

Protocols for New Guests at Alitas with COVID Precautions

Initial Arrival of Guests and Triage:

- **All Guests who do not arrive with a mask will be given a mask (cloth or surgical) to wear and required to wear it at all times while on Alitas premises.**
- **ALL guests and volunteers will have their temperature checked and pulse-ox taken on arrival at the CAWC and daily thereafter.**
 - If guests are febrile (>100 deg F) or demonstrating any respiratory symptoms they will be escorted directly to an isolation room.
 - Any other volunteer/staff or accompanying personnel with fever should notify shelter management and should not enter the building.
- All guests who are afebrile will be escorted to their own separate table outside of their pre-assigned room for medical screening and intake (Febrile or ill guests will have this process completed inside their respective rooms).
- Initial greeting of guests will include information regarding COVID-19 spread and precautions including continuous mask wearing, social distancing between guests, quarantine recommendations, plans for testing, etc. This information will be delivered in guests' primary language.
- Medical screening will be conducted in person or via telehealth interview. If in person, both patient and medical personnel should be wearing at least surgical masks and if available medical provider should wear N95 masks during interview and exams.
- For in-person interviews, medical personnel should be seated across the table (longways) from non-febrile patients to maximize distance, and any exam or close proximity to the patient should be limited to <5 minutes.
 - **For those patients who are febrile, or actively presenting with respiratory symptoms, all interviews and examinations should be conducted in an isolation room, and appropriate PPE should be used** (N95 mask, gown, face shields will be available).
 - Please remember to take off all PPE except mask inside pt room (prior to leaving) and discard in nearest trash bin.
 - After each patient encounter, please make sure to sanitize your hands, stethoscope, thermometer, pulse-oximeter and any other equipment used.
- Medical Screening should include potential exposure to COVID + individuals or high-risk settings. Updated medical screening forms will be available.
- **Medical coordinators should be notified about any guest who has experienced symptoms that may be consistent with COVID19 or has been identified as coming from high-risk locations. These guests should be isolated, as above, and will need to have COVID19 testing arranged as quickly as possible either through Banner or El Rio.**
 - **Any guest identified as high risk – EITHER Symptomatic or Asymptomatic** will be advised to remain in isolation/quarantine for 14 days or until cleared by medical personnel. (Please note: we cannot require guests to stay with us but we can strongly encourage it for both their protection and community protection.)
 - **If guests test positive**, we will assess safety of pt remaining at Alitas vs transferring offsite for duration of isolation period. Careful monitoring of guest should continue to ensure no need for escalation of care.

- **If guest tests negative**, they should continue to social distance and maintain isolation, with careful monitoring of symptoms. If high suspicion (either due to symptoms or exposure), will retest within 5 days.
- All Medical Screening forms should be photo-copied (using copier in Travel or Intake) and should serve as the 1st pg of the progress notes for patients remaining at the CAWC. These should be placed on clipboards in the medical room. Instead of previous protocols where only infirmary patients had progress notes, all guests will now have these new progress notes. Full SOAP notes are not necessary for every patient unless there is a significant new event, but this is where temperatures and pulse-ox readings should be recorded daily.
- Please update the whiteboard in the medical room with all new guests initials and information as previously. If no dx or concerning sx, please write where pt is arriving from (i.e. Detention facility such as La Palma, Eloy or Florence or ICE/CBP)
- All families who are quarantined should receive the following:
 - Clothing brought to the room
 - Food brought to their rooms – Kitchen Staff has been notified all food to be left outside rooms
 - Walkie-Talkie, computer or tablet for communication with Staff/Volunteers if their conditions change or if they need anything so that they do not need to leave their rooms
- All surfaces should be wiped down and sanitized following each patient encounter – Spray bottle with diluted bleach solution to be available at every guest table.

Daily Procedures:

- All guests should have daily temperature and pulse-ox measured and recorded. This can be done by medical personnel or general staff. If any readings are abnormal, or guests begin to have any of the more common symptoms of COVID19 (Fever/chills/cough/shortness of breath), medical coordinators should be notified to help arrange further testing and treatment.
- Medical personnel should be wearing appropriate PPE in any interaction with guests. (Surgical/procedural mask for both pts and providers in most settings, N95 mask & face shield for those deemed high-risk)
- **Both Progress notes and White board in medical room** should be updated with last date pt was seen and any other pertinent info (i.e. Temp/Pulse-ox, etc)

Isolation Patients:

- As we have done for past patients with infectious diseases (varicella, TB, etc), we ask that any guest who is assessed as needing to be in medical isolation be given instructions that they are not to leave their rooms except to shower until cleared by medical team.
- All immediate family members of this guest should also be placed in isolation.
- Guests should be given face masks to be used any time they need to leave their room (i.e. to shower).
- Guests will be given walkie-talkie, computer or tablet to communicate appropriately with staff and volunteers, so they do not have to leave their rooms.

- All food, clothing, bedding, and any other material needs will be brought to the guests room and left outside door so as to minimize contact between other volunteers and potentially infectious guests.
- Guests will be notified that they are not released for travel and sponsors/families will be notified of this. If arrangements need to be made to change initial ICE check-in, Alitas staff will make the appropriate arrangements.

Facial Masking Recommendations:

- All medical providers will be given an N95 mask and a paper bag with handles to store this mask when not using it. Please ensure you are donning and doffing properly, minimizing contact with mask surfaces and using only elastic straps to don and doff.
- We are requiring all guests and volunteers to wear masks at all times while in the facility. This is for everyone's protection and safety. Masks are very unlikely to keep the wearer from getting sick, but they help stop the spread of the wearer's respiratory droplets and as such universal masking helps keep us all safe from each other.
- We must be mindful in this time that wearing masks can lead to increased feelings of isolation, anxiety and fear in both staff and guests. We need to make sure it is clearly communicated to guests that this is for their own protection and the protection of those around them. Please do this in a caring and inclusive way as all our guests have experienced significant trauma prior to arriving with us.

Staff/Volunteer Health:

- The symptoms of COVID-19 are fever, dry cough, and shortness of breath. These symptoms overlap with many other seasonal illnesses, so it is especially important that anyone who feels sick stays home from work. It is also recommended by the Arizona Department of Health that staff and volunteers get the seasonal flu vaccine, to avoid contracting other avoidable seasonal illnesses at a time that healthcare products and providers may be overloaded.
- Any staff/volunteer who has had a fever is required to stay home until 72 hrs free of fever.
- All non-essential volunteers/staff are asked not to come in.