

Mendocino Coast Hospitality Center COVID-19 Exposure and Outbreak Procedures

These procedures will be followed in the event of a reported exposure by staff or clients of MCHC or a confirmed case of COVID-19 among staff or clients.

Exposure

In the event of a reported exposure to COVID-19 by staff or client.

Staff Report

Any MCHC employee who believes that they have been exposed to directly to COVID-19 must notify their supervisor as soon as practical. If the staff member learns of the exposure while not at work, the staff member will notify their supervisor by telephone and **NOT ARRIVE TO WORK** until instructed to do so by their supervisor. Staff must contact Mendocino County Health Department and their personal physician for individual instruction, but MCHC may require that the employee not return to work for a minimum of 10-days and may only come back to work with a return-to-work order from their physician.

If the employee learns of the exposure while at work, the employee, should notify their supervisor, leave work as soon as practical, Staff must contact Mendocino County Health Department and their personal physician for individual instruction, but MCHC may require that the employee not return to work for a minimum of 10-days and may only come back to work with a negative test result.

Client Report

Any MCHC client participating in any program or service that reports an exposure to COVID-19 OR who is reasonably suspected of exposure by staff or by contact tracing personnel may need to be quarantined at the instruction of the Mendocino County Health Department and HHSA and will be asked to be tested within the appropriate timeframe before resuming any services at any MCHC facility.

Confirmed Case/Outbreak

MCHC will comply with all County Health Department protocols and participate in contact tracing efforts.

Any confirmed case of COVID-19 among MCHC staff or clients will be immediately reported to MCHC management, Mendocino County Health Department, and HHSA.

Infected employees must not return to work until instructed to do so by MCHC management and should quarantine and seek treatment from their personal physician. A previously infected employee may only return to work with a return-to-work order from their physician.

All staff, and to extent possible clients, will be notified of the possible exposure, and be required or urged to begin testing protocols within the appropriate timeframe.

All clients with suspected case of COVID-19 (client is symptomatic), will be immediately referred to the appropriate medical services (hospital/emergency room). In the event the client is found to be positive for COVID-19, MCHC will make every effort to facilitate appropriate accommodations for the client for recovery, including referring to services offered by the County Health Department and HHSA (E.G. – motel room).

Program and Service Closure

In the event of an outbreak, affected MCHC properties, including leased or rented properties, will be closed for cleaning, and sanitizing immediately if possible, or as soon as practical for residential properties. Programs and services will not resume at a closed property until MCHC has determined that it is safe.

A property will be considered safe when it has been closed for a minimum of 10-days and proper cleaning and sanitization has been conducted at the site **AND** at such time as the minimum number of staff necessary to resume operations at the site are clear to return to work.

Shelter sites requiring closure due to an outbreak of COVID-19, including the Hospitality House, Harrison Street Transitional Housing Project, Franklin Street Transitional Housing Project, and Coast Winter Shelter – will close as soon as practical when the residents have been appropriately placed in quarantine if necessary or at the direction and order of the Mendocino County Public Health Department.

Seasonal programs such as the Coast Winter Shelter, may need to close immediately depending on the needs of the property owner.

Coordination with Other Agencies/Public Notice

In the event of a confirmed case or outbreak, MCHC will coordinate its response efforts with appropriate outside agencies and will exercise transparency – keeping the public informed of the situation.

Agency Coordination

The following agencies should be notified immediately and directly of outbreaks or confirmed cases:

- Mendocino County Public Health Department
- Mendocino County HHSA
- Adventist Hospital
- Mendocino Coast Clinics
- City of Fort Bragg
- Fort Bragg Police Department
- Rented/Leased Property Owners
- Other local social service agencies

Public Notice

MCHC will release outbreak/confirmed case information to the public through the following sources:

- Press Releases – Fort Bragg Advocate/Mendocino Beacon, Ukiah Daily Journal, Mendocino Voice

- Social Media/Facebook: www.facebook.com/mendocinochc.org
- MCHC Website: www.mendocinochc.org
- Telephone/email response: (707) 961-0172 or admin@mendocinochc.org