



## **Contagious Disease Procedure: Corona Virus (COVID-19)**

*Updated March 3, 2020 by MC*

**Background:** Corona virus is a familiar respiratory illness first identified in the mid-1960s. The strain COVID-19 was named when its first reported cases appeared in Wuhan, China in 2019. It can be spread person-to-person, similar to influenza and other respiratory illnesses. As of March 2020, there is significant concern internationally, and experts at the Center for Disease Control (CDC) are preparing in the United States for the possibility of widespread activity.

There is no specific antiviral treatment for COVID-19. Any infested person can seek medical treatment for symptom relief. There is also no vaccine to protect against it. Patients with COVID-19 have had mild to severe respiratory illness with the following symptoms:

- Fever;
- Cough;
- Shortness of breath.

Severe complications from this virus have included pneumonia in both lungs. The CDC does not have any current scientific documentation surrounding pregnant women and children. But, generally speaking, pregnancy causes immunologic and physiologic changes which may make women more susceptible to viral respiratory infections, including COVID-19. Additionally, there have been a limited number of cases in children, presenting with cold-like symptoms and at least one case with gastrointestinal symptoms.

**Purpose:** Family Promise's Interfaith Hospitality Network (IHN) shelter program is a residence for eight families at a time, each with at least one child, and more than 1,500 volunteers in a network of 32 hosting congregations come into contact with each other and the families. Given the elevated risk of disease transmission due to the close proximity of a community living environment with interactions, this procedure is created to minimize the probability of transmitting COVID-19 and helping contain its spread, should the virus be detected in Indiana.

**Timeline:** The following procedures are to be implemented if/when a first case of COVID-19 is reported being in Indiana. *Update: Procedures are in effect as of Monday, March 9.*

### **Prevention Procedures:**

#### Day Center/Staff

- **Screening:** The Program Manager or their designee will ask the following questions of all potential guests of the shelter applying for admission:
  - Has anyone in your family traveled outside of the country in the last 14 days?
  - Has anyone in your family had a fever, cough, or shortness of breath in the last 14 days?
  - Has anyone in your family come into contact or been at an event where someone was suspected to have COVID-19 (a.k.a. corona virus)?
  - Do you have any reason to believe you might have coronavirus?



If the guest family answers yes to any of these questions, pay for the family to stay in a hotel for up to 14 days as a quarantine, providing mobile case management and food gift cards. Encourage no transportation. Do not allow the family to visit the Day Center or congregations until 14 days has passed. If any member of the family has symptoms of COVID-19, assist them remotely to screen for the virus using IU Health's virtual screening system (see "Resources" below).

- *Intake:* The Program Manager or their designee will do the following steps with all guests who arrive for an intake interview:
  - Take the temperature with a sterilized thermometer to ensure each family member does not have a temperature at or above 100.4. If one does, follow hotel quarantine procedure above. Save space in the shelter program for the family.
  - Re-ask the screening questions above and follow recommendations.
- *Facility:* The Day Center Assistant will do the following steps at the Day Center:
  - Give a handout on COVID-19 to all guest families and ask that they report immediately if any symptoms above present in any member of their family.
  - Post signs in kitchen and each bathroom on the importance of washing hands, and how to do so properly.
  - Ensure hand sanitizer dispensers are present in each family room, the kitchen, the computer lab, and the reception area.
  - Monitor guests and staff for any coughing or other concerning behaviors and report immediately to the Program Manager.
  - Lead the staff team and guest families in extra disinfection of the Day Center any time symptoms present.
- *Communications:* The Executive Director will send this procedure and recommendations to all congregational coordinators.

### Congregations

- Coordinators or their designee should do the following steps:
  - Present the following points at the Sunday evening congregation orientation for guest families, or any evening when a new family enters the program:
    - The importance of hand-washing;
    - Reporting any presence of symptoms like fever or cough.
  - Forward the email from Family Promise to any volunteers signed up to serve, emphasizing the importance of washing hands, especially for the preparers of food.
  - Ensure each congregation has adequate space to wash hands, and provide hand sanitizer in kitchen and recreational areas as able.
  - Lead the volunteer team in extra disinfection of the relevant congregation rooms any time symptoms present.

Restrictions: If a volunteer, staff person, or guest has knowingly been in the environment of someone infected with COVID-19 (e.g., attended the same event), or if a person has COVID-19 symptoms (fever, cough, shortness of breath), or if that person has any other reason to believe that they may be a carrier of COVID-19, that individual is not to come into contact with any guest, volunteer, or staff person of Family Promise. Family Promise strongly recommends that person self-quarantine by staying in their home without any unnecessary contact with other



individuals for 14 days. Volunteer or coordinators affected will need to find replacements. Staff people affected will need to take PTO (extra PTO will be offered, and remote projects may be assigned). Guests will need receive a hotel voucher, food gift cards, and transportation until cleared to return to the shelter by a medical professional.

### **Outbreak Procedures:**

If a staff, guest, or volunteer from the IHN program tests positive for COVID-19 and is believed to have had previous unprotected contact with others, outbreak procedures take effect immediately.

1. The guest families will remain at the Day Center all day and night under quarantine until cleared by medical professionals.
2. All congregation hosting and volunteers will be canceled for two weeks at least, with notification by the executive director or his designee. Current congregations will be asked to return vans and trailers/beds to Day Center for sleeping, parking on street.
3. All staff and recent volunteers will be asked to self-quarantine for at least 14 days by notice from the executive director. For staff, this will be paid time off and will not count against PTO allowances. Work may be assigned to do at home.
4. The executive director will stay 24/7 at the Day Center until the quarantine is complete, using online food delivery options (Shipt, Door Dash) for which he already has accounts.
5. If for some reason, the executive director is unable to fulfill his roll, the program manager for IHN will take his place.

### **Resources:**

- IU Health Virtual Screening for Virus: <https://iuhealth.org/news-hub/iu-health-virtual-clinic-offers-free-coronavirus-screening>