



Infectious Disease Protocol

COVID-19 Addendum #1

COMPACT Family Services

The following is an addendum to COMPACT's Infectious Disease Protocol. This addendum is in response to the COVID-19 pandemic affecting our country and the world. These additional protocols are being influenced by local, state, and federal entities as well as being influenced by partners of our agency. These protocols were crafted as a result of consultation with COMPACT's Hillcrest COVID-19 Task Force (established on March 19, 2020 and consisting of the Arkansas Residential and Foster Care Directors, the campus Nurse, the Human Resource, Food Services, Maintenance, and IT/Security Managers, the Administrative Assistant to the Arkansas Director & Administrator, and the Arkansas Director & Administrator). The COMPACT Executive Team COVID-19 Task Force (consisting of the Director of Development and Donor Relations, the Missouri & National CompaCare Director, the Arkansas Director & Administrator, and COMPACT's Executive Director) administers final review and approval of these protocols. Each task force will continue to convene until the Executive Director, in consultation with the COMPACT Executive Team COVID-19 Task Force, determines the threat of this virus has subsided.

These additional protocols are in red and should be adhered to until this addendum is revoked or is replaced with a more up-to-date addendum. Your participation is essential in helping to keep our residential and community clients safe while also protecting our valued staff.

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 of 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 2nd 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~~ **Residential Department** will be responsible to disinfect on Thursday and Friday. **(This adjustment is being made since most Foster Care Department staff will be officing from home)**
 - 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 from your local medical provider as needed. **FIRST, call your medical provider before reporting to a local hospital unless you are experiencing an emergency. Tell them about any recent travel or potential exposure to the COVID-19 virus 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. **Immediately throw tissues into the trash and wash hands.**

Protocol for safe residential-based practices:

- Visits by volunteers, friends, and/or family members should be ~~monitored and canceled as needed~~, **unless deemed essential**, to discourage the introduction of a **the COVID-19** virus to our campus.
- **All essential visitors (i.e. DCFS workers, professional laborers, inspectors, pest control, food vendors, mail carriers, etc.) to the Hillcrest campus will be screened in the following manner when they arrive on campus.**
 - **The front door will be locked and posted with a notice instructing them to ring the doorbell for entry and noting that precautionary measures will be taken to complete the entry process. The process will include:**
 - **Temperature will be taken and anyone with a temperature of 100.4 or greater will be declined access.**
 - **Guests will be asked to wash their hands according to recommended standards or will utilize hand sanitizer.**
 - **Gloves and masks will be made available for those who do not have a temperature but are exhibiting a persistent cough.**
 - **A sticker will be provided with the label "VISITOR" to communicate to staff that this visitor has been screened and meets standards to move about the campus. Staff should direct all visitors, who are not wearing the VISITOR sticker, to report to the front office immediately to be screened.**
 - **Mail and packages will be collected in the vestibule, just inside the front door.**
 - **All those who sign for packages or handle the mail should wash their hands once the process is finished.**
 - **Food vendors will be screened by the Food Service Managers and movement within the kitchen will be restricted to essential staff only.**
 - **Areas should be cleaned once a visitor has left.**
- If a resident shows signs of an illness, restrict them to their rooms and contact the campus nurse for further assessment and instructions. **Symptoms of the COVID-19 virus would include, but are not limited to, a fever of 100.4 or above, cough, and difficulty in breathing.**

- 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. **If it is determined that the resident has the COVID-19 virus, the resident will be moved to a separate cottage to be quarantined and cared for. Further details will be issued if this step is required.**
- On-campus staff should also self-quarantine in their own apartments if they become symptomatic with an illness. Contact your supervisor and avoid other staff and all residents until symptoms subside and the staff is fever free for at least 24 hours. **If it is determined that the staff person has the COVID-19 virus, they are expected to self-quarantine until they are cleared to move about the campus. Under no circumstances should they approach residents or other staff. A spouse and/or biological children should also self-quarantine if they remain on campus. Supervisors will ensure the staff person is supported and that food and other needed supplies are delivered. Further details will be issued if this step is required.**
- To be cleared to return to work:
 - If a person has had a fever but does not exhibit the other common symptoms of the COVID-19 virus and has been fever-free for 24 hours, they should check in with the campus nurse once they return to work. She will review the symptoms, check the person's temperature and provide final clearance to return to work.
 - If a person tests positive for the COVID-19 virus, they should follow their medical provider's orders until they are cleared by that provider to return to work. That person should check in with the campus nurse once they return to work. She will review the symptoms, check the person's temperature and provide final clearance to return to work.
- **All off-campus staff who work with campus residents will continue to report to work unless they, or one of their family members, have contracted or is believed to have been exposed to the virus.**

Protocol for safe community-based interactions:

- **The Foster Care team will continue to visit with their foster and SafeCare families and therefore will office from their homes until further notice. This will reduce non-essential contact between the Foster Care and Residential Care teams.**
- 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.