



## EGH Day Center Infectious Disease Health and Safety Protocol

While we continue to have concerns about COVID-19, Monkey Pox, and other serious transmissible diseases, some new processes have been implemented in order to maintain the health and safety of the day center. Allowing for flexibility as new information comes to light, the processes will be as follows:

- **Client protocol for entering the day center**
  - Before a client is welcomed into the day center, day center staff will meet the client at the door, observing the client for signs of illness; coughing, difficulty standing, sneezing, a rash, etc. If there are no outward indicators of illness, the client will be asked if they have been experiencing any coughing, runny nose, stomach discomfort, loss of taste or smell, headaches, unexplained rashes, fatigue, sore throat, or congestion. If there are no reports or indicators of illness, the client will be given a disposable mask (if needed) and reminded that they must wear this mask at all times while at the day center. Cloth masks are no longer permitted in the day center. As body temperature has not proven to be a reliable indicator of illness, we will not be taking everyone's temperature at the door. If there are other indicators of illness, the client's temperature will be taken at the door, with a non-contact forehead thermometer. If the client does appear ill or has a temperature above 100.4 degrees, they will be asked to remain outside the day center, while being made as comfortable as possible, while staff assess the need for Covid testing or another medical evaluation. If the client does not appear ill and offers a reason for a higher temperature, staff will offer to take another temperature reading after five minutes have passed. If it appears the client is ill and they are interested in Covid testing or have asked to see a medical professional, staff will ask the client to remain outside while a call is made to the Covid line or to emergency medical services (whichever is indicated). As there is only an emergency designated quarantine area and no non-emergency designated quarantine area, a client whose illness becomes apparent prior to entering the day center will not be admitted into the day center.

- If a client has been welcomed into the day center, they will be given hand sanitizer and the location of where the client is staying overnight will be recorded on the sign in sheet (by the staff member).
  - Day center staff will then explain to the client any protocol changes that will impact the client's day center activities.
  - **Masks** - All clients are required to wear a disposable mask at all times while in the day center, except while taking a bite or a drink, and only in the designated eating area. It is preferable to give each client only one mask per day, unless their mask becomes damaged, so clients will be encouraged to keep their mask with them while eating. Extra masks will be kept at the front desk. Masks must be worn so that they fit firmly around the nose, chin, and sides of face. If the mask they're wearing is not well-fitted, the client will be asked to wear a different mask. If a client receives multiple reminders to adjust their mask so that it covers their mouth and nose, the situation will be discussed with the Program Manager or the Operations Manager and that client may be asked to leave the day center for the day. If a client is unable to wear a mask for medical reasons, and is able to provide a doctor's note indicating that, a plastic face shield will be provided. The shields are kept in the Program Manager's office.
  - **Thermometer** - The forehead thermometer will be kept in the desk drawer at the front desk.
- **Client protocol for illness identified after entry into the day center**
    - If a client appears ill or reports feeling ill while they're in the day center, staff will approach the client to inquire about symptoms and to take their forehead temperature.
    - If it appears the client is ill, EGH staff will direct her to the sleeping room (making sure it is unoccupied at the time, clearing the room if necessary). This room will be used as an emergency quarantine room. Once in the emergency quarantine room, the client will be asked to wait while the Day Center Manager or the Program Manager call the Covid helpline at (206) 477-3977\* or 911, depending on what is indicated.
    - If the client refuses to enter the emergency quarantine room or to follow through with Isolation and Quarantine recommendations received during the call with the Covid helpline or with 911, the client will be asked to leave the Day Center and to refrain from coming back until she can either produce proof of a negative Covid test (taken on or after this date), discharge paperwork from a medical provider, or until two weeks have passed since this visit.

\*If it is recommended that the client be quarantined at the day center until someone is able to transport her to a medical or quarantine facility, the client will remain in the emergency quarantine room until such a time as transportation has

arrived. During her quarantine at the day center, day center staff will bring the client her meals and will direct her to use the restroom adjacent to the Fellowship Hall. When the client has departed the day center, all surfaces including tables, chairs, and door knobs will be sanitized (when it is safe to do so). If it is recommended that the client transport herself to a testing site, the client will be given written instructions on where to go for testing and will be informed that she will be asked to refrain from returning to the EGH day center until either 14 days has passed since the visit date in question, the client is able to produce a negative COVID-19 test result from a test taken after the date in question, or the client can produce medical discharge paperwork from a related visit after the date in question. Any client asked to refrain from returning to the EGH day center for a period of time will have a note placed in their Outcome Tracker file.

