

Baldwin Center Disease Control Plan
Final -September 20, 2020

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Table of Contents

Table of Contents	2
Introduction	3
Purpose	3
Plan Limitations	3
SARS-CoV-2 Transmission and Control	4
Disease Prevention for all Baldwin Center Services and Activities	
Health Screening	6
Infected or symptomatic clients	6
Physical Distancing	6
Face Coverings	7
Hand Cleaning	7
Tissues, waste bins and gloves	7
Vulnerable staff	8
Disinfecting	8
Electrostatic sprayers	9
Vaccines	10
Shared Offices and Equipment	10
Signage recommendations	10
Service Specific Disease Prevention	
Showers	11
Laundry	11
Clothes Closet	12
Distribution of Goods	13
Holiday Store	14
Meals	14
Youth After School Program	15
Staff meetings	15
Parking Lot Diagram	16
References	17

Introduction

The Baldwin Center in Pontiac, Michigan, seeks to resume offering most services in a manner that minimizes the risk of transmission of severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2); the virus that causes COVID-19.

In this document, “staff” refers to both paid employees of the Baldwin Center and unpaid volunteers. Any person who visits Baldwin Center in any capacity must follow the disease control rules established by the Baldwin Center; this includes but is not limited to staff, clients, donors, vendors, inspectors, service providers, delivery persons, and other visitors.

Purpose

The purposes of this disease control plan are to support the resumption of various activities at the Baldwin Center and to provide a reference for COVID-19 risk reduction.

Plan Limitations

This plan does not attempt to eliminate all risk of transmission of SARS-CoV-2 at the Baldwin Center.

This document is meant to work with local, state, and federal government guidelines and regulations. Should governmental regulations become more strict, this document should also be amended so that it is consistent with new regulations.

The Oakland County regulations and recommendations can be found on their website: <https://www.oakgov.com/covid/Pages/default.aspx>. Questions can be directed by phone to 248-858-1000 or by email to hotline@oakgov.com.

The Michigan Department of Health and Human Services regulations and recommendations can be found on their website: <https://www.michigan.gov/coronavirus/>. Questions can be directed by phone to 888-535-6136 or by email to COVID19@michigan.gov.

During the pandemic, this document should be reviewed and updated quarterly and as the situation surrounding the COVID-19 pandemic changes.

SARS-CoV-2 Transmission and Control

Who can spread SARS-CoV-2?

Any person who is infected with the virus can spread it, whether or not symptoms are present.

How does SARS-CoV-2 spread?

- *Respiratory droplets*
SARS-CoV-2 is primarily spread by inhalation of respiratory droplets. Virus particles exit the body in respiratory droplets when an infected person exhales; including during breathing, talking, coughing, yelling, and singing. The droplets remain airborne for a short time, during which time they can be inhaled by another person. The length of time that the droplet remains in the air depends on the size of the droplet; the smaller the droplet, the greater the time it can remain in the air.
- *Contaminated surfaces*
Larger, heavier droplets remain in the air for a short period of time (seconds to minutes) and then land on surfaces, thus contaminating those surfaces. Transmission can occur when a person touches a contaminated surface and then rubs their eyes, nose, and/or mouth.
- *Airborne microdroplets*
There is some evidence that SARS-CoV-2 may also be transmitted through smaller droplets, which are referred to as airborne microdroplets. These microdroplets travel further than the 3-6 feet that larger droplets can travel, and have the ability to hang in the air longer. This is thought to be a contributor to transmission where crowding and inadequate ventilation are a concern, such as indoors or in other enclosed areas. Of particular risk are individuals who spend an extended period of time in these settings.
- *Fecal-oral transmission*
Since SARS-CoV-2 has been identified in the gastrointestinal tract of some infected individuals, it is possible that transmission may occur through the ingestion of trace amounts of fecal matter. While this is possible, it is not considered to be one of the primary modes of transmission of SARS-CoV-2.

What can be done to stop the spread of SARS-CoV-2?

- *Droplet transmission*
Stay away (more than 6 feet) from others when you are sick or if they might be sick - even if they don't have symptoms; wear a face covering; maintain physical distance (at least 6 feet) between you and other people; reduce the amount of time you are in a room with other people.
- *Contaminated surfaces*
Wash hands; disinfect frequently touched surfaces and objects.
- *Airborne Transmission*
Wear a face covering; increase air exchange between inside and outside by opening doors and windows; maintain physical distance between you and other people; reduce the amount of time you are in a room with other people.
- *Fecal-oral transmission*
Wash hands; disinfect frequently touched surfaces and objects.

