



COVID-19 PLANS & PROCEDURES

I. Pandemic Preparation and Prevention Plan

Marian House is dedicated to providing safe environments for residents, volunteers and staff. In response to the growing concern regarding COVID-19, Marian House has developed this pandemic prevention plan based on guidelines from the Centers for Disease Control (CDC).

First: The Facts

Coronavirus is a familiar respiratory illness. It was first identified in the mid-1960's. The strain being tracked now, COVID-19 (**CO**rona **VI**rus **D**isease), is a new strain named for its link to the first reported cases, in 2019, in Wuhan, China.

It can be spread person-to-person, similar to influenza and other respiratory illnesses. As of right now, there is significant concern internationally, as the majority of reported cases are in people who traveled directly to the region, but experts are preparing for the possibility of widespread activity in the U.S. There is no specific antiviral treatment for COVID-19. Any infected person can seek medical treatment for symptom relief.

There is also no vaccine to protect against it. Patients with COVID-19 have had mild to severe respiratory illness with the following symptoms:

- Fever
- Cough (usually dry)
- Shortness of breath

Severe complications from this virus have included pneumonia in both lungs.

The CDC does not have any current scientific documentation surrounding pregnant women and children. But, generally speaking, pregnancy causes immunologic and physiologic changes which may make women more susceptible to viral respiratory infections, including COVID-19. Additionally, there have been a limited number of cases in children, presenting with cold-like symptoms and at least one case with gastrointestinal symptoms. The CDC intends to keep updated information specific to pregnant women and children [on this page](#).

In addition, the CDC considers older adults and persons with serious chronic medical conditions such as heart disease, diabetes, and lung disease to be at higher risk. Immune-compromising medications and/or illnesses can also put an individual at higher risk.

For more information on different strains of the coronavirus, [click here](#).



Second: Prevention

Person-to-person infection spreads in the following ways

- Between people in close contact with each other (within 6ft)
- Via respiratory droplets spread during coughing or sneezing, these can also land on surfaces and be able to infect someone that way

Marian House is enacting the CDC recommendations below for preventing the spread of COVID-19:

- Avoid close contact (within 6ft) with people who are sick
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Wash your hands often with soap and water for at least 20-seconds. Use an alcohol-based sanitizer (contains at least 65% alcohol), if soap and water are not available
- Perform routine cleaning on all frequently touched surfaces, such as workstations, doorknobs, and countertops. Follow instructions provided on disinfecting products and supply proper cleaning materials. (See Appendix A – cleaning and food handling procedures)
- Provide disposable wipes and/or bleach solution and towels, to be used on the most commonly used surfaces
- Provide tissues throughout a living or workspace, to cover the mouth and nose when coughing/sneezing
- Provide touch-free waste bins for discarded tissues
- Posting information from the CDC's [coughing and sneezing etiquette website](#), as well as the [clean hands website](#), to encourage containing droplets spread by coughing/sneezing
- Encourage employees / volunteers with symptoms of respiratory illness to stay home until they are free of a fever for at least 24-hours, without fever-reducing medication

In addition to following the above listed recommendations, Marian House has established the following steps of precaution (as of 3/16/20):

- Cancelled events through March 31, 2020 (including BLINGO!, Leadership Overnight experiences, CenterStage Mobile Play, and more)
- Postponed volunteer group activities until further notice
- Limited visitor access with consideration to stricter visitation policy depending on virus progression

Third: Containment

During periods of high caution, volunteer activities will be postponed and rescheduled if possible to reduce risk of transmission.



Anyone with symptoms should be isolated from other individuals and follow appropriate precautions, to contain the spread of the illness using the prevention strategies as listed above, should be taken. While there is no known anti-viral treatment for COVID-19, the individual can seek medical attention to confirm diagnosis and treat symptoms. See below on page 4 to view suggested plan of care for a person with symptoms.

Marian House plans to accommodate the isolation of infected individuals including designated space, to limit exposure to healthy residents and staff. See page 4 for more information on isolation procedures during the contamination period.

Marian House will form a COVID-19 Response Team (CRT), made up of individuals, all voluntary members of the team, who will perform care duties for residents in isolation.

During mandatory quarantine / shelter in place and/or when otherwise deemed necessary by the Executive Director, all non-essential staff will be required to work from home, if able and appropriate, until further notice. The only staff allowed to be in-person Marian House are members of the COVID-19 Response Team and House Managers.

Fourth: Communication

Information and communication are critical. Marian House is communicating our prevention strategies and containment plan across all facilities and to all staff and residents. Hygiene best practices are posted visibly and reinforced verbally.

Marian House remains connected to our local public health authorities, as well as information and advisories from the CDC.

