# COVID-19 RECOVERY PLAN – PHASE THREE

*A second addendum to the Marian House COVID-19 Plans & Procedures*

## Introduction

As the Coronavirus Disease 2019 (COVID-19) pandemic continues to evolve, the following addendum serves as a guidance to safely returning to work on-site at Marian House. As mentioned in the Recovery Plan, Marian House continues to serve some of the most vulnerable individuals in society. Because of this, services cannot be severely compromised or indefinitely halted. After careful consideration, **Marian House has decided to resume all client-facing staff returning to work on-site beginning March 15, 2021**. Non-client-facing staff may continue on a hybrid schedule and work on-site as they are able. Staff with school-age children will have flexibility with scheduling on-site hours with consideration to school schedules.

## Phase 2 Summary

During Phase 2, most staff adopted a hybrid schedule that allowed for returning to work on-site and remote work. We also continued to adhere to strategies for basic hygiene (i.e. hand hygiene; cleaning and disinfection), social distancing, and identification and isolation of sick employees and residents. These measures will continue to be followed in this next phase of recovery. Please refer to the COVID-19 Recovery Plan – Phase Two, Section II for more information on our recommendations for hygiene and disinfection.

## Vaccination

In January 2021, Maryland began the vaccine distribution process. As a licensed healthcare facility, Marian House employees were eligible to receive the vaccine during Phase 1A of the distribution plan. All employees have been given the opportunity to get vaccinated. If a staff member chooses to decline the vaccine at this time, they are required to complete a Declination Letter (see below).

Residents of our communal living programs (MH1, MH2, Notre Dame and Mercy Residences) are also eligible to receive the vaccine under Phase 1B of the distribution plan. At the time of creating this documents, Marian House has facilitated access to the vaccine for residents and residents will begin receiving vaccines on March 8, 2021.

## Phase 3 - Staff Policies & Recommendations

Marian House will adhere to the following policies for staff members: If a staff member finds that they have been in close contact with an individual who has tested positive for COVID and/or if they feel ill and are otherwise experiencing symptoms related to COVID-19, they must alert their supervisor. We will follow current CDC guidelines and suggestions in regard to testing, quarantine and isolation.

* 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.
* 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).
  + The Centers for Disease Control and Prevention released research that tightly fitted masks decrease exposure risk by about 95%. Effective ways to improve mask fit include:
    - Using a cloth mask OVER a medical procedure mask
    - Using a medical procedure mask with knotted ear loops and tucked-in sides
    - Using a mask fitter
    - Using nylon covering over a mask
* 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.
* 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, doorknobs, 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. Cleaning supplies are readily available for use in common areas and can be provided to staff as needed.

## Phase 3 – Resident Policies & Recommendations

* If a resident finds that they have been in close contact with an individual who has tested positive for COVID and/or if they feel ill and are otherwise experiencing symptoms related to COVID-19, they must alert a staff member (preferably the Director of COVID Response or a House Manager). We will follow current CDC guidelines and suggestions in regard to testing, quarantine and isolation. Further actions will be decided on a case-to-case basis.
* Masks must be worn for all in-person interactions (with other staff or with other 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).