxing activities

Be Smart

- Follow evidence based practices
 - Wash hands/hand sanitizer
 - Cough into sleeve/tissue
 - Avoid touching eyes, nose , mouth
 - Avoid unnecessary social contact – virtual hugs
 - 6 foot distance
 - Assess how to adapt – in the shopping line

Be Prepared



Have a plan to address anxieties/concerns

Some worry about whether they will be exposed
Some worry about having food/supplies
Some worry about finances, job, etc.



Know what your concerns are



Take steps to address your concerns



Remember, anxiety can be a positive prompt to help you be prepared.



Be Healthy

- Know How to Soothe Under Stress
 - Sleep
 - Nutrition
 - Exercise
 - Music
 - Reading
 - Singing
 - Meditation/Mindfulness



Be Connected

- Family/Friends/Neighbors
 - Check in with them
 - Text a short message to someone today
 - Research shows that people who maintain strong social connections actually get sick less
- Faith
 - Connect/reconnect with spiritual roots or find new ones
 - Where do you go for peace and solitude?
 - How do you connect to a greater good?
 - Be mindful and intentional

Be Positive



Focus on what is in your control



Identify the good things in your life – focus your energy on these things



Look for what went well today



Practice gratitude

Be Resilient

Remember

Remember previous struggles and how you made it through

Tell

Tell yourself a good story

Connect

Connect with your strengths and values

Be

Be open to how you may grow because of this

Be Your Best Self

Crises often brings out the best in humanity

Notice when you help others

Notice when they help you

See the heroes who walk among us, starting with you


Be Comfortable with Uncertainty

- Steady yourself
- Practice being courageous in the face of unknown
- Remind yourself that you can do hard things
- Break difficult tasks into smaller parts
 - Research show tiny actions can conquer anxiety
 - SPACE: Small Positive Actions have Cumulative Effect
 - Just knowing what to do is not as important as actually doing it





You Have
Permission To:

A vibrant rainbow arches over a lush green landscape under a blue sky. The rainbow's colors are bright and distinct, transitioning from red on the left to violet on the right. The landscape below is a mix of green fields and darker, possibly wooded areas. The sky is a deep blue with some lighter patches. A large, semi-transparent white circle is overlaid on the left side of the image, containing the text 'Stories' and a list of bullet points.

Stories

- When the storm is over and the rainbow comes
- Write down the stories now
- Celebrate

Know

- You Are the Heroes
- You Make a Difference
- You Save Lives
- You Will Overcome



QUESTIONS





IT TAKES ALL OF US





**As we continue
to GROW and
branch out in
different
directions...**

**We need to make
sure our ROOTS
remain as ONE**

OUR MISSION

To empower families and individuals in need by addressing the underlying causes of their poverty and providing each client with a personalized, comprehensive plan that supports them on their journey to self-sufficiency and the opportunity to contribute to the community.

OUR VISION

We believe each individual has worth and value. Change occurs when people are treated with respect and dignity, empowered with skills and resources to better their circumstance.

Every individual is a part of our community and can be free from harm in stable affordable housing, with self-esteem, hope and abilities restored, to thrive and contribute in society.



GUIDING PRINCIPLES:

Golden Rule: To treat all people as we ourselves would wish to be treated.

Kindness: To demonstrate compassion and respect for all people.

Positive Influence: To judge our effectiveness by the extent to which individual lives are saved & improved by the positive experience of the people we influence.

Leadership: To lead by example, developing, promoting and sharing new ideas and programs to help those experiencing homelessness.

Authenticity: To do what we say we do.

Transparency: To be open and honest in our relationships.