II. Emergency Response Plan

Emergency Contacts

For life-threatening emergencies: **call 911**

For non-urgent issues, contact the appropriate personnel

Executive Director	Katie Allston	kallston@marianhouse.org Cell: 410-598-4639
Deputy Director	Peter McIver	pmciver@marianhouse.org Cell: 443-854-7624
Director of Transitional Supportive Housing	Gina Weaver	gweaver@marianhouse.org Cell: 443-798-1806
Director of Family and Permanent Supportive Housing	Phyllis Ham	pham@marianhouse.org Cell: 443-418-3106
Director of Advancement	Terry Weigel	tweigel@marianhouse.org Cell: 410-299-1422
Director of CRT Response Team	Psalms Rojas	projas@marianhouse.org Cell: 626-298-9865

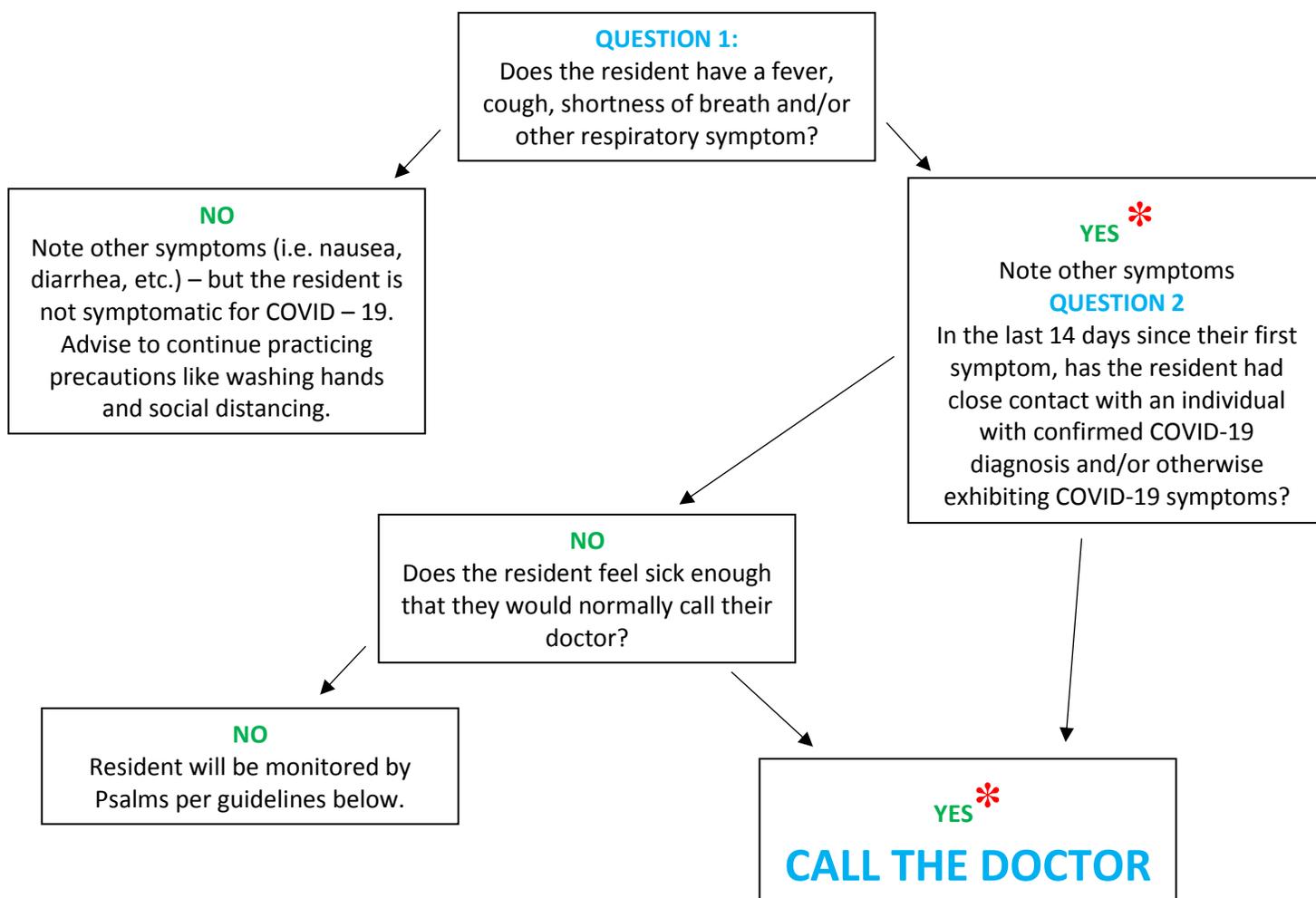


WHAT TO DO IF A RESIDENT FEELS ILL

If a staff member becomes aware of a resident who feels unwell and/or has been in contact with someone who has a confirmed diagnosis of COVID-19, the staff member must send the following information to Psalms Rojas (projas@marianhouse.org) for tracking purposes.

