

Indiana National Guard - Long Term Care Deployment Job Duties

Approved as of January 13, 2022

Goal - Provide non-clinical support to facilities so that staff can focus on resident care.

Approved Job Duties

1. **Testing Support and Administrative Support**
 - a. COVID-19 Testing & recording of results
 - b. Answering Phones
 - c. Assisting administrative assistants with paperwork
 - d. Making calls to request for antivirals, to arrange for monoclonal antibody treatment and pick up of antivirals for residents from a pharmacy or a hospital
 - e. Assist with REDCap and other data reporting requirements
2. **Visitor and Staff Screening**
 - a. Screening for temperature and COVID-19 symptom questions
 - b. Mask and PPE distribution
 - c. Basic directions to visitors (provided to NG by facility leadership)
3. **Family and Resident Support**
 - a. Assist with facilitating family visitation
 - b. Escort ambulatory residents to the dining room or gym (after completion of training at the facility)
 - c. Assist with feeding (after Completion of training/ residents that require no special medical needs)
 - d. Assist with group activities
 - e. Engage in one-to-one resident observations with a physical barrier between the Soldier and the resident
4. **Cleaning and Disinfection**
 - a. Clean equipment and high touch areas
 - b. Clean and disinfect patient rooms
5. **General Assistance and Workflow**
 - a. Delivery of non-resident care and medication services and/or goods within the facility
 - b. Deliver food trays
 - c. Stocking and tracking of supplies
 - d. Infection Control Support, including notification of facility personnel to identified safety concerns

Additional duties may be added with the approval of the Indiana National Guard and Indiana Department of Health.

Non Approved Activities

1. **Resident Care**
 - a. Hands on tasks (bathing, transporting immobile residents, assisting with patient care)
 - b. Answering call lights
 - c. Resident transport outside of the facility
2. **Tasks requiring Certification or other training**
 - a. Mechanical or IT repairs
 - b. Routine maintenance
 - c. Food preparation

Zone Guidance for COVID-19

Zone	Mask	Eyes	Gowns	Gloves
Green	Universal Surgical Mask OR KN95	Face Shield or Goggles when within 6 feet of resident	None	When interacting with residents
Yellow	N95	Face Shield or Goggles	Single use for each interaction with resident	When interacting with residents
Red	N95	Face Shield or Goggles	New gown for each entry into Zone Must be worn at all times Single use for each interaction with resident	At all times

Additional Guidance

- **Sanitize your hands Frequently!**
- **Handwashing when visibly soiled or before assisting with resident feeding**
- **Change gloves after all resident encounters**
- **Perform hand hygiene immediately after removing gloves and gowns**
- **If you're not sure what PPE to wear, ASK A FACILITY STAFF MEMBER**
- **SMASH COVID-19 when outside the facility**
 - Social Distancing
 - Masking
 - Avoiding Crowds
 - Staying home if you are sick
 - Hand Hygiene