

## 24. PANDEMIC PROTOCOL

**In the event of a pandemic or outbreak of illness, the following contract and protocol will be put into effect within shelter:**

### **SAM25 Shelter Immediate Safety and Prevention Contract**

Due to the current COVID-19 Pandemic, SAM25 requires all shelter residents to agree to follow the safety and prevention conditions as outlined in this contract. Parents are responsible for the safety of their child/ren and agree to follow all guidelines that pertain to them.

Participant Printed Name: \_\_\_\_\_

The staff completing intake will read all of the information out loud with the participant and all children being admitted to the shelter program age 14 and older.

Personal Responsibilities that must be met during your shelter stay. **In the event you make decisions to not follow the responsibilities that have been outlined, you will be immediately exited from the shelter program.** In the event you become ill or have been exposed to ill persons or have a fever upon your return to shelter; you will be exited from shelter immediately.

Procedures for entering shelter:

- Each participant, age 4 and older, will be given a face mask to wear anytime you are in shelter facility. Masks must be worn anytime you are outside of your bedroom. It is your responsibility to keep track of all masks in your household.
- You will be screened each time you enter shelter as follows:
  - You will be asked health screening questions that pertain to you and each member of your household.
  - You will be asked where you have been throughout the day and who you came into contact with.
  - Your temperature will be taken each time you enter the building. Staff will log all temperatures and date/time taken.
  - Upon entry, all members of your household must use hand sanitizer to wash hands before handling or touching anything in shelter.

### Shelter Rules while staying at SAM's House:

- While staying at SAM25, it is your responsibility to take care of yourself and your household's health and wellness. Report any symptoms of illness and exposure to sick people to staff immediately.
- It is your responsibility to supervise your household and keep them with you at all times.
- Bathrooms: While in shelter you must utilize the bathroom you are assigned. Guests must clean/sanitize bathrooms after they are finished using them to ensure all surfaces are properly disinfected. All guests must wash hands (with soap for 20 seconds) after use of bathroom. Parents must accompany children to the bathroom to ensure that bathroom is left clean/sanitized after use and hands are properly washed. When bathing, all towels, clothes and hygiene products must be removed and taken back to your bedroom after each use.
- Bedrooms: Guests must clean and sanitize bedrooms daily, empty garbage cans, ensure that no dishes, food or beverages are left in the bedroom overnight, with the exception of water or an infant's bottle. Guests may only enter their assigned bedroom. Bedrooms must be kept clean and free from garbage, diapers, food, beverages and dirty clothing.
- Mealtimes: During the COVID Pandemic and in the event of any outbreak of sickness, meals will be served to guests in their rooms at scheduled meal times. Meals will be delivered to guests at their bedroom door. Meals are to be eaten immediately. Plates will be picked up by staff approximately 30 minutes after the meal is served. Any food not eaten during that time will be discarded. Guests are not allowed to eat or drink outside of their assigned rooms. Meals will only be served during scheduled meal times. If you are not present in shelter during mealtime, a meal will NOT be saved for you. Please request a bagged lunch from staff.
- Common Living Areas: All common living areas will be closed during a pandemic or outbreak of sickness. Guests must remain in their rooms unless they need to meet with staff, use bathroom/shower facilities or do laundry. Meals will be served in rooms. Masks must be worn at all times that you are outside of your bedroom, unless you are showering/bathing.
- Social Distancing. Keep a distance of six feet between you and other people. Children MUST be with their parent in the same area and must not be running around.
- IF YOU DEVELOP FLU/RESPIRATORY TYPE SYMPTOMS YOU MUST CONTACT YOUR DOCTOR IMMEDIATELY. REPORT THE SYMPTOMS TO STAFF IMMEDIATELY.

- Shelter intake times will be limited to 5-7pm. If you are working or have an appointment that does not make it possible for you to enter shelter during this time, you must provide proof (Doctor's appointment paperwork; Work Schedule; etc.). If you do not enter shelter during the intake time and without proper paperwork, you will not be allowed in shelter that evening. Due to the pandemic and social distancing guidelines, the number of shelter guests allowed in will be severely restricted. Do not take this rule lightly as you will lose your bed for the night if you fail to come during the intake time.
- In the event you leave shelter for any unauthorized reason you will be exited from the shelter program immediately. This means you will NOT be allowed to come back into the building. Your belongings will be packed and you will be notified when they can be picked up. **NO EXCEPTIONS UNDER THESE CIRCUMSTANCES.**

Other General Guidelines: The shelter program is a communal living environment. Therefore, it is more susceptible to the spread of contagious outbreaks.

We require you to follow these precautions:

#### **IMMEDIATELY**

**Wash your hands and your children's hands every time you return to shelter. NO EXCEPTIONS. Wash them with warm soapy water for 20 seconds, dry them thoroughly and throw the paper towel away.**

Avoid touching your eyes, nose, and mouth.

Use soap and water, hand sanitizer or antibacterial wipes after any contamination, sneezing, coughing, and before eating.

Cover your cough and/or sneeze by using a tissue, using the inside of your shirt, or by using your elbow. Sanitize afterwards.

After use of any shelter phone, sanitize it.

Do not share phones, electronics, or anything else.

Do not go in other guest's rooms and do not allow anyone from another household in your room. Only one household per room.

As a guest at SAM's House, I agree to abide by the above expectations to ensure the safety of me and my household and all other guests, staff and volunteers of SAM25. I understand that if I do not abide by the above expectations, that the services provided to me at SAM25 will be terminated and that my household will no longer be able to stay at SAM's House Emergency Shelter. By signing below, I am acknowledging that I understand and agree to the above terms.