A person does not become infected with a single SARS-CoV-2 virus particle, rather it is a matter of having many virus particles enter the body through mucous membranes (such as lungs, eyes, nose, mouth). To reduce risk of infection, the number of virus particles that enter a body need to be minimized. This can be done by putting physical distance between people (6 feet or more),

spending minimal time with people who might be infected even if they don't have symptoms (less than 15 minutes), spending time outside or in fresh air, and adding a barrier to keep a sick individual from adding as many virus particles to the air (the sick person's mask) and a barrier that keeps some of the virus particles from getting into a healthy person's mucous membranes (the healthy person's mask).

Any person with signs and symptoms of COVID-19 should not spend time in close proximity to other people.

The best tools to stop the spread of SARS-CoV-2 are masks, handwashing and physical distancing of 6 feet or more from other people.

Disease Prevention Measures for All Baldwin Center Services and Activities

Health Screening:

A daily health screening should be in place for any person entering the facility. During the screening process, the screener will ask all staff and clients about

1. Signs and symptoms consistent with COVID-19
 - Fever (100.4°F (38 °C) or greater) or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

The CDC maintains an updated list of signs and symptoms at:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

2. Possible exposure to COVID-19
 - Contact with a person who 1) has been told by their health care provider that they have COVID-19 or are infected with SARS-CoV-2, 2) has symptoms consistent with COVID-19, or 3) had a recent positive test for SARS-CoV-2.
 - Contact is defined by the United States Centers for Disease Control and Prevention (CDC) as spending at least 15 minutes within 6 feet of an infected person.

Infected or symptomatic clients:

Because of the nature of the services provided by the Baldwin Center and the needs of the clients served (including homelessness and hunger), it may be necessary to provide services to individuals who have been exposed to and are infected with SARS-CoV-2. These individuals should only have access to a limited space within the facility and should maintain significant physical distance (>6 feet) from Baldwin Center staff and clients.

If a person has severe symptoms such as difficulty breathing, offer to call an ambulance for them (911).

If services can be provided outside of the facility, that is preferred and will reduce the risk of disease transmission within the facility. For example, provide meals that clients can take with them “to go”, set up the harvest table in the parking lot, accept donations in the parking lot.

Physical Distancing:

Physical distancing of 6 feet or more needs to be encouraged as much as possible.

- Training Activity: During an in-service training session or staff meeting, have staff place two chairs approximately six feet apart. Then have them use a tape measure to confirm the distance between chairs. Adjust the distance between chairs so that they are six feet apart. This activity will provide a visual reminder for safe physical distancing.

Face Coverings:

Masks, face shields or other face coverings are required for all persons when they are in any Baldwin Center building and near another person.

- Cloth masks or medical procedure (disposable) masks are the recommended face covering.
 - Disposable masks can be purchased from many retail stores such as Walgreen's, Target or Costco.
- All face coverings should be cleaned (or replaced if disposable) daily or more often if wet or soiled.
- If a person is unable to wear a mask, a face shield will provide some protection. Face shields can also be worn during cleaning to provide eye protection.
 - Face shields should wrap around the face and should extend from above the eyebrows to below the chin.
- Face coverings may be removed during showering and eating.
- Wash hands before and after changing masks

Training Activity:

All staff should watch these short training videos about donning and doffing face coverings.

- Mask wearing, removal, and disposal
 - <https://www.youtube.com/watch?v=JwPWdkbyizw>
 - <https://www.youtube.com/watch?v=OABvzu9e-hw>
- Visor/face shield use (only needed if the staff member plans to wear a visor or face shield)
 - https://www.youtube.com/watch?v=dtYCyBG_NCw

Hand Cleaning:

Regular hand washing and/or sanitizing is required for everyone.

- Everyone entering the facility should wash or sanitize their hands upon entry
- Bathrooms and other sinks need to be stocked with soap, paper towels, and waste baskets.
- Hand sanitizer (minimum 60% alcohol as per CDC) should be made available throughout the facility.
- Staff and volunteers need to keep fingernails short and clean.

Clean hands at least every 30 minutes.

- More frequent hand cleaning is needed if hands are soiled, before and after handling food, and after using the bathroom

All staff should view these short training videos about hand cleaning techniques.

