

# Emergency Action Plan (EAP) COMMUNICABLE DISEASE OUTBREAK

## Coronavirus Disease 2019 (COVID-19)

Due to the nature of the work that we do and the number of people (some in the high-risk category) we come into contact, emergency actions/responses regarding infectious/communicable disease rely on prevention and identification, containment and control strategies.

### 1. Roles and Responsibilities

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It is everyone's, LCs/CRCs/RC Members/Volunteers/Staff, responsibility to ensure we are doing all that we can to minimize the risk of transmission of COVID-19 to those we come into contact with and especially those under our care. We are aware of the risks and we are following the guidance offered by competent authorities (CDC/Chesprocott Health Department) and our superiors.

As the situation remains fluid, we are continually updating our procedures in order to be prepared to deal with the spread before, during and after should anyone in our community become affected. We are also following local diocese guidelines regarding the administration of sacraments, etc. for your events and activities.

### 2. Prevention

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Everyone, religious, priests and staff, are committed to following accepted best practices:

1. Basic hygiene measures, like frequent hand washing or use of an alcohol-based hand gel, especially after using the restroom, should always be practiced (Appendix 1). In order to facilitate this, we are ensuring all bathrooms are well supplied with soap and hand gel.
2. Perform routine environmental cleaning:
  - a. Routinely clean frequently touched surfaces (e.g. doorknobs, light switches, desktops, computer keyboards, water coolers, steering wheels, and so forth with appropriate cleaners typically used for those surfaces.)
  - b. Provide disposable wipes (e.g. Clorox disinfecting wipes) in common areas so commonly used surfaces can be wiped down by community members and employees before each use.

3. Social distancing:

- a. We are encouraging everyone to maintain 6 feet distance from others.
- b. Staff members:
  - i. Professors are giving classes from home until further notice.
  - ii. All employees who can work from home are encouraged to do so (business manager, librarian)
  - iii. Maintenance employees will work in areas of the building where there will be no contact with the fathers or brothers.
  - iv. Kitchen staff will practice social distancing among themselves and with the members of the community.
  - v. Phil Liquori will continue to pick up in-kind donations
- c. All others:
  - i. All activities scheduled for the month of March through April 15 have been cancelled (men's retreat, Test Your Call vocation retreat, LC spiritual exercises, Passion Concert).
  - ii. Mass/confession/spiritual direction no longer open to the public
  - iii. Contractors: there will be no contractors permitted into the facility until further notice
  - iv. Deliveries:
    - 1. Mail and packages are being dropped off at a table placed in the foyer at the main entrance. Surfaces where mail and packages have been placed are disinfected. Fathers and brothers are encouraged to wash hands after handling mail.
    - 2. Food is delivered to the loading dock/pantry area and is promptly put away. The team of brothers handling food is reminded to wash hands and change clothes that has come into contact with deliveries once they have finished putting the food away.
  - v. Outings:
    - 1. All unessential community outings are suspended until further notice.
    - 2. Unnecessary doctor/dentist visits will be postponed until further notice
    - 3. Brothers who do the shopping will be particularly careful to maintain distance from other shoppers. Be sure to wash hands and wipe down the interior of the car upon return.

4. If anyone in the community is sick, or suspects they are sick or just traveled to a high-risk country ([level 3 health notice](#)), or [high-risk area](#) within the US:

- a. They should abstain from attending community activities and immediately minimize contact with others. Those who are sick or suspect they are getting sick should self-

- quarantine for at least 14 days (CDC Guidance). The guest dorm and bathroom nearest the guest dorm will be used for quarantine purposes.
- b. Seek appropriate medical intervention early on to protect both yourself and others around you – please call ahead to your doctor’s office before going.
5. Staff members who are sick or suspect they are getting sick:
- a. Do not come to work. Staff members are not required to present a note from their doctor in order to request medical leave. Staff members are permitted to stay home to care for sick household members.
6. Staff members who suspect they are getting sick while at work:
- a. Call your supervisor and let him know what you are experiencing.
  - b. Let supervisor know all places you were in within the building, equipment touched or used. This will enable a thorough environmental cleaning of affected areas.
  - c. Go home.
3. If you exhibit signs of **respiratory infection**, practice cough/sneeze etiquette. This means covering your mouth/nose **well** when coughing or sneezing and using tissues to contain respiratory secretions (followed by immediate tissue disposal in a waste basket and hand washing). If no disposable tissues are available sneeze or cough into your elbow not your hands. – (Appendix 2)

### **3. Identification, Containment and Control**

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Three different containment and control strategies need to be followed:

**1. Actions involving sick/symptomatic persons include:**

- a. self-quarantine,
- b. diagnostic testing (drive-thru testing available at CT hospitals following doctors’ orders),
- c. treatment,
- d. isolation (sick individuals must be kept separate from other),
- e. ambulatory transportation to a local hospital
- f. disease reporting through local public health authorities/channels and to your leadership, including the LC superiors (TDs). Make sure to take note of who these proper channels are for your area.

