



COVID-19 RECOVERY PLAN

An addendum to the Marian House COVID-19 Plans & Procedures

I. Introduction

Marian House continues to serve some of the most vulnerable individuals in society. Because of this, services cannot be severely compromised or indefinitely halted. This plan serves as a guidance to support reopening, prioritizing the safety of both staff and residents.

II. Supplies

Marian House aims to maintain a supply of the important items listed below to maintaining safety standards for residents and staff. Supplies include:

- Soap
- Alcohol-based hand sanitizers (contains at least 60% alcohol)
- Tissues
- Cloth masks
- Cleaning supplies
- Personal protective equipment (as needed by the COVID-19 Response Team)
- Disposable masks (to be used only when cloth mask is unavailable)

To request additional supplies, please contact Psalms Rojas.

PLEASE NOTE: Certain supplies are limited due to national and international shortages, therefore, we will seek alternative substitutes as necessary (for example, using bleach spray instead of disinfecting wipes).

The United States Environmental Protection Agency (EPA) recommends the ventilation of outdoor fresh air to help dilute any potential airborne contaminants. This can be accomplished through manual ventilation of outside air to replace the inside air (i.e. opening a window or door). Bringing in fresh air helps to dilute any contaminant in a building, including viruses, therefore reducing the exposure of anyone inside. It is important to note, that at the time this plan is written (August 2020), the position of the CDC is that the coronavirus is primarily transmitted **through contact**, either through person-to-person contact or by contact with virus-laden droplets expelled through coughing and sneezing. It is also worth noting that that according to the EPA, “By themselves, portable air cleaners and HVAC filters are **not enough** to protect people from the virus that causes COVID-19. When used along with other best practices recommended by CDC and others, filtration can be part of a plan to protect people indoors. In cases where staff desire an additional measure of protection, they may request an air purifier with high-efficiency particulate air (HEPA) filter for their office. Please submit requests to Psalms Rojas.



To further encourage adherence to CDC guidelines of mask-wearing and sanitizing, Marian House is posting signs along common areas and installing hand sanitizing stations in building entrances as listed below:

- 949 Gorsuch
 - o Main entrance
 - o Towers entrance
- Serenity Place
 - o Main entrance
- Weinberg Building
 - o Street entrance
 - o Courtyard entrance
 - o Side door entrance
- Mercy Residence
 - o Side door entrance
- Notre Dame Residence
 - o Front door entrance

In addition, House Managers and Janitorial staff directly complete or oversee the completion of the cleaning of common spaces such as tabletops, doorknobs, countertops, phones, bathrooms, etc. as laid out in the COVID-19 Plans and Procedures Appendix. Staff will also be provided with bleach spray bottles for their use of sanitizing their office spaces.

For group sessions, the group facilitator is responsible for cleaning the meeting room after group, and/or identifying a resident volunteer to sanitize the space.

III. Staff Policies & Recommendations

As staff begin to return on-site, considerations must be made in balancing programming needs and safety precautions. Such adjustments may include contingency plans for possible increased absenteeism, cross-training current employees, or hiring temporary employees. In addition to these adjustments, Marian House will adhere to the following policies for staff members:

- Staff who are at higher risk for severe illness from COVID-19 cannot volunteer to be a member of the COVID-19 Response Team. These staff members may also continue to work from home in this phase of recovery. Please discuss arrangements as needed with your supervisor.
- If a staff member feels ill and/or is otherwise experiencing symptoms related to COVID-19, they must alert their supervisor and cannot work on-site until they are symptom-free.
- If a staff member is not able to perform their job functions off site, or is too ill to do so, she/he must utilize their medical/vacation leave to cover their normal work hours.
- If a staff member finds that they have been in contact (in the last 14 days) with an individual who has tested positive or is waiting for test results, they cannot



work on-site for 14 days for quarantine or until negative results are confirmed, whichever comes first.

