

**Brethren Disaster Ministries (BDM) COVID-19 Guidance for the
Housing Facility at
Memorial Presbyterian Church
1541 S. Smithville Rd.
Dayton, OH 45410
(as of 6/2/20)**

Based on CDC & Responsible Restart Ohio guidelines

- Hand sanitizer (containing at least 60% alcohol) in a touch free dispenser will be placed at all entrances to the facility used by BDM as well as other locations throughout the facility.
- Signage will be posted throughout the facility to remind volunteers and leadership to take steps to prevent the spread of COVID-19. These will include information about:
 - *Staying home if you are sick or do not feel well.
 - *Symptoms of COVID-19.
 - *Using social distancing and maintaining at least six feet between individuals in all areas of the facility.
 - *Wearing a mask or face covering when entering the building or interacting in close proximity to other volunteers or leadership. Practicing good personal hygiene including washing hands often with soap and water for at least 20 seconds, using hand sanitizer or sanitizing wipes, refraining from touching eyes, nose, & mouth with unwashed hands, coughing & sneezing into an elbow, etc.
 - *Signs will be posted next to the hand sanitizer that indicates it is better to wash your hands especially if visibly dirty.**(A supply of cloth masks will be made available to all volunteers and leadership.)**
 - All areas in the facility will be clearly marked to allow for 6 ft. distancing. (This will include the stairwells.)
 - Volunteers will be encouraged not to share devotional and/or reading materials but to bring those items from home, write their own or obtain them online.
 - Volunteers are encouraged to find alternative group games that would not involve direct contact in order to avoid the spread of COVID-19 that could occur while sharing in playing card games or doing puzzles.

- Volunteers can share fellowship time together as long as they observe physical distancing guidelines, wear face coverings when indoors and remain in groups of 10 or less.
- During orientation & debriefing, volunteers will be provided with and asked to maintain a distance of 6 ft. from one another and will be encouraged to remain flexible and respectful in observing the new guidelines that have been put into place to protect everyone.
- The standard BDM time schedule of operations will be adjusted to allow volunteers and leadership adequate time to adhere to the new guidelines and to assist in the process of social distancing in bathrooms, eating & sleeping areas, etc. Also, to allow time for volunteers to assist with proper sanitization processes, as required by the Montgomery County Dept. of Health and the State of Ohio guidelines.

Weekly Volunteer Procedures

- BDM will provide touchless thermometers and all volunteers and leaders will have their temperatures taken each morning and evening and those results will be recorded and kept on file. (All volunteers and leadership are asked to take their temperatures for 3 days prior to arriving at the project site. Volunteers will be asked to stay home if: they do not feel well, show any symptoms of COVID-19, or have been in close contact with anyone displaying symptoms or who has tested positive for COVID-19 or is waiting on test results.)
- BDM will track, record and provide contact trace information for all volunteers and leadership.
- All volunteers and leaders will be required to sign the BDM Project Site COVID-19 Preparedness Agreement prior to serving.
- BDM is prepared to provide our volunteers and leadership with individual PPE such as masks, gloves, hand sanitizer, and /or sanitizing wipes for use during their time of service.
- Volunteers will be encouraged to bring their own hand towel(s) or hankie(s) to use on the work site for wiping sweat, etc.
- Volunteers will be encouraged to bring their own sunscreen and bug spray to use on the work site in order to avoid use of

- common containers. If not, one person will be assigned to distribute the sun screen and then clean the container after use.
- Volunteers will be encouraged to mark all personal items used in a common area (i.e. the work or housing site) with their name for ease of identification. (This can be done with an indelible marker or blue tape depending on the nature of the item.)
 - During the week, our male volunteers will be asked to enter the building by way of the outside door & stairwell (nearest to the kitchen) that will be marked specifically for them. This stairwell leads directly to a large entry area on the lower level just outside of the men's dorm space. The size of this area will allow for our male volunteers to remove their work boots while being able to maintain a 6 ft. distance. This will aid in limiting contact with each other and also protect the carpet. There is a janitor's closet with a sink in that area that will allow for the washing of paint brushes, etc. (Due to the limited space in the closet area only 1 volunteer at a time will be permitted to use the sink.)
 - During the week the female volunteers will be asked to enter the building through the side door off of the parking lot and remove their work boots in the coat room area. This area will be marked off to allow for 6 ft. distancing during that process. By removing work boots in this area we will be able to maintain distancing and protect the carpet. Female volunteers would be permitted to leave flip flops or slippers in the coat room space. The female volunteers will be using the front stairwell to access the women's dorm room on the lower level. (There is an additional janitor's closet with a sink on the upper level that the women can access to clean paint brushes, etc. There will be limited access, 1 person at a time due to the small space.)

