**COVID/Flu/Infectious Disease Protocols for**

**Toco Hills Community Alliance**

**as of March 2023**

The global pandemic of the novel coronavirus COVID-19 has created challenges for Toco Hills Community Alliance (THCA) to deliver services in a safe and healthy manner; in addition, influenza and other viruses and pathogens also present challenges to keeping all persons healthy. In all activities, the health and safety of individuals is of highest value and concern to THCA. We therefore have a set of protocols that we follow in the daily operations of our agency, based on the best scientific evidence available to us. As science learns more, we will adjust said protocols.

The current protocols are as follows:

* All services are delivered outside. Food is distributed in a drive through or walk up manner. No one is allowed in the building but staff, volunteers, and approved visitors.
* All people who come in the building will wear a nametag to identify who they are.
* Masks are encouraged for volunteers, staff, and clients, especially in any setting with close proximity to others.
	+ We provide disposable masks for anyone who requests one.
* We continue to supply gloves for those that want them.
* Handwashing continues to be required. Every bathroom is stocked every day and we have hand sanitizer in every room - and outside when we are distributing.
* Any staff or volunteers who eat inside are assuming their own risks.
* Meals for those we serve are dished out in to-go boxes and wrapped in a bag with disposable plastic ware, napkins, and water. Priority is given to our unhoused friends, who do have the option to eat lunch at one of our picnic tables outside.
* The clothes closet will continue to be held outside, with the clothes rolled out on racks. Up to 6 families may shop at a time. Masks are encouraged for those being served and anyone who comes for clothing must sanitize their hands before shopping.
* COVID and flu vaccines for staff and volunteers are highly encouraged.
* No volunteers or staff are allowed to work while exhibiting any symptoms of illness, including, but not limited to: fever, coughing, sneezing, GI symptoms.
* Those volunteers or staff who become infected with COVID, influenza, or other communicable disease are required to report it to Toco Hills Program Assistant, Operations Coordinator, or Executive Director and to complete at least a 5-day isolation period and must be symptom free for at least two days (including fever-free for 24 hours without the use of fever-reducing medication) before returning. Those who are severely ill or are immunocompromised should isolate for at least 10 days.
* While alerting those who have been known to be directly exposed to communicable disease, THCA staff will keep confidential the personal health information of volunteers and other staff.

Failure to adhere to these protocols may result in the dismissal of volunteers or staff and refusal of service to those who come for services.

It may become necessary to supplement these protocols with additional safety measures if the community of rate of transmission is high or for other such reasons. If this is the case, the supplementary protocols and safety measures will be communicated to the Board, staff, and volunteers as quickly as possible.