



**Stafford County/St. Peter's Lutheran Church
Disaster Reception Center**

**Instructions for Operating under COVID-19
Pandemic Conditions**

July 2020

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1. **PURPOSE:** The purpose of these instructions is to complement the base Disaster Reception Center Operations Plan, March 2018, to ensure the safety of Disaster Survivors, volunteers, and state and local agency representatives by minimizing the potential to spread a pandemic virus at the Reception Center (RC).
2. **CONCEPT:** The RC will comply with latest updated version of the Virginia Department of Health (VDH) COVID-19 Interim Guidance for Group/ Congregate Day Program Settings found at https://www.vdh.virginia.gov/content/uploads/sites/182/2020/05/COVID_19_Congregate-Day-Programs-Guidance_Update_5.21.2020.pdf.
3. **EXECUTION:**
 - a. Volunteers and other staff will be advised not to report if they are experiencing any COVID-19-like symptoms¹ or have had recent exposure to someone who has them.
 - b. All volunteers and staff will put on cloth face coverings (masks) before entering the building and will either wash their hands or use hand sanitizer immediately after entering. All having direct contact with Disaster Survivors will wear gloves as well. Those who operate face-to-face with Survivors will also use face shields.
 - c. Survivors arriving without appropriate face coverings will be given a covering as soon as possible and told to wear it.
 - d. Temperatures will be checked before anyone (staff or Survivors) enters the Church narthex. Those with a temperature above 100 degrees F or exhibiting or reporting other COVID-19 symptoms or exposure will not be allowed to enter the building. They will be moved away from the general public and turned over to the on-site EMTs or VDH staff.
 - e. To the extent possible a social distance of six feet will be maintained at all times.

¹ **COVID-19 Symptoms:** The primary symptoms of COVID-19 have been reported to be fever (temperature > 100.4° F), a new or changed cough, and shortness of breath. Additional symptoms have been noted, including chills, muscle pain, new loss of taste or smell, vomiting or diarrhea, and sore throat. Furthermore, older individuals with COVID-19 may show atypical symptoms, such as new or worsening malaise (tiredness or discomfort), new dizziness or increased falls, or mental status change such as confusion.

- f. High contact surfaces (in the dining room, rest area, restrooms, *etc.*) will be sanitized with a bleach/water solution spray² as often as possible but at least hourly.

4. INSTRUCTIONS TO RC TEAMS:

- a. Parking Lot Traffic Control Team: All team members will wear face coverings, face shields, and gloves at all times. Stop all vehicles entering the parking lot. Issue face coverings to anyone not having an appropriate one and tell them to put them on. Ask everyone if they are experiencing COVID-19 symptoms or have had recent exposure. If so, escort them to the far left-hand corner of the parking lot and notify the on-site EMTs and the Command Post (CP).
- b. Reception/Exit Control Team: All members having face-to-face contact with Survivors will wear face coverings, face shields and gloves. Survivors will not be allowed to handle any forms or writing implements.
- c. Survivor Support Team: All members having face-to-face contact with Survivors will wear face coverings, face shields and gloves. Survivors will not be allowed to handle any forms or writing implements except their Survivor Instructions and Assistance Records.
- d. Survivor Care Team: All members having face-to-face contact with Survivors will wear face coverings, face shields and gloves. Ensure social distancing is maintained in the Rest Area by positioning chairs (no tables) six feet apart. In the Dining Area position tables six feet apart and allow only one family unit or two individuals sitting on opposite sides to use each table at a time. Keep survivors six feet away from all open food and drinks. Disinfect all tables and chairs in the Dining Area after each use with a spray solution of bleach and water. Disinfect all high touch areas in the restrooms at least hourly and record the time of disinfection on the Restroom Disinfection Record (see Figure 1).
- e. Health Services Support Team: Ensure the RC follows the most recent VDH guidance and all volunteers and staff are aware of the current COVID-19 situation.
- f. First Aid Station Team: Ensure the Public Safety Support Team is properly trained in using the infrared thermometer and the thermometer is functioning properly.

² Disinfecting bleach/water solution: 4 teaspoons bleach per quart of room temperature water. Must be used within 24 hours of mixing. Leave solution on surface for at least one minute.

- g. **Public Safety Support Team:** Station one person wearing a face covering, face shield and gloves at the entrance to the Church and check temperatures of Survivors and staff entering the Church using the infrared thermometer. Squirt hand sanitizer into the open palm of each Survivor and staff member and ask them to rub it onto their hands. Ensure social distancing is maintained in the narthex by marking standing positions 6 feet apart with blue tape and allowing only one family unit or individual to occupy each position. Immediately isolate anyone with a temperature over 100 degrees F. or otherwise suspected of having COVID-19 from the general population and notify the on-site EMTs. If EMTs are not available, exit the main entrance with the suspected individual (and family members), reenter the Church through the west wing entrance, and place them in one of the isolation rooms until the EMTs can evacuate them. Once they have been evacuated, disinfect all surfaces in the isolation room with a water/bleach solution spray.
 - h. **Command Post:** Alert the EOC immediately if the on-site EMTs or VDH representatives believe there is an active COVID-19 case at the RC.
5. **SUPPLIES AND EQUIPMENT:** These are located in a separate box in the storage area labeled “COVID-19 Supplies.” The CP will distribute them as follows:

COVID-19 Supplies and Equipment

Item	Unit	Total Number										
			CP	Parking Lot	Reception/Exit	Health Serv	Support Tm	Care Tm	Aid Station	Public Safety		
COVID-19 Instructions	Each	9	2	1	1	1	1	1	1	1		
Cloth Face Coverings	Each	100	50	50								
Face Shields	Each	25	3	4	3	2	4	4	2	3		
Gloves	Box	2	1					1				
Spray Bottles	Each	2						1		1		
Infrared Thermometer	Each	1								1		
Blue Masking Tape	Roll	1								1		
Hand Sanitizer	Bottle	1								1		
Restroom Disinfection Record	Each	8						8				

Bleach is located in Church kitchen or provided by RC Administrator

DISASTER RECEPTION CENTER RESTROOM DISINFECTION RECORD

LOCATION:

DATE/TIME OPENED:

Restroom Gender and Location:

THE FOLLOWING DISINFECTING PROCEDURE MUST BE DONE AND RECORDED AT LEAST HOURLY. Spray all door handles/opening surfaces, sink faucet handles, toilet and urinal handles, toilet seats, toilet paper holders, soap dispensers, sink cabinet surfaces, light switches, and any other high touch areas with water/bleach solution. Let set at least a minute. Wipe with paper towel.

Time of Disinfection	Volunteer who did disinfecting.	Notes

Figure 1