Volunteer Sleeping Areas

- All beds (twin size w/o a bunk) in the sleeping areas will be placed at a minimum of 6 ft. apart. (Some CDC guidance suggests that an alternate sleeping arrangement provides additional separation, i.e. head to foot and foot to head.)
- If required by the Montgomery County Health Dept. and/or Responsible Restart Ohio guidelines, BDM will place a temporary divider between each sleeping space. This divider would consist of a tarp or shower curtain supported by PVC pipe. (The nature of these items would allow for ease of

cleaning and disinfection in accordance with the CDC/State of Ohio guidelines.)

- HEPA air purifiers will be placed in all sleeping spaces based on room size. These purifiers will have the appropriate filters for germ defense.
- If fans are used in the sleeping spaces they are to be placed so that they are blowing away from volunteers not on them, as recommended by the Responsible Restart Ohio guidelines.
- Any bedding belonging to BDM that is used by volunteers during the week will be laundered in accordance with CDC guidelines. Mattresses will be sprayed with disinfectant spray which is EPA approved.
- Cleaning and disinfecting of frequently touched surfaces such as light switches, door knobs, hand railing in the stairwells, ect. will take place daily. At the end of the week all sleeping spaces will be thoroughly cleaned and disinfected in accordance with CDC guidelines using EPA approved products.

CPAP Machines

- Because CPAP machines could have the potential to spread the COVID-19 virus they will be addressed differently. This is due to the fact that the face masks used with the CPAP device can allow aerosols to escape that could contain the virus if the person is ill..)
- We realize that some of our volunteers are not able to go without the assistance of these devices. There is a limited amount of isolated space that could be used for those needing to sleep with the assistance of a CPAP machine for medical reasons. If a volunteer uses this isolated area during the week, that area will be cleaned and sanitized using CDC guidelines and EPA-registered disinfectants.
- If the limited areas are not vacant, volunteers will need to find an alternative housing location.

Restrooms

- Signage providing COVID-19 guidelines will be posted in all restrooms.
- All restrooms will be cleaned and sanitized daily. Cleaning & disinfecting will be conducted using EPA-registered disinfectants,

particularly on high-touch surfaces such as facets, toilets, doorknobs, & light switches.

- A divider will be placed between sinks. (This would be a heavy duty, clear plastic shower curtain suspended on a PVC pipe.)
- Antibacterial Hand Soap will be provided and paper towels for hand drying will be made available.
- Cleaning and disinfecting products will be made available and volunteers will be asked to sanitize the sink area in the morning and evening after brushing teeth, shaving, etc. Volunteers will also be asked to bring their personal care items to the bathroom in a caddy or carrying case so that those items would have less surface contact with the area in and around the sink.
- The number of volunteers permitted in the restrooms at one time will be limited. (In the men's and women's restrooms on the first floor the limit will be **3** in each restroom at a time. In the women's restroom on the lower level the limit would be **2** at a time and in the half bath in the men's sleeping area the limit would be **1** at a time.)
- If requested by the Montgomery County Health Dept. or the State of Ohio, a cleaning schedule could be posted in the restrooms.
- Where it is possible, restrooms doors will be propped open to provide touch-free entry points.

Shower Trailer

- Signage providing COVID-19 guidelines will be posted in all showers.
- All showers will be cleaned and sanitized daily. Cleaning & disinfecting will be conducted using EPA-registered disinfectants, particularly on high-touch surfaces.
- Cleaning and disinfecting products will be made available and volunteers will be asked to sanitize the showers after each use.
- A wipeable shower mat will be made available for use in order to avoid using a fabric communal shower mat.
- Volunteers will be asked to bring their personal care items, towels, & clothing to the shower in a caddy or carry-all bag in order to limit surface contact.
- Hooks will be provided for volunteers to hang their towels on in each sleeping area in order to avoid the use of a common drying rack.
- If requested by the Montgomery County Health Dept. or the State of Ohio, a cleaning schedule could be posted in the showers.

Kitchen & Dining room

- A touch-free hand sanitizing station will be placed at the entry to the dining room/kitchen area and at the beginning of the line for meals.
- Signage providing COVID-19 & Montgomery County Health Dept. guidelines will be posted in the kitchen & dining room areas.
- Volunteers will be asked to space themselves out in the dining room and sit in groups of no more than 3 individuals at a table and chairs will be provided accordingly.
- Since the Presbytery Office's are located off of the dining room, a designated area for access to those offices will be marked off & dividers put in place as a protective measure for all parties.
- All tables will be sanitized after each meal.
- No condiments or other items will be placed on the dining tables. All condiments will be given out in individual packets from the kitchen upon request.
- Cleaning and sanitizing will be done in the dining room and kitchen daily. Cleaning will be conducted using EPA-registered disinfectants, particularly on high-touch surfaces.
- Meals will be served from the pass through area between the kitchen and dining room. A plexi-glass divider will be placed in the pass through opening. Plates will be filled in the kitchen by household volunteers who will be wearing gloves and masks. These plates will then be passed through the opening to the volunteers and leadership. The serving area will be marked off to indicate a 6 ft. distancing for those standing in line and volunteers will get in line by table
- A separate area will be set up for dispensing beverages. BDM will be providing beverage dispensers with spouts that allow for the beverage to be dispensed at the touch of a cup or glass and will not need to be touched by hand. All sweeteners, creamers, etc. will be provided in individual packets. Hand sanitizer will be placed in the area as well.
- All plates, bowls, cups, glasses & utensils will be cleaned & sanitized in the dishwashers using Montgomery County Health Dept. and/or State of Ohio guidelines and EPA approved products.
- If required by the Montgomery Health Dept. and/or the State of Ohio the utensils will be packaged individually after they have been sterilized in the dishwasher.