- Hand washing
 - <https://www.youtube.com/watch?v=3PmVJQUCm4E>
- Hand sanitizing
 - <https://www.youtube.com/watch?v=ZnSjFr6J9HI>

Tissues, waste bins and gloves:

Make tissues and waste bins available throughout the facility. Waste bins should be lined with a plastic bag that can be tied before removing from the bin. Empty waste bins daily or more frequently if they are full.

Staff who empty waste bins should wear gloves and a mask and wash hands immediately after disposing of the waste. The same process should be followed for staff who wear gloves for other cleaning and disinfecting purposes.

- Gloves for this purpose should be made of an impermeable material such as nitrile. Nitrile gloves can be purchased at many retail stores such as Walgreen's, Target, and Costco.

Staff who are handling food should wear standard food service gloves. Gloves should be changed when they are dirty, between handling different types of items, and after eating, smoking and using the bathroom.

Do not touch your face while wearing gloves.

Always clean your hands after removing gloves.

Training activity:

- Staff who are involved in cleaning activities that require mask and glove use should view this short training video about wearing, removing and disposing of masks and gloves.
 - <https://www.youtube.com/watch?v=eVJbenwzR1s>

Vulnerable staff:

While anyone can get severely sick as a result of COVID-19, some people are at higher risk of severe disease than others. This includes those who are age 65 and older, and individuals of any age who have underlying chronic health conditions such as cancer, kidney disease, COPD, obesity, serious heart conditions, sickle cell disease, type 2 diabetes, and those who are immunocompromised. These individuals should not be assigned to tasks that involve close contact with others. Activities to avoid include serving food directly to clients, spending time talking with clients, and caring for children. These staff could be reassigned to duties that require little or no client interaction including office duties, inventory or shelf stocking, and food preparation as long as there is adequate space in the food preparation area to maintain 6 foot physical distancing between all people in that area.

Disinfecting:

To disinfect surfaces, use a disinfectant that renders SARS-CoV-2 undetectable.

- An updated list of approved disinfectants is available from the Environmental Protection Agency (EPA) <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>
- Studies have found that SARS-CoV-2 is rendered undetectable on hard surfaces 5-10 minutes after cleaning with the following disinfectants:
 - Bleach (active ingredient: sodium hypochlorite 5-6%) (dilution 1:49 and 1:99)
 - Lysol (active ingredient: Benzalkonium chloride 0.1%)
 - Isopropanol (Isopropyl alcohol 60-90%)
 - Ethanol (60-90%)
- The Occupational Safety and Health Administration (OSHA) and the CDC recommend a dilution range of 1:9 - 1:99 bleach to water.
 - CDC recommends 1/3 cup bleach to 1 gallon water.
- Steps to disinfecting:
 - Use an EPA approved disinfectant product.
 - <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>
 - Read the instructions for the specific disinfectant that is being used.
 - Pre-clean the surface if it is visibly dirty.

- Use damp cleaning methods instead of dry dusting and sweeping, which can cause virus particles to become airborne.
 - Pre-clean with soap and water.
- Wear gloves and wash hands
 - For disposable gloves, discard them after each cleaning.
 - For reusable gloves, dedicate a pair for disinfecting SARS-CoV-2.
- Consider wearing eye protection (goggles or face shield) to protect against splashes.
 - Depending on the disinfectant used, additional protection may be needed. Follow the instructions on the bottle.
- Apply disinfectant.
- Follow contact time recommendations.
 - The surface should remain wet the entire time to ensure that the product is effective.
 - The recommended contact time for bleach is 5-10 minutes.
 - The recommended contact time for alcohol is 5-10 minutes.
- Store disinfectant products away from food and away from all client-used locations.
 - Be sure that the lid is closed tightly.
- Clean, disinfect, and dry all equipment used for cleaning after each use.
 - Change mop heads, rags, and similar items used for cleaning and disinfecting frequently. Replace or wash these items when they are visibly dirty. To disinfect, it is adequate to rinse them in a bleach solution if they are not otherwise dirty.
- Items such as dishes, linens, or eating utensils should not be shared or used by multiple people between cleanings. Wash dishes and eating utensils as per standard wash, rinse, sanitize procedures.