- If staff travel to high-risk areas in Maryland and/or out of state, the staff member must have a negative test result upon return before being able to work on-site. As previously mentioned, the staff member is not able to perform their job functions off site, or is too ill to do so, she/he must utilize their medical/vacation leave to cover their normal work hours.
- Masks must be worn in all common areas such as the front office, kitchen, hallways, bathrooms, living areas, and more. They should be worn for all in-person interactions (with other staff or with residents).
- Masks must be worn properly for source control (covers mouth and nose to contain respiratory droplets).
- During one-on-one client interactions, staff should maintain six feet distance at all times (in addition to wearing a mask) and if a staff member's office does not accommodate appropriate distancing they should refrain from using their office for in person meetings. Larger spaces where six feet distance can be maintained have been identified in our various facilities and can be used for staff to schedule in-person meetings To ensure efficient room scheduling, room calendars are available for meeting rooms (Board Room, 949 Waiting Room, Dillon's 949 Office, Nancy G.'s Office, Cynthia J.'s Office, IP Conference Room). Staff are expected to utilize the calendar to book the rooms. When utilizing meeting rooms, staff must sanitize the area after their use.
- Practice regular cleaning and disinfecting of your office space. More frequent cleaning and disinfection may be required based on level of use. High touch surfaces include tables/desks, door knobs, light switches, countertops, handles, phones, keyboards, etc.
- As mentioned, Marian House janitorial and house staff conduct cleaning of public spaces on a regular schedule, but we encourage staff to take caution in these spaces and continue to exercise caution when touching surfaces. Staff are welcome to clean any and all common high touch surfaces at any time.
- As needed, staff will have web camera/audio/mic in office computers to ensure that staff are able to engage in zoom meetings as needed, even if they are in the office.

IV. Resident Policies & Recommendations

- If a resident member feels ill and/or is otherwise experiencing symptoms related to COVID-19, they must alert a staff member (preferable Psalms or a House Manager), and remain in their room until they are assessed and monitored. Further action will be decided on a case-to-case basis.
- If a resident finds that they have been in contact (in the last 14 days) with an individual who has tested positive or is waiting for test results, they must



quarantine for 14 days or until negative results are confirmed, whichever comes first.

- Masks must be worn for all in-person interactions (with other staff or with residents) and in all common areas such as the front office, kitchen, hallways, bathrooms, living areas, and more. The mask must be worn properly for source control (covers mouth and nose to contain respiratory droplets).
- Residents and staff are continually encouraged to practice good hygiene inside and outside of Marian House.
- Visitors: We will continue to restrict outside visitors to Marian House.
- Overnights: During this phase of recovery, residents may begin to request overnights on weekends. Overnights may not occur in public spaces such as hotels, and the resident must confirm that to their knowledge, no individuals in the home are symptomatic and/or have tested positive for COVID within the last 14 days.



V. Staff Schedules

To ensure continuation of services, in this phase of recovery, Marian House is establishing a schedule to set a clear understanding of each staff member's schedule of when they will be present in the office. Department supervisors will disseminate this information to their staff.



Procedure for Submitting Overnight Requests

- The request form must filled out and **submitted by 5:30 p.m. on the Wednesday prior to the weekend** to the Director of Transitional Housing.
- The location must be a safe, drug/alcohol free environment.
- Once the request has been submitted it will be reviewed and a copy provided to you.
- Please remember that overnight requests do not exclude you from completing other weekend responsibilities.

Overnight Request

Your Name: _____

Date of Overnight: From _____ to _____

Your Phone Number(s): _____

Name of Person Staying With and Relationship to You (friend, aunt, sister, etc.):

First name _____ Last name _____

Relationship _____

Address: _____

The place where you are staying must meet the following criteria:

Yes _____ No _____ This is a private home in Maryland (not a hotel).

Yes _____ No _____ No one in the home has tested positive for COVID within the last 14 days

Yes _____ No _____ No one in the home has experienced any COVID symptoms (headache, fever, cough etc.) within the last 14 days.

If after your stay, you find out that an individual that you had contact with is experiencing symptoms and/or tests positive of COVID, please notify us ASAP.