



## Coronavirus (Covid-19)

During the COVID-19 pandemic, UCS seeks to provide greater details, precautions and change of procedures on top of our current "*Infectious Disease Outbreak*" protocols found in our Safety Manual.

Protocol updates as of 1/27/21

- Continued social distancing guidelines for guests and staff.
  - Staff, limit opportunities to put yourself in close contact with guests.
    - [close contact](#)--Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period\* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.
- Mandatory face coverings: if guests must be told more than once to cover their face they will be asked to leave for the day (make multiple announcements of this throughout the day as a reminder)
- Continued diligence on additional cleaning measures: bleach solutions, disinfectant sprays, hand washing, work area shift change wipe downs, availability of gloves.

### Guest symptom protocols:

- UCS guests - new and current - who have COVID-19 related symptoms and are awaiting test results, tested positive, have or have not been admitted/discharged from a hospital due to a positive COVID-19 diagnosis will not be allowed to enter our programs or property.
  - Patiently inform them of the policy
  - Call to get them transported to the quarantine hotel, guest name/info can be given.
    - Natasha Goodge (812) 449-3516
    - Chris Metz (812) 228-9758
  - Word of mouth is not sufficient, in that case ask the guest to come to the window and ask them if they have taken a Covid-19 test or if they are experiencing any Covid-19 symptoms.



- If they answer yes to either of those get them outside & contact transport above and follow below steps
  - Immediately disinfect the area where they were.
  - Ask the guest (remain at a distance) who they have been in close contact with from the shelter for the last 48 hours, if they can give names take them down.
  - Contact HR and program coordinator to initiate notification steps.
  - Individually let guests who were in proximity know they may have been exposed to Covid-19 and that they should monitor their symptoms—no names can be given just possible exposure.
- Guest return to shelter from scenarios above
  - If a guest goes with transport, HR will be contacted with isolation release date.
  - If they do not go with transport, we will be conservative and use 14-day window or proof of negative test.

#### Staff symptom protocols:

- Continually self-monitor for Covid-19 symptoms
  - Stay home if symptomatic, contact HR immediately, contact health care provider.
- If you come into close contact with a positive case or live with someone who has tested positive
  - Contact HR immediately (staff responsibility to keep HR informed throughout quarantine/testing process)
  - Self-monitor symptoms
  - Contact primary care doctor or Covid-19 triage line to see if/when you should get tested.
    - CDC recommendations are testing 2-5 days after close contact occurred.
    - CDC updated reduced quarantine options
      - 10 days with no symptoms
      - After day 7 after receiving a negative test result (test must occur on day 5 or later)



- After quarantine, monitor symptoms until 14 days after exposure, if any symptoms occur isolate and contact healthcare provider.

Notification process:

- Guest scenario
  - Transport number
  - HR
  - Program Coordinator (PC)
- Staff scenario
  - HR (if not available Program Coordinator)
- HR or PC notification steps
  - Instruct staff to or communicate directly with close contacts, guests/staff-possible exposure is only info given to guests (no names).
  - Make sure areas have been disinfected and belongings secured, night shelter areas as well if NS guest.
  - Notification to other PC(s) who might be affected to start disinfecting process.
    - Most likely just 2 PCs unless close contacts would also include another program.
    - Ex.- male DS/MNS guest tests positive: would notify DS/MNS PCs only, unless close contacts would include any WNS or Respite guests
  - HR will send staff notification.
    - Guest name can be used with staff for this purpose ONLY to help with close contact tracing, otherwise privacy law adherence needs to be followed.
      - HR might ask staff if their name can be used for staff notification, but we will not ask guests to use their name.
      - Correspondence to personal emails will not include private information, just general possible exposure/exposure wording.