Staff involved in cleaning and disinfecting should view the following short training videos:

- Glove wearing, removal, and disposal
 - <https://www.youtube.com/watch?v=xy9xxpscSQw>
- Surface decontamination
 - https://www.youtube.com/watch?v=j4F_tqAzEYQ
- Selecting a disinfectant
 - <https://www.youtube.com/watch?v=tW-Gj4c35yk>
- Visor/face shield use (if using these for eye protection)
 - https://www.youtube.com/watch?v=dtYCyBG_NCw

Electrostatic sprayers:

Electrostatic sprayers have recently received a lot of attention as an effective way to disinfect large areas. They spray large areas faster than standard garden sprayers and are great for cleaning items with hard to reach surfaces, such as medical equipment. However, because they spread a very fine layer of disinfectant on surfaces, some surfaces (specifically vertical surfaces) may dry too fast for the disinfectant to be effective against SARS-CoV-2. CDC recommends that surfaces remain wet with disinfectant for 5-10 minutes. Studies have shown that some surfaces that are sprayed with electrostatic sprayers are dry after 2 minutes. In this situation, surfaces would have to be sprayed 2-3 times to be adequately disinfected. Given this and the cost of the electrostatic sprayer, I recommend that Baldwin Center continue to use a standard garden sprayer to spray disinfectant on surfaces at the facility.

Vaccines:

There is currently no vaccine available for the prevention of infection from SARS-CoV-2, although many are in development. Baldwin Center can help to prevent other infectious diseases (such as influenza), which may increase risk of severe COVID-19 diseases, by encouraging staff and clients to receive vaccinations such as influenza and hepatitis A and B. In collaboration with the Oakland County Health Division, consider holding an influenza vaccine clinic for staff and clients.

Shared Offices and Equipment:

Office equipment such as copier, facsimile machine, and phones should be cleaned when dirty and disinfected daily. The CDC recommends alcohol-based products (such as isopropyl alcohol) for disinfecting electronic equipment (copier, facsimile, phones), unless otherwise specified by the manufacturer.

Staff should wash hands before using any shared equipment. Signs should be posted on the copier and other frequently used shared office equipment to indicate that hand washing is required before use.

Shared phones should be disinfected with an alcohol-based disinfectant after each use.

Shared desks should be disinfected with an alcohol or bleach-based disinfectant between users. A cleaning log should be posted on each shared desk.

Doors should be left open whenever possible.

Masks should be worn when it is not possible to stay at least 6 feet apart. Plexiglass dividers may be installed to separate work spaces. If work spaces are physically divided, masks may be removed.

Signage recommendations

Post signs throughout Baldwin Center to remind staff and clients about key prevention messages. Be sure to include signs about handwashing, mask wearing and disposal, physical distancing, disinfecting, which doors to use and indicators of one way traffic patterns. Signs should be in English and in Spanish (when possible) and have pictures that illustrate the instructions. Signs can be printed for free from the following links:

Handwashing (English and Spanish versions)

<https://www.cdc.gov/handwashing/posters.html>

General COVID prevention (English)

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>

COVID prevention at a soup kitchen (English)

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/shelters-protect-during-meals.pdf>

Cover Your Cough poster

(English) <https://www.health.state.mn.us/people/cyc/index.html>

(Spanish) <https://www.health.state.mn.us/people/cyc/cycphcspa.pdf>

EPA disinfection guidelines poster (English)

<https://www.epa.gov/sites/production/files/2020-04/documents/disinfectants-onepager.pdf>

Posters about masks, physical distancing, disinfecting at the following (English and Spanish)

<https://www.ors.od.nih.gov/mab/Pages/COVID-19-Resources.aspx>

Service-Specific Disease Prevention Measures

Each of the services at the Baldwin Center has its own unique challenges for protecting staff and clients from transmission of SARS-CoV-2.

Showers:

- Clients must wear a mask and sanitize hands when entering the building.
- Masks may be removed once the client is alone in the shower room. Masks must be worn when exiting the shower room to walk through the Baldwin Center facility.
- Showers by appointment only
 - As of September 16, 2020, Friday is the designated shower day.
- One way traffic-flow is recommended for building entry and exit when multiple clients are likely to cross paths.
 - Enter near the washers and dryers.
 - Exit up the stairs to the back door by the emergency exit.
 - If no other clients are present, it is ok to exit through the door by which they entered.
- One person in a shower room at a time.
- Men and women may shower simultaneously in their respective shower rooms.
- Each person should be provided with an individual clean towel.
- Waste disposal containers (trash bins) need to be emptied at least daily or more often when full.
- Shower rooms must be disinfected between users.
- Appointments should be scheduled at least 45 minutes apart to allow for the following:
 - 15 minute shower
 - 15 minute cleaning and disinfecting time
 - To include normal cleaning followed by disinfecting
 - See steps to disinfecting on pages 8-9
 - 15 minutes to let bleach solution dry
- Staff should wash hands after handling laundry (including towels), emptying waste bins, and cleaning shower rooms.
- Additionally, the toilet should have a lid and a sign that says, "please close the lid". The sign should be in English and Spanish. A hand-written sign is acceptable.

