

## Staff & Volunteer Infectious Disease Management Protocol

Purpose: To ensure everyone's safety and to minimize and mitigate the spread of infectious diseases among the Haven staff and volunteers.

Protocol:

1. Educational materials (CDC) on hygiene and etiquette will be posted in the building.
2. Building surfaces, bathrooms, and doorknobs are cleaned and sanitized multiple times per day by Haven staff.
3. The Upper Valley Haven will provide needed supplies for proper sanitation in compliance with recommendations from the CDC.
4. At the beginning of their shift, staff and volunteers will be thoroughly screened at the Front Desk to ensure they have not been exposed to an infectious disease. Everyone will be checked for fever by staff each day with a scanning thermometer provided by the Haven. The following questions should be asked:
  - a. **In the past few days have you experienced any of the following symptoms: cough, fever, shortness of breath or difficulty breathing?**
  - b. **Have you had contact with anyone who has been diagnosed with COVID-19?**
  - c. **Have you been to a health care facility (hospital, walk-in clinic, emergency room) where people infected with novel coronavirus/ COVID-19 are treated?**
  - d. **Have you travelled outside of the region in the past 14 days?**

If staff or volunteers reply yes to any of these questions or have a fever, they will be asked to go home.

5. Staff and volunteers will be asked to go home if they are presenting with cough, sneezing or other respiratory symptoms.
6. All staff and volunteers will engage in self-protection activities regularly by:
  - a. Washing their hands immediately upon entering the building
  - b. Avoiding close contact with people who are sick.
  - c. Maintaining a distance of six (6) feet when possible.
  - d. Avoiding touching eyes, nose, and mouth area with unwashed hands.
  - e. Washing hands as frequently as possible with soap and water for at least 20 seconds.
  - f. Sanitizing surfaces multiple times per day
  - g. Using elbow or tissue when coughing or sneezing.
  - h. Not shaking hands with others.
7. Volunteers will be using single use name labels rather than reusable plastic tags with lanyards.