

3/2/2020

WCSC's Covid-19 Prevention Plan of Attack

Background: there are 18 confirmed cases of covid-19 in and around King County and 6 people have died. The disease is expected to spread further around the area, and there is already talk of school closures. As WCSC serves a vulnerable population, prevention of the spread of the disease is very important. Our priorities are prevention, education, and communication.

This plan is likely to continue to develop and change as more information becomes available.

At WCSC:

-Bulletin board outside WCSC with language framing WCSC's preventative measures, "As a community organization serving a vulnerable population, WCSC makes the health and safety of its members and participants a priority. With the spread of coronavirus disease 2019 (covid-19) in King County, we are taking careful preventative measures like regularly sanitizing surfaces. Here's how you can help:

-Stay home if you are sick. If you have or have had a fever, cough, or shortness of breath within the last 24 hours, please stay home.

-Notify us if you get covid-19. If you are confirmed to have covid-19 and have been to WCSC recently, please let us know.

-Prevent the spread of germs. Wash hands often and well, cough and sneeze into a tissue or your elbow, and avoid touching your face.

-Bear with us if cancellations or closures become necessary. Any updates will be posted on our website at wallingfordseniors.org."

The CDC flyers "Stop the Spread of Germs" and "What you need to know about coronavirus disease 2019 (covid-19)" will be posted on the bulletin board as well.

-Post CDC "Stop the Spread of Germs" and "What you need to know about coronavirus disease 2019 (covid-19)" flyers outside front door, next to check in screen, in restrooms, in multipurpose room, in kitchen, etc.

-Have stack of King County Public Health Covid-19 factsheets and CDC "What to do if you are sick with coronavirus disease 2019 (covid-19)" for participants to take home.

-Routinely sanitize commonly contacted surfaces like door handles, faucets, tabletops, counters, salt and pepper shakers, keyboards, phones, etc. with bleach water. Create a checklist for these tasks for staff and volunteers to complete daily.

-If someone is observed to exhibit fever, cough, or shortness of breath at WCSC, they may be asked to go home and not return until they have been free of fever and any other symptoms for at least 24 hours.

Communication:

-Signage & handouts at WCSC as listed above.

-Send a notice in this week's e-news including CDC resources, WCSC's plan, and where to find out about future cancellations & closures. Probably have an update in each week's e-news, or at least include those same resources.

-Link to WCSC's plan, CDC and King County Public Health resources on website.

-Post updates on any program cancellations or closures on the front page of the website. Ensure a few staff members can access and edit website from home.

-As possible, we will update the outgoing voicemail message on the phone with closure information.

Staff:

-Employees who have symptoms of acute respiratory illness should stay home until they are free of fever (100.4 degrees F or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).

-Employees are reminded to wash hands often and thoroughly, avoid touching face, and properly cover coughs and sneezes. Thank you for helping to keep our participants safe.

-As the situation in King County develops, we will continue to assess the risks and benefits of staying open. Any pre-planned closures or program cancellations will be communicated to staff by email. Sudden decisions to close may be communicated to staff via text message.

-If WCSC does end up closing and you aren't sick, please come to work anyways. We can get caught up on several different projects.