Laundry:

- Baldwin Center has 3 washers and 3 dryers.
- Clients may wash up to 3 loads by using all three machines simultaneously.
- Only one client at a time may do laundry.
- Baldwin Center will designate a laundry waiting area and minimize the number of times a client enters and exits the area.
 - Clients must wear a mask at all times and sanitize hands upon entry.
 - The health screening should be applied to all clients who enter the facility, including those doing laundry.
- To disinfect washers, use an alcohol-based disinfectant approved by the EPA. Bleach-based cleaners may also be used but may damage clothing.
 - Isopropanol (Isopropyl alcohol 60-90%)
 - Ethanol (60-90%)
- Spray or wipe down the inside and outside of the washer and dryer.
 - Be sure to disinfect the handles, knobs, dials, etc.

Clothes Closet:

For surfaces that have not been decontaminated, studies have found that SARS-CoV-2 is undetectable after a specified timeframe on the following:

- Paper: undetectable after 3 hours
- Cloth: undetectable after 2 days
- Glass: undetectable after 4 days
- Plastic and stainless steel: undetectable after 7 days

A 7 day holding period is recommended for donated items before staff sort the items.

Donations

- Clothing donations can be accepted by a staff person who is wearing personal protective equipment that includes a protective mask, eye protectors (glasses, face shield, etc.) and gloves. Coveralls may also be worn to provide extra protection from SARS-CoV-2.
- Donations should be accepted in the parking lot.
 - The staff member accepting the donation should take the items out of the trunk or back area of the car to minimize contact with the donor.
 - The donor should not exit their car.
 - The donor must wear a mask during the interaction.
 - Donations are limited to 5 bags.
 - Donations are by appointment only.
 - The number of bags to be donated must be indicated at the time of appointment.
 - Baldwin Center staff will leave a receipt in the trunk or back area of the car.
- After receiving the donation, label it with the date received and place it in a storage room.
- The staff member should remove and dispose of gloves, wash hands and then properly remove their mask and wash hands again. Refer to the training videos below to see an example of this procedure.
- Donations should be stored untouched for 7 days.
- After the 7 day holding period, donations can be sorted and distributed to clients.

Distribution to clients

- During item distribution the following safety measures are to be incorporated:
 - Masks worn by everyone
 - Clients enter and exit through the front door
 - Clients must sanitize their hands upon entering the building and before signing in.
 - Clients should answer the health screening questions upon entering the Clothes Closet. If a client indicates symptoms or recent exposure, they should not spend time in the Clothes Closet.
 - Maintain physical distance of 6 feet or more between all people.
 - Minimize the number of people in the clothes closet area at the same time (one or two clients at a time).
 - Minimize the amount of time clients spend in the clothes closet area to 30-60 minutes.
 - Staff should wash or sanitize hands every 30 minutes plus before and after eating, smoking or using the bathroom.
 - Staff members should not touch their face.

- For staff with long hair, it is recommended that hair be tied back or tucked under a hair covering such as a hat. This will minimize face touching as the individual pushes hair out of the way off their face.

Disinfecting

- After a client leaves the Clothes Closet, staff should disinfect the area by spraying an alcohol-based disinfectant on clothes and other items touched by the client and disinfect door knobs, changing areas, etc.
 - Isopropanol (Isopropyl alcohol 60-90%)
 - Ethanol (60-90%)
- Let the alcohol-based disinfectant air-dry. The items that are disinfected should be adequately saturated to remain wet for 5-10 minutes.

Training activities

Depending on what personal protective equipment you will be wearing, you should watch one of the short training videos below:

View this short training video about removing masks and gloves.

- <https://www.youtube.com/watch?v=eVJbenwzR1s>

View this short video about how to remove a personal protective equipment (PPE) that includes gloves, mask, gown or coveralls, and eye protection.