WITHOUT

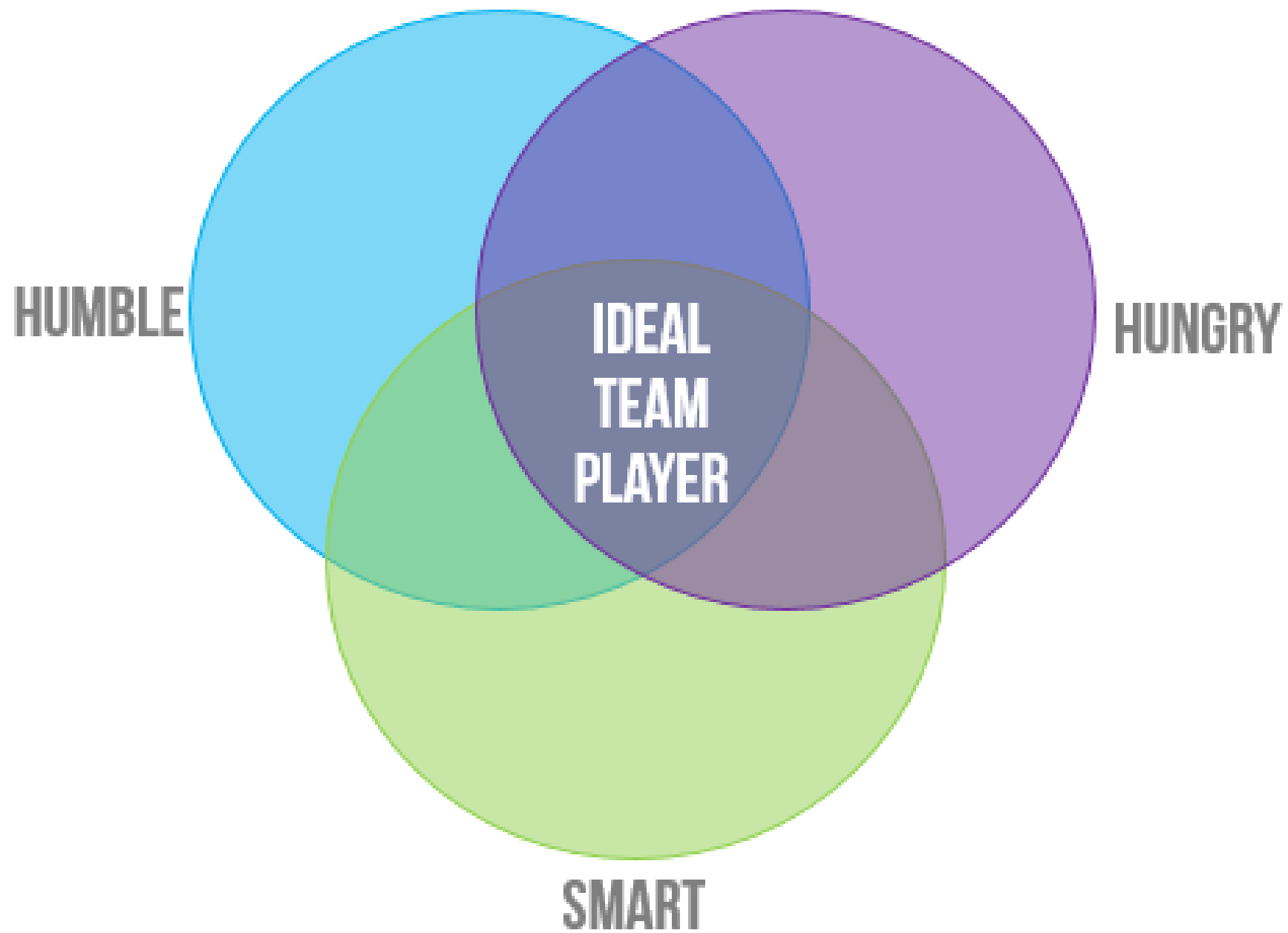


TEAMWORK

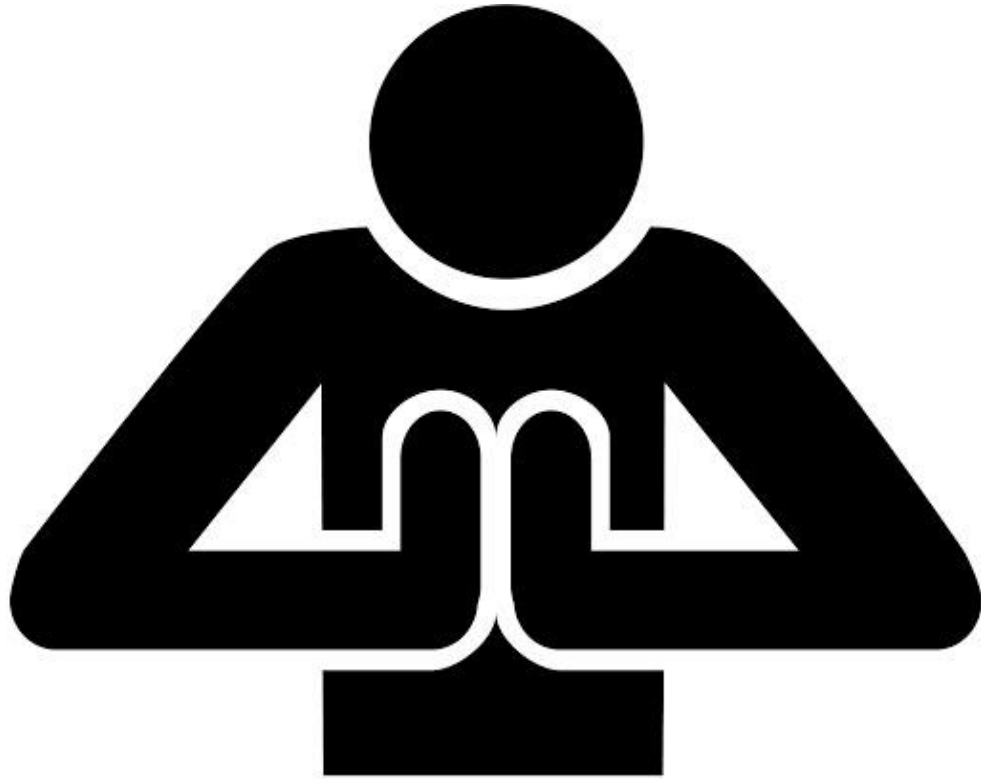
WITH



