



At certain times or during certain seasons, infectious disease can put our children, teens, and staff at greater risk for illness. During these times, we will practice protocols that can help to reduce the spread of air-borne illnesses within our families, facilities, and in our community.

Several of the following protocols are already practiced by many, but during heightened seasons of illness, we all need to work together and take personal responsibility for our conduct and keep clean our assigned offices or workspace. Together we can help control the spread of germs.

Please adhere to the following habits, practices, and protocols:

### **Disinfecting our Environment:**

- Each person is expected to keep their work environment clean and clutter free and wipe down their office space a **couple times a week** during the flu/virus season (use rags and disinfectant provided by maintenance).
  - Remember to clean these items:
    - Doorknobs
    - Telephones
    - Commonly used pens
    - Keyboards
    - Computer mouse
    - Light switches
    - Cell Phones
    - Anything else you or others regularly touch or handle.
- Additional cleaning of doorknobs (outer-office, entryway, breakroom, conference room, and bathroom), conference areas, breakrooms, mailrooms, closets, common areas, and the equipment within these areas (tables, chairs, copiers, shredders, etc.) should be wiped down **daily** during heightened periods of illness within our communities due to the increased traffic these areas experience and the use by outside visitors.
  - Within the Ministry Center, the receptionist will be responsible to disinfect the above listed items/areas on the 2<sup>nd</sup> floor. The Residential Department will be responsible to disinfect the above listed items/areas on the first floor on Monday, Tuesday, and Wednesday. The Foster Care Department will be responsible to disinfect on Thursday and Friday.
  - Occupants of other buildings are responsible for cleaning their buildings as defined above (i.e. maintenance building, dining hall, cottages, etc.)
  - This does not replace the normal routine of cleaning kitchen areas and bathrooms.

### **Good personal Hygiene:**

- Wash hands frequently with soap for 20 seconds under clean running water. A second option is to use alcohol-based hand sanitizer with at least 60% alcohol if available.
- Avoid touching your face, eyes, nose, and mouth with unwashed hands.
- Practice regular clothes washing habits.
- Avoid contact with those you know to be sick.
- Avoid nonessential travel to areas that are known to have infected persons.

### **Personal response to illness:**

- Monitor your own health and practice good sleep, exercise, and nutrition habits.

- If you become aware that you have been exposed to a virus, contact your supervisor and report the situation before interacting with residents, foster kids/families, and staff.
- Stay home (from work, church, the store, etc.) if you are sick. If you have a fever, do not return to work until you are 24 hours removed from your last recorded fever.
- Seek medical advice by **first** calling your medical provider before physically reporting to the doctor's office or emergency room. Tell them about any recent travel or exposure and allow them to direct your next steps.
- Cough or sneeze into a tissue or your sleeve at the elbow. Coughing or sneezing into the open air or into your hands can increase the spread of infections.

**Protocol for safe residential-based practices:**

- Visits by volunteers, friends, and/or family members should be monitored and canceled as needed to discourage the introduction of a virus to our campus.
- If a resident reports a cough, trouble breathing, or a fever, restrict them to their rooms and contact the campus nurse for further assessment and instructions.
- Residents that are confirmed to be infectious need to be restricted to their rooms and kept away from other residents as much as possible. DO NOT take the resident to the office, school, church, counseling center, or other public locations, on or off campus, until cleared by the campus nurse.
- On-campus staff should also self-quarantine in their own apartments if symptoms develop. Contact your supervisor and avoid other staff and all residents until cleared to return to work.

**Protocol for safe community-based interactions:**

- Before visiting a client's home (Foster Care/SafeCare), call ahead to assess the situation. Ask the family if any family members are sick or symptomatic and ensure they approve of you entering their home and family space.
- Practice good hand hygiene (washing with soap and water or use hand sanitizer) before arriving at the home.
- Practice good hand hygiene (washing with soap and water or use hand sanitizer) after leaving the home and before returning to the office or making another home visit.
- Monitor for regional outbreaks of illness and avoid such regions until the outbreak has subsided.
- Periodically disinfect your vehicle and wash your clothes after a day of visiting homes.

**Other notes:**

- KEEP CALM – Keep your composure and make good decisions.
- DO NOT STOP LIVING – Get outside, enjoy the weather, engage in healthy activities and exercise, play games, and have fun.
- DO NOT CREATE CONCERN WITH THE CHILDREN AND TEENS – Educate them but do not frighten them.
- STAY INFORMED – Monitor news reports and keep attention to agency correspondence.