

IHRC COVID-19 Safety Protocols

- Handwashing Procedure:
 - Turn on the faucet and set the water to the temp you desire
 - Note: Water hot enough to kill germs on its own would burn your hands, so warm water is really just to keep you washing longer
 - Add enough soap to your hands to make a lather
 - Make sure to thoroughly wash by rubbing your hands together for at least 20 seconds or hum the ABC song to yourself
 - Pay close attention to the back of your hands and your thumbs, in between your fingers and under your nails
 - Rinse your hands so that they are completely free of soap
 - If there are any visible signs of soil or residue, repeat the handwashing procedure
 - Next, dry your hands thoroughly with a clean paper towel
 - After drying your hands, you can use that paper towel to turn off the water faucet, open the door, and turn off the light
 - Dispose of paper towel
- Kit making/kit handling:
 - Wash hands thoroughly before and after using soap and running water.
 - Always wear gloves, if your gloved hand touches a door knob etc, you need to change your gloves
 - Must wear mask/bandana/scarf/t-shirt over mouth & nose while assembling
 - Bundle supplies in 100's to give to volunteers
 - When volunteers bring back kits let them sit for 3 days before handing them out to community
 - When distributing supplies (in or outside of office), whenever possible put in disposable bags to avoid anybody touching your *gloved* hand
- Street Outreach:
 - Glove up before grabbing supplies to take on outreach
 - If possible, wear clothes you can easily remove, or double up on shirts so you can remove one, when you return to your office or home
 - During this crisis event, there may be even less access to food, shelter, and medical attention than normal for our participants. If supplies are available for basic needs, distribute on route.
 - Always wear gloves during outreach, and a mask if you will be closer than 6 feet to anybody
 - Clean your hands with soap & water or hand sanitizer before gloving up and after gloving down
 - Change your gloves frequently in between encounters
 - Avoid groups - do one on one distribution and encourage folks to do peer distro
 - If possible, maintain physical distance. Leave supplies in a secured area or place on ground. Avoid hand-to-hand distribution
 - Encourage participant(s) to support each other and spread the word

- Do not enter homes or other enclosed spaces
- Remove face mask carefully. Do not touch eyes/nose/mouth. Germs can spread with sudden movements. Wash your hands before and after removal
- Carefully remove/change clothes before entering your home or office
- When making deliveries:
 - All guidance from the street outreach section applies, and additionally:
 - Glove up before filling the vehicle with supplies and bring extra as available.
 - Remove gloves safely and use hand sanitizer after each encounter
- In Office:
 - Put up signs on the outside of external doors letting people know that we will only have 1 visitor in the office at a time and they should knock in order to reduce their exposure
 - Put up signs on the inside of external doors letting people know that we will unlock and open the door for them before they leave in order to reduce their exposure
 - Keep doors locked and use a barrier between your hand and the door handle (in order to conserve gloves, use a tissue or paper towel)
 - Encourage mailing or delivering of supplies to individuals for personal use
 - Kit-makers or organizations must still coordinate with staff to come pick up supplies or meet up as convenient to the OPC
 - No more than 1 visitor in office at a time
 - Volunteers/participants wait outside if somebody is already in the office - if we can bring them supplies without them coming in, do that
 - Peer support outside weather permitting
 - Set up chairs/tables outside for people to hang when possible
 - Weekly deep clean, cleaning of regularly touched surfaces at least 2x/day
 - Using these chemicals can be hazardous. Use caution. PPE recommended. Avoid spraying around small humans and animals
 - Wet contact time - Bleach solution 1/4c:1 gal water - 10 min, ammonia products 10 min, Peroxide products: 15 min, Cavicide: 3 min. (Unless otherwise specified on label)
 - Wipe cleaner regions first, then more contaminated regions. First wipe the object surfaces that are not frequently touched, and then wipe the object surfaces that are frequently touched. Once an object surface is clean, replace the used wipe with a new one for the next object
 - If available, spray lysol/ammonia throughout the air at the end of the day.
 - Body fluid/fecal procedure. Using a disposable towel, remove pollutant while wearing gloves, mask. Cover the area with a sufficient amount of undiluted bleach, and let stand for 30 minutes.
 - Stay 6 feet apart
 - Use your own office supplies, wipe down any shared supplies before & after use

- If you use someone else's work station, wipe down the keyboard, monitor, desk, and mouse
- Cars:
 - When to transport
 - When taking somebody to medical care, drug treatment, or housing resource
 - If possible, deliver food/basic needs supplies instead of transport
 - When not to transport:
 - When you are sick
 - When participant is sick
 - When disinfecting cleaning supplies are not available
 - In company vehicles, plastic must stay on seats. If you are transporting participants in your personal vehicle, we will send you plastic coverage.
 - Wipe down the following before and after use:
 - Steering wheel
 - Inside & outside door handles
 - Gear shifter
 - Blinker & wiper handles
 - Radio
 - Arm rests
 - Seats
 - ANYTHING else that you touched
 - Spray car with disinfectant if possible (ex. lysol)
 - Use hand sanitizer after pumping gas, or wear gloves during pumping
 - Wear mask when someone else is in the car
 - Crack windows while driving (with others and when alone)
 - Don't leave anything in the car (other than pen and mileage sheet, which should be wiped down before you leave)
 - Wipe down passenger side and anything a passenger may touch between every passenger
- Social distancing recommendations
 - Use alternative forms of communication aside from hugs, high fives, handshakes, or other gestures involving touching another person.
 - Drawbacks of social distancing can include loneliness, reduced productivity, and the loss of other benefits associated with human interaction
 - Engage and connect with others using alternative measures. Text, video calls, messaging, phone calls. If digital means are not available, follow social distancing and hygiene safety procedures for face-to-face interactions.