TEAMWORK



HUMBLE



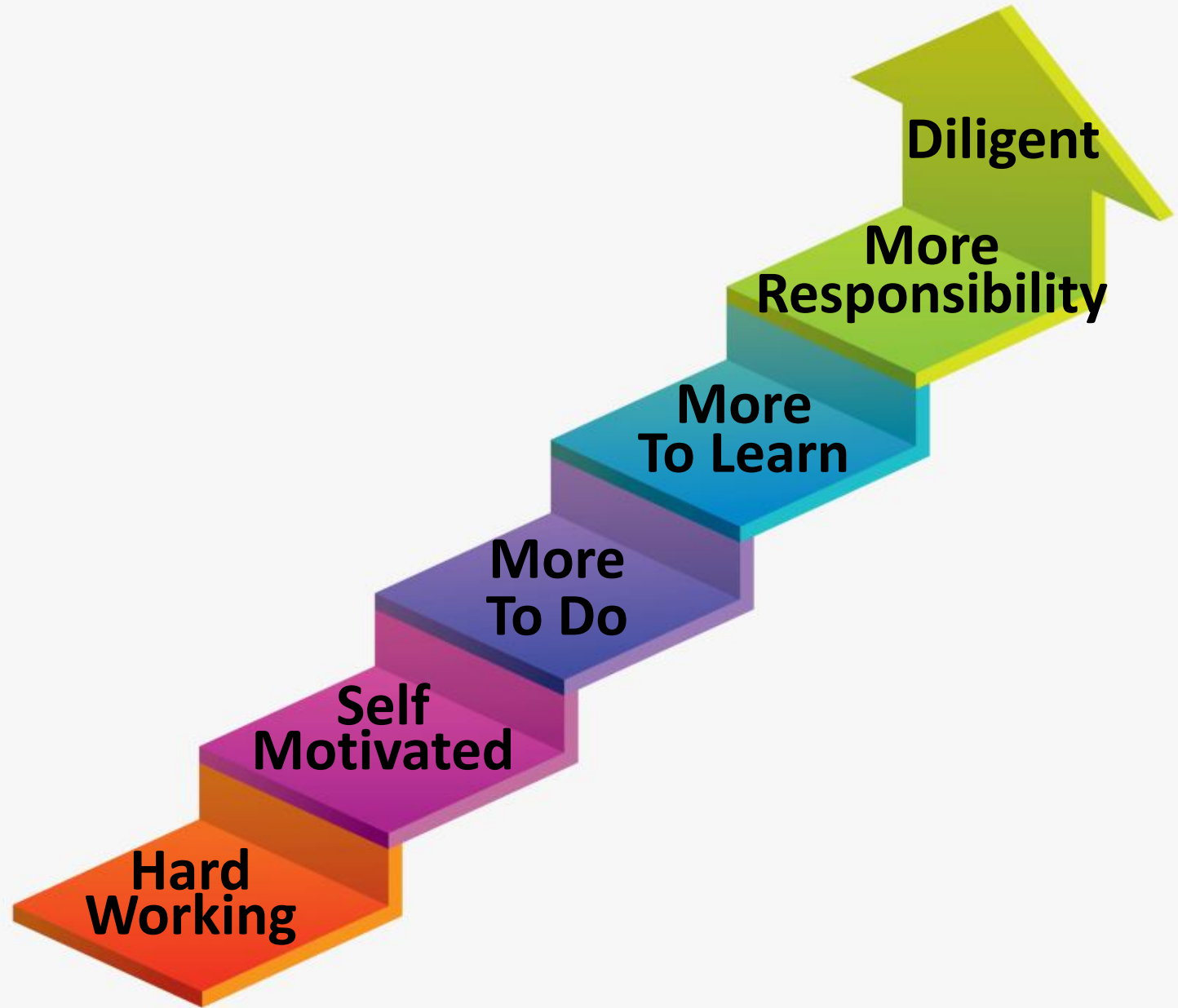
**Single GREATEST attribute
of a TEAM PLAYER**