- The removal process begins at 4:22 of this video.
- https://www.youtube.com/watch?v=iwvnA_b9Q8Y

Distribution of Goods:

Many items can be distributed to clients in a relatively safe manner. In addition to clothes as detailed above, Baldwin Center distributes diapers and personal hygiene items, and food from the Harvest Table.

When receiving donations of goods, follow these safety protocols:

- Shelf-stable items such as canned foods and diapers should be in clean, unopened packaging.
- Perishable items should only be accepted from a trusted source that follows standard food handling procedures should be followed. This includes but is not limited to
 - Temperature controls for storage and serving
 - Cross contamination avoidance
 - Barrier protection between food handlers and food
 - Wash/rinse/sanitize procedures
- Masks are to be worn by everyone.
- Donations should be accepted in the parking lot as much as possible.
- Anyone entering the Baldwin Center buildings must first sanitize or wash hands.
- Staff must clean hands after handling any donated item.
 - This may be done at regular intervals (every 30 minutes) in situations in which a staff member is touching multiple donated items in succession (e.g., sorting items). However, if hands become soiled, they should be cleaned.

For distribution of goods, follow these safety protocols:

- Masks are to be worn by everyone.
- Maintain physical distance of 6 feet or more between all people.
 - A staff member can place items on a table that the client can retrieve without physical contact taking place.

- Minimize the number of people in the distribution area at the same time. The number of people should allow for six-foot physical distancing at all times.
- Distribution should take place in the parking lot to minimize the number of people who enter the Baldwin Center facility. See the parking lot diagram on page 16 of this plan to get an idea about traffic flow and distribution points in the parking lot.

Holiday Store:

At this time, I recommend against the Holiday Store. Each activity that is undertaken presents additional risk of exposure to SARS-CoV-2. Baldwin Center should focus on providing highest priority services. As a lower risk alternative to the Holiday Store, Baldwin Center should consider providing gift cards to clients so that they may purchase holiday gifts elsewhere. Donors who wish to support the Holiday Store can provide monetary contributions and the Baldwin Center can coordinate the purchase and distribution of gift cards with minimal person to person contact, thus reducing the risk of SARS-CoV-2 infection for staff and clients.

Meals:

- “To go” meals should be loaded into cars or provided to walk-up clients using physical distancing and mask wearing precautions.
 - See the parking lot diagram on page 16 of this plan.
 - To go meals allow for minimal contact and are a reasonable way to provide meals to clients who have been infected with or exposed to SARS-CoV-2.
 - Clients can request as many meals as they need for family and friends, thus reducing the number of people at the facility at a given time.
- As of September 16, 2020, Baldwin Center will not be serving meals inside for the foreseeable future. An exception will be made for a limited number (5-10) of clients who are known to be experiencing homelessness and need a place to eat to get out of the weather.
 - These individuals will be required to wash or sanitize hands upon entering the facility
 - They must answer the health screening questions.
 - If they indicate that they have symptoms or have had a recent exposure, they should not eat inside the dining hall, but can be provided with a meal to go.
 - If they need shelter, they can go to the shelter across the street.
 - If they need medical attention, Baldwin Center staff can call an ambulance.
 - They will be seated in the dining hall at the far end away from the kitchen.
 - They will be seated 6 feet from each other and from staff who are preparing meals in the area.
 - No buffet or self-serve food or drink stations.
 - Food and drinks should be served by staff, then placed on a table or counter for clients to take.
- Staff should continue to follow safe food handling practices at all times.
- Staff should not touch their face.
 - For staff with long hair, it is recommended that hair be tied back or tucked under a hair covering such as a hat. This will minimize face touching as the individual pushes hair out of the way off their face.
- Clean the dining area after clients have spent time there.
 - Use a diluted bleach solution.
 - Clean and disinfect based on the steps detailed on pages 8-9.

- Tables, chairs, and other frequently touched surfaces are to be cleaned and disinfected between clients.
 - Floors should be cleaned and disinfected daily.
- Continue to follow air flow recommendations from the Oakland County Health Division in their letter dated April 22, 2020. This letter, along with supporting documents from CDC and ASHRAE, suggests that physical distancing is more important to reducing the spread of SARS-CoV-2 than modifications to air handling systems. Furthermore, these sources recommend the following:
 - Open windows (as weather permits) to increase fresh air.
 - Do not run fans because fans move air around but do not increase the amount of fresh air in the room.
 - Run the kitchen exhaust fan, but keep the kitchen door closed.
 - Keep the serving window between the kitchen and dining hall closed.