- All cooking utensils, pots, pans, etc. used in the preparation of meals will be cleaned and sanitized using Montgomery County Health Dept. and/or State of Ohio guidelines and EPA approved products.
- All countertops, appliances, etc. will be cleaned and sanitized regularly in accordance with the guidelines.
- Lunch packing will be handled by designated volunteers in the kitchen and passed out to the volunteers using the plexiglass pass through area. All condiments for sandwiches will be passed out in individual packages. (Each volunteer will be given a lunch order form to complete at supper time on the prior evening.)
- Each volunteer will be assigned a plastic thermal lunch box to be used for their lunches during the week and will be provided with the necessary cleaning & disinfecting products to use on that container daily. (No communal ice chests will be used.) Blue ice will be used to keep sandwiches cold and will be placed in ziplock bags that can be easily wiped down. Each cooler will be numbered for volunteers to easily identify and only touch their own.
- Individual bottled water will be made available to the volunteers and leadership. (No communal water jug will be used.)
- With regard to the snack shelf area, all snacks such as chips, cookies, breakfast bars, etc. will be individually packaged and volunteers will be asked to use a glove when selecting items from this area. (A supply of disposable gloves will be made available for this purpose.)
- All household leadership and volunteers will have their temperatures monitored daily using the touchless thermometer. Those temperatures will be recorded and kept on file.
- All household leadership and volunteers will be asked to maintain the 6 ft. distancing in the kitchen area whenever possible. They will be encouraged to avoid switching tasks when possible to reduce cross contamination concerns and increase handwashing if changing tasks is necessary. Wherever possible, work station areas will be set up in the kitchen to assist with this process. (As required by the Health Department, handwashing guidelines will be posted at sinks and work stations.)

***** COVID-19 Procedure for Sickness *****

If someone in a group on a BDM site should exhibit symptoms of COVID-19:

1. Project Leadership will work to follow local instructions on seeking care and obtaining testing and the District Disaster Coordinator (DDC) will be notified.
2. The person will be isolated at the housing site until the test result has returned or the group returns home.

If someone in a group should test positive for COVID-19:

1. The person testing positive and the whole group will return home immediately to quarantine for 14 days. Conversations with the BDM office, DDC, Project Leadership and group leader will occur to determine how the person testing positive will travel.
2. Project Leadership who were in contact with the person will quarantine for 14 days and the groups scheduled for the following 2 weeks will be cancelled.
3. Project leadership will collect a contact tracing list for the group that includes all of the members in the group, leadership, homeowners, partners, church members or others who had any contact of at least 15 minutes with any volunteers and public places that volunteers have been. Leadership will notify all of those outside of BDM of any potential contact.

***** Before Traveling *****

All volunteers should **not leave home if:**

1. They are exhibiting symptoms of **any illness** before departure. Volunteers are also recommended to monitor their temperature 3 days prior to travel and not travel if it has been above 100 degree during any of these checks.
2. They have been in contact with someone in the last 14 days who has tested positive with or is waiting on a test result for COVID-19.
3. They are not comfortable traveling with a group or observing the safety protocol that is now required on a BDM site.

BDM Office / Paperwork

- Incoming BDM leadership will receive guidance and information regarding the new procedures that are being put into place by the ministry in order to protect our volunteers, fellow leaders, homeowners, partner agencies, local businesses, and the community at large.
- BDM leadership will be encouraged to review the CDC and Responsible Restart OH guidelines as well as the new BDM protocol. This information will be posted in the BDM Office area and also made available online.
- The BDM Office area for the Dayton site will have limited access to anyone other than leadership. The office space is large enough to allow for 2 to 3 leaders to be working in that space at one time and maintain 6 ft. distancing between workstations.
- Paperwork will be kept to a minimum with limited handling by the volunteers. (Use of more online forms will be encouraged). Group information would be shared in a plastic sleeve or on a white board as these options would allow for ease of wipe down.
- Hand sanitizer/or sanitizing wipes will be provided in the office for those working in the office area.
- Regular cleaning and disinfecting will take place daily. At the end of the week there will be a deeper cleaning done using EPA approved products.
- All BDM merchandise will be displayed using guidance from the Montgomery County Dept. of Health and the State of Ohio. Hand Sanitizer will be located next to the display to be used in advance and a poster reminder.