**2. Actions involving those who have been in contact with sick/symptomatic persons, or have been to a high-risk country, include:**

- a. self-quarantine,
- b. diagnostic testing (drive-thru testing),

- c. medical monitoring/counseling,
- d. treatment/isolation/ambulatory transportation as needed.

**4. Actions involving the greater community (those not in direct contact with sick/symptomatic persons) include:**

- a. information sharing as to the nature of the disease outbreak or the need to self-quarantine,
- b. communicating specific preventative actions being taken,
- c. medical monitoring/counseling,
- d. making sure you have enough supplies (food, medication, supplies, etc) in case your area is quarantined,
- e. additional cleaning and disinfection of public spaces and others as needed.

#### **4. Communication/Reference section**

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While it is highly unlikely that local evacuations/isolation (as traditionally defined) would occur following an outbreak, it is critical for all members to stay informed as a potential emergency unfolds.

Superiors/directors should disseminate critical information to all relevant stakeholders (including both under their leadership and to their territorial leadership) as it becomes available to safeguard the community.

Some helpful references from the CDC regarding Coronavirus:

[Get Your Community- and Faith-Based Organizations Ready for Coronavirus Disease 2019](#)

[How to protect yourself](#)

[What to do if you are sick with coronavirus disease 2019 \(COVID-19\)](#)

[Information for higher risk individuals](#)

## **APPENDIX 1: When and How to Wash Your Hands (CDC recommendations)**

**Handwashing is one of the best ways to protect yourself and your family from getting sick. Learn when and how you should wash your hands to stay healthy.**

Wash Your Hands Often to Stay Healthy

You can help yourself and your loved ones stay healthy by washing your hands often, especially during these key times when you are likely to get and spread the most amount of germs:

- **Before, during, and after** preparing food.
- **Before** eating food.
- **Before and after** caring for someone at home who is sick with vomiting or diarrhea.
- **Before and after** treating a cut or wound.
- **After** using the toilet. *English Poster. Spanish Poster.*
- **After** changing diapers or cleaning up a child who has used the toilet.
- **After** blowing your nose, coughing, or sneezing.
- **After** touching an animal, animal feed, or animal waste.
- **After** handling pet food or pet treats.
- **After** touching garbage.

Follow Five Steps to Wash Your Hands the Right Way

Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community/institution/apostolate—from your home and workplace to childcare facilities and hospitals.

Follow these five steps every time.

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds.
4. **Rinse** your hands well under clean, running water. Turn off the tap using a paper towel.
5. **Dry** your hands using a clean towel or air dry them.

Use Hand Sanitizer When You Can't Use Soap and Water

You can use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. You can tell if the sanitizer contains at least 60% alcohol by looking at the product label.

**Sanitizers can quickly reduce the number of germs on hands in many situations. However,**

- Sanitizers do **not** get rid of all types of germs.
- Hand sanitizers may not be as effective when hands are visibly dirty or greasy.
- Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals.

**How to use hand sanitizer**

- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

## **Appendix 2: Coughing & Sneezing (CDC recommendations)**

Hygiene etiquette involves practices that prevent the spread of illness and disease. A critical time to practice good hygiene etiquette is when you are sick, especially when coughing or sneezing. Serious respiratory illnesses like influenza, respiratory syncytial virus (RSV), whooping cough, severe acute respiratory syndrome (SARS) and COVID-19 (coronavirus) are spread by:

- Coughing or sneezing.
- Unclean hands.
- Touching your face after touching contaminated objects.
- Touching objects after contaminating your hands.

To help stop the spread of germs:

- Cover your mouth and nose with a tissue when you cough or sneeze.
- Put your used tissue in a waste basket immediately.
- If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands.

Remember to wash your hands after coughing or sneezing:

- Wash with soap and water.
- Keeping hands clean through improved hand hygiene is one of the most important steps we can take to avoid getting sick and spreading germs to others. Many diseases and conditions are spread by not washing hands with soap and clean, running water. If soap and water are unavailable, use an alcohol-based hand sanitizer that contains at least 60% alcohol to clean hands.

One final practice that helps prevent the spread of respiratory disease is avoiding close contact with people who are sick. If you are ill, you should try to distance yourself from others so you do not spread your germs. Distancing includes staying home from work or school when possible and if you have any sign of illness.