

Coronavirus:

Planning for Families and Caregivers

While each person's situation and needs are unique, by helping your loved one evaluate his or her personal needs and making an emergency plan that fits those needs, you and your loved one can be better prepared, and you can have peace of mind.

Talk with the people who need to be included in your plan. Connect with household members, aging loved ones, other relatives, and friends to discuss what to do if a COVID-19 outbreak occurs in the community and what the needs of each person will be.

Plan ways to care for those who might be at greater risk for serious complications included aging loved ones. There is limited information about who may be at risk for severe complications from COVID-19 illness. Early data suggest older people are more likely to have serious COVID-19 illness and may be at risk for more serious complications. If you are caring for an aging loved one, please consult with your or your loved ones' health care provider for more information about monitoring for symptoms suggestive of COVID-19.

Check to make sure you have necessary supplies. Check to make sure you, your household members and aging loved ones have at least a 30-day supply of prescription medications. Stock up on health supplies, including pain relievers, stomach remedies, cough and cold medicines, fluids with electrolytes, and vitamins.

**Call toll-free, 24 hours a day
1-866-574-7256**

(1-800-873-1322 TTY). Please mention your affiliation with ADP. **Or log in to My TotalSource®** and click Myself > Benefits Program > Life Management and select EAP portal.



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If your loved one undergoes regular treatment at a clinic or hospital, or receives regular services such as home health care, treatment or transportation, talk to his or her service provider about their emergency plans and ensure HIPAA is in place. Work with them to identify back-up service providers and plans within your loved one's area.

Identify aid organizations in the community. Create a list of local organizations that you and your household can contact in the event you need access to information, health care services, support, and resources. Consider including organizations that provide mental health or counseling services, food, and other supplies.

Create an emergency contact list. Ensure your household has a current list of emergency contacts for family, friends, neighbors, carpool drivers, health care providers, teachers, employers, the local public health department, and other community resources.

Practice everyday preventive actions now. Remind everyone in your household of the importance of practicing everyday preventive actions that can help prevent the spread of respiratory illnesses:

- Avoid close contact with people who are sick.
- Stay home when you are sick, except to get medical care.
- Cover your coughs and sneezes with a tissue.
- Clean frequently touched surfaces and objects daily (e.g., tables, countertops, light switches, doorknobs, and cabinet handles) using a regular household detergent and water.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Always wash your hands with soap and water if your hands are visibly dirty.

Create an emergency plan for your aging loved one.

In an emergency situation your loved one may not have access to his or her usual resources. For that reason, it is critical to consider what kinds of resources your loved one uses daily and how he or she will cope if those resources are limited or unavailable. To plan in advance, consider these steps:

- Think through the details of your loved one's daily routine and find an alternative procedure.
- Make a list of people who assist your loved one and how they will be contacted in an emergency.
- Create a personal support network by identifying others who will help your loved one in an emergency.
- Think about what modes of transportation your loved one uses and what alternative modes could serve as back-ups in an emergency
- Make a plan and write it down. Share it with your loved one's family, friends and others in their personal support network. Post the plan in your loved one's home where it can easily be found in the event of an emergency.

This interim guidance is provided by the [Centers for Disease Control and Prevention \(CDC\)](https://www.cdc.gov/coronavirus/2019-ncov/community/home/get-your-household-ready-for-COVID-19.html) and is based on what is currently known about the Coronavirus Disease 2019 (COVID-19) as of March 4, 2020. The CDC will update this interim guidance as needed and as additional information becomes available. Visit <https://www.cdc.gov/coronavirus/2019-ncov/community/home/get-your-household-ready-for-COVID-19.html>

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