- **Cleaning/sanitizing** - Day Center staff will maintain a specified cleaning/sanitizing regimen that takes place throughout the day, with extra cleaning between users in the computer area. There is a printed cleaning protocol located in the kitchen that will be followed throughout the day.
- **Day Center Staff** – Staff will wear a disposable mask at all times while in the day center. EGH will provide masks for staff while they are on shift. The only time a mask may be removed is when a staff member is alone in a room where no other clients or staff are present. All food and drink must be consumed in areas where no staff or clients are present. Staff will be asked to refrain from coming to the day center if they have concern that they may be symptomatic or are awaiting test results for COVID-19 or another serious communicable disease. Staff with a positive COVID-19 test or another serious communicable disease must refrain from returning to the EGH Day Center until they have completed a recommended Isolation and quarantine period.
- **Kitchen** - Clients will come to the kitchen for the purpose of participating in the food giveaway or to rotate their laundry only. The seating has been removed from the kitchen due to an inability to meet social distancing requirements in that space. All client food needs will be fulfilled by staff. Staff will handle all utensils, dishes, cups, etc., with gloved hands. The food giveaway process will be adjusted so that clients are escorted individually into the kitchen to be able to point at their preferences, while gloved staff members are responsible for handling all food distribution. The kitchen will have open windows (when the weather makes it reasonable to do so), the air purifier will remain “on”, and the hood fan on the stove will remain “on” to maximize air flow.
- **Food and Beverages** – At meal times, clients will be asked to use hand sanitizer prior to receiving food. Clients will consume all beverages and food in the dining room only. There can be no eating or drinking in any other space in the day center.
- **The Dining Room** – Clients will use the dining room for congregation, in strategically spaced seating. This will be the only place in the day center where clients can consume food or beverages. Except during the times when someone is actively consuming food or beverages, a mask must be worn.

- **Front Desk** – The staff member managing the front desk will be responsible for recording all client entrances and departures and for monitoring the number of clients currently in the day center at any given time.
- **Coffee** – Coffee will be served at the front desk, by the day center staff member working at the front desk. Staff will be responsible for handling all coffee related items due to this area being considered a high touch area.
- **Sleeping Room** – The sleeping room will be available for client use, with the expectation that clients will continue to follow mask protocol and that the air purifiers will be in use at all times. The sleeping mats have been arranged in such a way as to allow maximum distance between clients.
- **Recliner Chairs** – The recliner chairs have been reduced in number in order to create more space between clients. The process for signing up has been altered to accommodate the reduction. If necessary due to demand, at 9:15 a.m., the front desk staff member will gather names of all who would like a chair and will draw four names (offering choices in the order of the names drawn). This process will repeat at 1:00 p.m. The chairs will be disinfected between clients by a day center staff member.
- **Computers** – Computers are now located in the computer room and are available for client use, with sign-up required at the front desk. The number of available computers has been reduced to two at this time, to create safer spacing between users. The computers will be wiped down with disinfectant between users. Clients are expected to keep their masks on at all times while in the computer room. An air purifier will be in use in the computer room at all times.
- **Phones** – The phone in the computer room is available for client use, with sign-up required at the front desk. The phone will be wiped down with disinfectant between users. Clients are expected to keep their masks on at all times while in the computer room. An air purifier will be in use in the computer room at all times.
- **Air Purifiers** – Air Purifiers have been placed strategically throughout the day center. These units are to remain on during the entire duration of time when the day center is open for business. The fan speed should remain at a minimum of a 3 at all times. All air purifier filters will be cleaned every three months, using the written schedule indicated on the backside of each unit.
- **Staff and Volunteers**– Staff and volunteers are required to be fully vaccinated for Covid 19. Staff and volunteers will be asked to wear a mask at all times while in the day center, except at times when they can be alone in a private space. EGH staff and volunteers will follow King County Health recommendations regarding Isolation and Quarantine for all serious communicable disease exposures and diagnoses, including Covid-19.