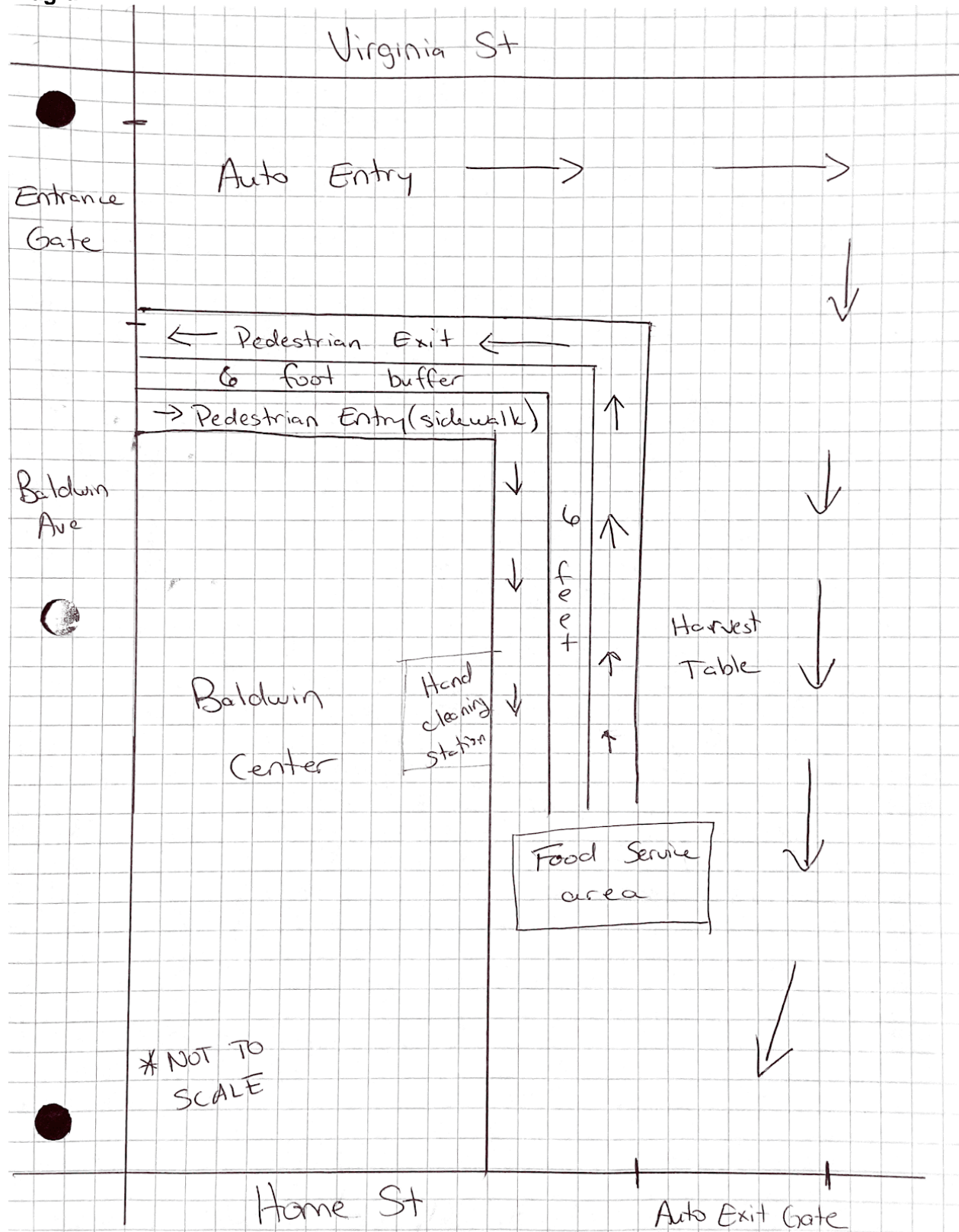
Youth After-School Program

The after-school youth program should be run in accordance with licensing requirements for this program. Provide virtual activities where possible.

Staff meetings

Staff meetings should be held outside if weather permits or in a location that allows for physical distancing of at least 6 feet between people. If masks are to be removed, it is recommended that staff stay at least 10 feet apart.

Parking Lot Diagram



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Transmission

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