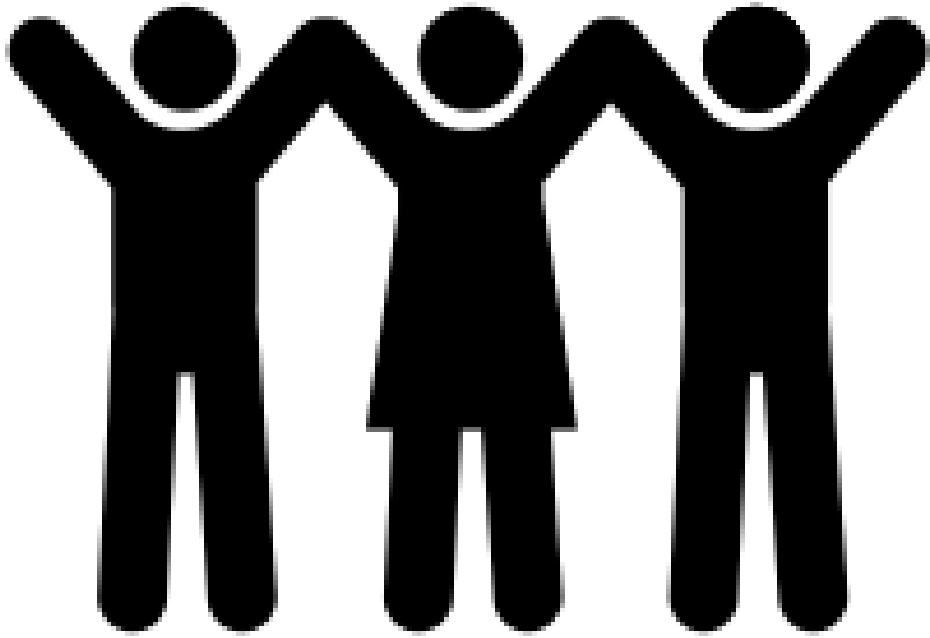
HUNGRY



**Hungry People almost
Never have to be pushed**



SMART



Having
COMMON SENSE
about PEOPLE

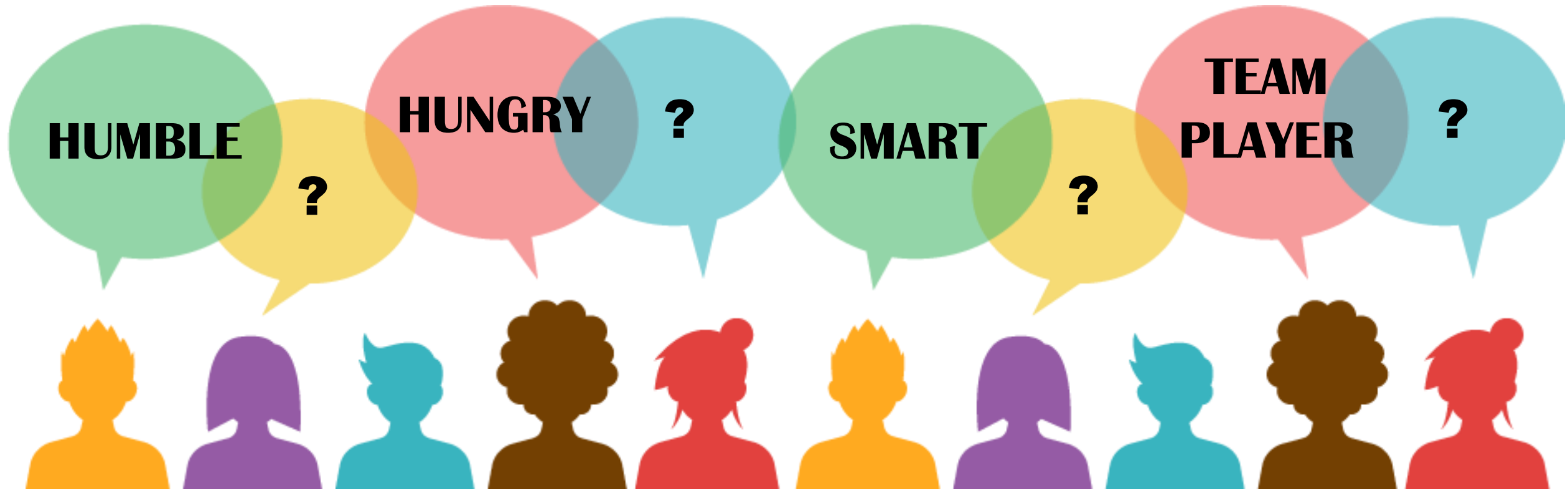
Listen to
Others

Ask Good
Questions

Have Good
Judgement

Aware

What would others say about how...



...You are?



POLICIES & PROCEDURES

The WHAT ♦ **The** HOW ♦ **& The** WHY

SO WE CAN ALL BE ON THE SAME PAGE



AND



- **PRELIMINARY ONBOARDING & PROBATIONARY**
- **FIREARMS/WEAPONS**
- **SOCIAL MEDIA**
- **INCIDENT REPORTS**

PRELIMINARY ONBOARDING & PROBATIONARY POLICY

This policy allows a period of time for both employee (new & existing) and employer to train, coach, correct, evaluate and determine if the employee is a good fit and a team player.

A preliminary onboarding period of 90 days for new employees

- The new employee will be given consistent training, feedback and coaching during this period in order to allow every opportunity for success in the new position.
- At the time of the 90-day evaluation or sooner, the supervisor will determine if the employee will be retained.

The right to put an existing employee on probation due to concerns in performance or behavior

- During this period, the employee will need to make corrective actions to improve their behavior and performance or they will be faced with more severe actions leading up to termination.
- Switchpoint will provide guidance, feedback and training while the employee will be expected to comply.
- Switchpoint reserves the right to extend the probation period or terminate the employment any time during the probationary period.



**NO FIREARMS
OR WEAPONS**

**ALLOWED ON
THIS PROPERTY**

For the safety of all, employees may not, at any time while on any property owned, leased or controlled by Friends of Switchpoint, including any location where Friends of Switchpoint business is conducted, possess or use any *weapon or firearm.

***Pocket knives with 2-inch blade or shorter OK**

SOCIAL MEDIA POLICY



Personal and/or Social relationships with clients are not appropriate.

Anything you post or share online should reflect Switchpoint's Mission, Vision and Guiding Principles.

You are at ALL times a representative of Switchpoint regardless of how or when you are posting on social media. You are personally liable for all communications and information you publish online.