- Name (If a child, please include Mother's Name)
- MH Program they belong in
- Building they reside in
- Room # or Apartment #
- Date symptoms began
- Fever? Y / N – if available, please include degree of fever
- Cough? Y / N
- Shortness of Breath Y / N
- Other symptoms

Then, the staff may use the following chart can help determine course of action:



***see protocol for care on page 5 if a resident answered yes to these questions**



MONITORING NON-COVID-19 SYMPTOMS

If a resident is feeling ill, but are not experiencing symptoms associated with COVID-19, the resident will be monitored with a daily check-in with a member of the COVID-19 Response Team until symptoms subside. Should further symptoms develop, the CRT member will determine further action.

* **CARE FOR INFECTED RESIDENT OR STAFF:**

If a resident develops a fever, cough, shortness of breath, or other flu-like symptoms such as body aches OR if there is significant reason to believe that the resident was in contact with an individual with a confirmed diagnosis:

- Resident will be isolated to their bedroom, which will be off-limits to other residents and non-essential staff.
- The resident will wear a mask at all times (even while in their room) and provided with tissues and a separate no-touch disposal bin.
- Contact Director of the program, and Executive Director
- Contact Primary Care Physician to follow their direction regarding further medical attention
- During isolation:
 - Resident will following isolation procedures in their rooms and may leave their room to use the bathroom but cannot utilize other shared space such as the lounge, kitchen, Great Room, and more during the period of contamination.
 - Resident must wear a mask at all times
 - One shower and toilet stall in the communal bathroom will be designated for use for individuals who are infected. They will be required to use the sink in their own rooms.
 - Communal bathrooms will be sanitized at least once a day
 - A member of the COVID-19 Response Team will deliver meals and snacks at least 3 times a day
 - Designated meal delivery times are 9AM, 12PM, and 7PM
 - The CRT member will check the resident's temperature at least once a day (preferably at the same time of day for the duration). If a meal delivery will also include a fever check, the staff **MUST** utilize personal protective equipment (gloves and mask).
 - A CRT member will conduct 2 wellness visits throughout the week to ensure physical and mental health and well-being. This designated staff member will utilize personal protective equipment (gloves and mask).
- Isolation will be in effect for at least 2 weeks and/or the resident is free of a fever, without fever-reducing medication, for at least 72 hours.



Procedures for the COVID-19 Response Team

All members will receive a designated mask for their use to be stored where they see fit. For other items needed, there is a designated supply box in the front office **ONLY FOR THE USE OF THE CRT TEAM**.

The supply box shall always contain:

- Gloves
- Thermometer
- Alcohol Swabs

- **Follow these steps when visiting a resident**
 1. Wash hands utilizing good hand washing hygiene
 2. Put on a pair of gloves
 3. Put on their personal mask
 4. Knock on resident's door and ensure they are wearing a mask
 5. Deliver the meal/item to the resident's dresser, or other stable platform
 6. Immediately after exiting, remove and properly discard of gloves in a designated bin (**DO NOT REMOVE MASK YET**)
 7. Wash hands utilizing good hand washing hygiene
 8. Remove mask and return it to re-sealable bag

At least once a day, CRT member must check the resident's temperature to be recorded.

If resident's fever is over 101.8°, they must contact a healthcare provider for further instructions

If a staff member develops a fever, cough, shortness of breath, or other flu-like symptoms such as body aches:

- **While at work:**
 - If coughing/sneezing/ or otherwise releasing droplets, wear a mask immediately
 - Contact supervisor and/or the Executive Director
 - Depart from work
 - If able, sanitize workstation before departing
 - If able, utilize a glove, tissue, or other barrier to touch doors, doorknobs, etc.
 - Do not return to work for at least 2 weeks and/or after being free of a fever, without fever-reducing medication, for at least 48 hours

- **At home:**
 - Remain at home and utilize isolation precautions there
 - Contact supervisor and/or the Executive Director



- Do not return to work for at least 2 weeks and/or after being free of a fever, without fever-reducing medication, for at least 48 hours

Refer for Medical Attention: Anyone with a high fever (over 101.8°) with severe cough or shortness of breath, should seek medical attention. People who think they may have been exposed to COVID-19 should contact their health care provider immediately. **YOU MUST CALL YOUR DOCTOR AND/OR THE HOSPITAL BEFORE ARRIVING IF YOU BELIEVE YOU AND/OR A RESIDENT HAVE COVID-19.**

COVID-19 POLICY ADJUSTMENTS

Marian House will make the following adjustments to policies to prevent further transmission of COVID-19.

