

## **JOSEPH HOUSE COMMUNITY OUTREACH CENTER COVID-19 IMMEDIATE RESPONSE PROTOCOL**

### **Screening:**

Entrance to facility will be in the rear of the building, no one will be permitted to enter through front.

Must report to screening tent before entering the building.

All persons on business or volunteering at the center must have their temperature checked.

They will also answer COVID-19 screening questions, print name and sign form.

If a person has a temperature of 100 or above they will not be permitted to enter building.

All persons must wear a mask and gloves in facility. No one is exempt from this rule.

Each person must endeavor to keep at least 6 feet distance between each other.

### **Safety:**

Cover your nose and mouth with a tissue when you cough or sneeze, throw the tissue away immediately after you use it.

Wash your hands often with soap and water for at least 20 seconds, especially after you cough or sneeze. Even when changing gloves you must wash or sanitize your hands.

Try not to touch your eyes, nose or mouth. While it may seem simple, germs often spread this way.

Wash your hands frequently and practice caution when in contact with commonly touched surfaces like counters, and door handles.

Stay home when you are sick.

Avoid interacting with others who are sick with respiratory symptoms.

### **Call Tree Procedure:**

Contact CEO (Apostle Stearns) in the event a volunteer or staff member temperature is 100 or above, or if someone shows symptoms.

CEO will then quarantine area for 24 hours, disinfect area.

**Communication Plan To Staff And Volunteers:**

CEO will notify warehouse manager, human resources, food service manager and administrative staff.

CEO will communicate to all staff and volunteers in facility.

**Communication Plan To Volunteers:**

All clients must remain in their vehicles with windows closed. They will also open their trunks and pantry items will be placed in vehicle.

During COVID-19 each client is given a client sign in form which must be filled out before they drive through pantry line.

**Testing Protocol Outline:**

If a volunteer or staff member test positive they are not permitted in facility for at least 14 days or until they receive a doctors note to return to volunteer services or work.

Negative test volunteers and staff will be permitted but must follow protocols.