**WHEN IN DOUBT...
FILL IT OUT!!!**

INCIDENT REPORT FORM

To Be Completed ASAP – Within at least 12 hours of Incident/Accident

When in Doubt, Fill it Out for: Safety Violation, Accident/Injury, Property Damage, Poor Behavior, etc.

Reported by:	Type of Incident:
Date of Incident:	Time of Incident:
Location of Incident:	Department:

Details of Incident: *(If more space needed, continue on back of form)*

Was someone injured? ☐ Yes ☐ No | Type of Injury:

Name of Parties Involved	Role	Contact Info
Witnessed By (Name)	Department	Phone Number

Important Notes, Instructions and/or Follow Up Action:

Prepared/Reported by: _____ Date: _____

Supervisor: _____ Date: _____



**How do I know
when to fill
out an Incident
Report?**

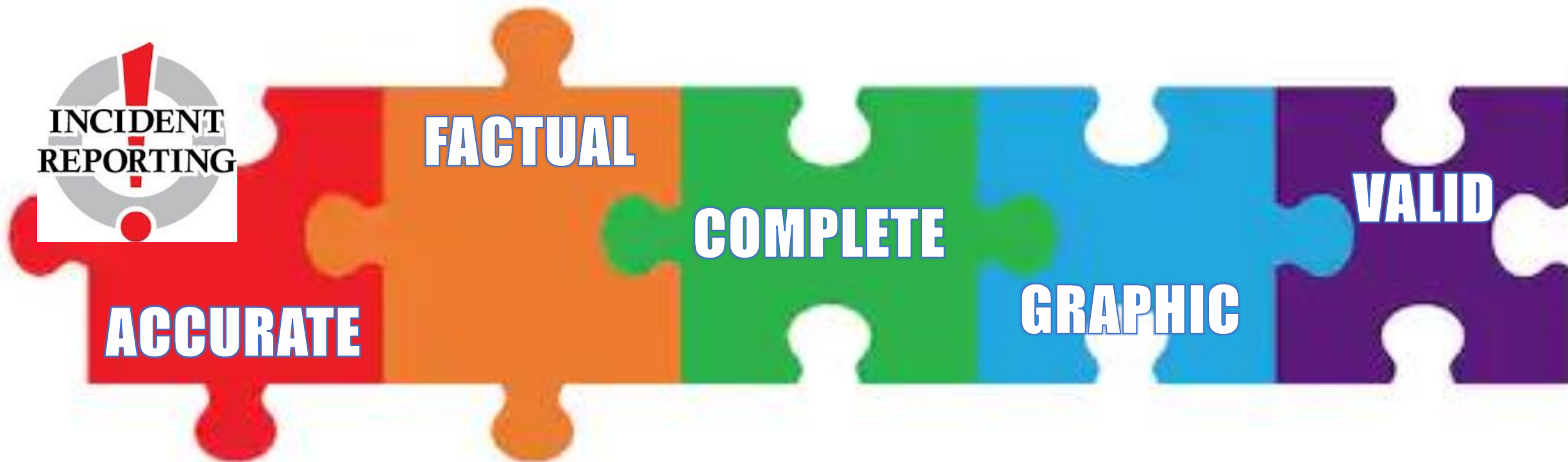
**INJURY
ACCIDENTS**



BEHAVIOR



**PROPERTY
DAMAGE**



ACCURATE

FACTUAL

COMPLETE

GRAPHIC

VALID

- SPECIFIC DETAILS
- LEGIBLE
- AVOID VAGUE STATEMENTS
- PROOFREAD

- OBJECTIVE
- LEAVE EMOTION OUT of IT
- TELL BOTH SIDES
- QUOTES

- WHAT
- WHERE
- WHEN
- WHY
- HOW
- WHO WITNESSED

- PHOTOS
- DIAGRAMS
- ILLUSTRATION
- AS SUPPORTIVE EVIDENCE

- LIST WITNESSES
- ALL SIGN AS TO SHOW TRUTH OF REPORT

QUESTIONS



Treat others with Dignity & Kindness



**Everyone needs
love ♥ instead
of judgment,
compassion instead
of harshness,
understanding
and acceptance
instead of
condemnation.**



**WE RISE
>>>>>> BY <<<<<<
LIFTING
OTHERS**