1. Counselors should develop plans with their clients for obtaining adequate 12 step meetings and support. Residents should be encouraged to utilize in-house meetings and on-line meetings and avoid outside meetings.
2. In-house 12-step meetings will be temporarily restricted to MH residents (no outside attendees).
3. Residents may not have outside visitors in the building as is usually allowed.
4. Big Book Study is temporarily suspended.
5. Any resident feeling sick should check in with staff and avoid contact with others
6. Social distancing is encouraged at all times. Residents are encouraged that only ESSENTIAL TRAVEL is permitted at this time.
7. Dinner seating will be reduced to 2 per table, allowing reasonable distance between residents.
8. Any resident who has active signs of illness may be excused from communal dinner and eat in the dining room at a later, less populated time.
9. Staff who are sick OR need to avoid being in the community should speak with their supervisor to arrange accommodations.

III. Resources

Local Hospitals:

MedStar Union Memorial Hospital
200 E. 33rd Street #501 Baltimore, MD 21218
410-554-4511

Mercy Medical Center
227 St. Paul Place Baltimore, MD 21202
410-332-9000

Hand-washing Hygiene Infographic for Print

<https://www.health.state.mn.us/people/handhygiene/wash/dontforget.pdf>

Coughing / Sneezing Hygiene Infographic

<https://www.ucsc.edu/flu/files/cover-your-cough-poster.pdf>



APPENDIX



Marian House I Disinfection Procedures in relation to COVID-19

The following procedures are to be followed in an effort to reduce the possibility of virus spread in our community.

The following disinfection procedures should be completed at start of all shifts:

Using appropriate cleaning materials (Clorox wipes, disinfectant cleaners, or bleach and water solutions) and while wearing latex gloves, the following will be cleaned:

- Door knobs of all public and frequently used doors
- Faucets and counter tops of all bathrooms and kitchens
- Table tops in the great room
- Telephones in the front office and phone room
- Keyboard of the sign in/sign out computer

Residents are encouraged to do any cleaning they are willing to do, but due to supply concerns cleaning materials must be kept under lock and key and are to be borrowed and returned by residents.

THANK YOU for your compliance with these new procedures. **YOU** are important to our efforts to combat the spread of this virus!



Marian House II/Family Program Disinfection Procedures in relation to COVID-19

We encourage residents use the following procedures in an effort to reduce the possibility of virus spread in our community.

Using appropriate cleaning materials (Clorox wipes, disinfectant cleaners, or bleach and water solutions) and while wearing latex gloves, the following will be cleaned:

- Door knobs of all public and frequently used doors
- Faucets and counter tops of all bathrooms and kitchens
- Table tops
- Publicly used telephones

Residents are encouraged to do any cleaning they are willing to do, and may borrow supplies from Marian House staff. These **MUST** be returned back to Marian House once disinfection is completed.

THANK YOU for your compliance with these new procedures. **YOU** are important to our efforts to combat the spread of this virus!



Independence Place/Serenity Place Disinfection Procedures in relation to COVID-19

The following procedures are to be followed in an effort to reduce the possibility of virus spread in our community.

The following disinfection procedures should be completed at start of all shifts:

Using appropriate cleaning materials (Clorox wipes, disinfectant cleaners, or bleach and water solutions) and while wearing latex gloves, the following will be cleaned:

- Door knobs of all public and frequently used doors
- Faucets and counter tops of all bathrooms and kitchens
- Table tops in meeting rooms

Residents are encouraged to do any cleaning they are willing to do, but due to supply concerns cleaning materials cannot be provided to Permanent Housing residents.

THANK YOU for your compliance with these new procedures. **YOU** are important to our efforts to combat the spread of this virus!



Marian House

Food Handling in relation to COVID-19

The following procedures are to be followed in an effort to reduce the possibility of virus spread in our community.

FOOD HANDLING

Thoroughly and continuously disinfect the facility and food areas before and after food service/prep.

Food handlers should wash their hands with soap and water before beginning work, before return to work from any toilet visit or break, and after engaging in other activities that contaminate hands.

Food handlers should utilize the proper procedures for hand washing. *Thoroughly wash hands and arms with soap and water for at least 20 seconds, thoroughly rinse with clean running water, and properly dry your hands and arms.*

Food handlers should change their gloves any time they touch soiled or non-food service surfaces or items (the floor, their nose or mouth, dirty dishes, after using the bathroom, etc.)

FOOD SERVICE

If possible, ensure that food is served to guests. **DO** not allow self-service buffets.

Have staff handle trays and utensils, and do not allow self-service of cups, plates, trays, or utensils.

Require the wearing of disposable gloves when serving food.

No one showing symptoms of the disease is to handle food