



Staff Housing Guidelines

Update to housing policy:

Occupancy: Staff housing will be limited.

Face Coverings: You will be required to wear a face covering while outside your room. This includes but is not limited to walking in the hallways of your building, in common area/lounge space, and Laundry Rooms.

No Guests: A guest/visitor is defined as any person who is not assigned to live in that specific room. This includes but is not limited to DV Staff from other buildings, nonresident employees and family members. DV Staff Housing asks that you do not host other residents or guests in your room, or common area/lounges.

Before Housing Check in: Staff should isolate and take their temperature each day for 7 days before arrival.

Staff are encouraged to do the following:

- Wash your hands frequently
- Follow regulatory guidance regarding social distancing
- Maintain a 14-day supply of food and necessities, if possible, so that you have food on hand in case you become sick
- Clean and disinfect your household frequently
- Avoid direct contact with those who are sick, as possible
- Monitor your own health to not expose others to an illness

Ill or Sick:

Staff: Stay home. If you have a fever 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, and diarrhea, Contact Staff Housing Manager and Outbreak Coordinator, they will instruct you on what to do. Do not test for Covid-19 without discussion with the Outbreak Coordinator.

Communication: The staff should provide Staff Housing Operations Manager and Outbreak Coordinator with a cell number and/or email address so that communication can take place during the isolation time period.

Isolation

Isolation will be used when possible for a resident(s) who have tested positive for COVID-19.

1. **Notification and Placement:** A health care provider or health department authority will notify the staff that they have tested positive. The staff should self-report to Outbreak Coordinator. The Outbreak Coordinator will notify housing of the need to be isolated. Housing Manager will work with the staff on an isolation space.
2. **Communication:** The staff should provide Staff Housing with a cell number and/or email address so that communication can take place during the isolation time period. The staff should send their contact information to one of the following numbers:

Staff Housing Operations Manager, Adam Heiden, 435-659-7587
Outbreak Coordinator, Steve Mullins, 435-615-6083

3. **Items the staff will need:**

If moved: Personal hygiene items, cloth face covering, thermometer, under-garments and clothing for two weeks, hand sanitizer, cell phone/computer, and any desired food supplies.

If kept in their current bed space: They should have all needed items in their room.

4. **Items given to the staff:**

If moved: Three large black trash bags, toilet paper, linen/towel set (as needed), and disinfecting cleaner.

If kept in their current bed space: Three large black trash bags.

5. **Trash:** The resident(s) in isolation will place all trash in the provided large black trash bags. If trash is smelly or becomes uncomfortable the resident(s) in isolation ties the trash bag and sets it outside the door. The isolated resident will call or email that they have placed the trash outside the door. The trash will be picked-up and disposed of by the staff member.
6. **Clean-up:**

If moved: Leave any provided linens, towels, trash bags, in the room space. Resident should sanitize any personal items brought into the room and take items back to their regular room.

If kept in their current bed space: Sanitize all areas once recovered.

Quarantine

Quarantine is for residents who have been exposed to the virus but have not tested positive for COVID-19. The isolation protocol will be followed by those in quarantine.