



Thompson-Markward Hall

COVID-19 Guide for TMH Residents June 2020

At TMH, the health and safety of our residents, guests and staff is our top priority. This guide is intended to encompass the various resident, staff and administrative policies enacted or enhanced in light of the COVID-19 pandemic. It may be modified and updated as needed to comply with recommendations and guidance from qualified health professionals at the Federal, State and Local levels. Further, the policies outlined here will apply to all infectious diseases as defined by OSHA and/or the CDC that could present a health and safety risk to our residents, guests and employees.

All individuals entering TMH for any reason should follow good hygiene protocols, including frequently washing hands with soap and water (using hand sanitizer if soap and water is not available), wearing a mask or face covering, and maintaining a distance of 6-10 feet from other individuals where possible.

TMH Description & Related Federal and Local Guidance

TMH is a nonprofit entity that provides housing, and it is deemed an “essential business” pursuant to the Mayor’s Order 2020-053 regarding the operation of businesses in the District of Columbia during the COVID-19 pandemic (<https://mayor.dc.gov/release/mayor-bowser-orders-closure-non-essential-businesses>). To that end, TMH complies with federal and local orders regulating the conduct of business in the District of Columbia and the health and safety of residents and staff. As an employer, TMH also follows federal and local guidelines and recommendations to ensure our employees remain safe. Relevant federal and local guidance in connection with the COVID-19 pandemic includes:

- Symptoms of COVID-19:
https://coronavirus.dc.gov/sites/default/files/dc/sites/coronavirus/Coronavirus-Symptoms-Apr2020_ENG.jpg
- Requirement to wear masks in the building:
<https://coronavirus.dc.gov/node/1477371>
- Guidance about wearing masks and other face coverings:
[https://coronavirus.dc.gov/sites/default/files/dc/sites/coronavirus/page_content/attachments/COVID-10 DC Health Guidance about Masks for the General Public.pdf](https://coronavirus.dc.gov/sites/default/files/dc/sites/coronavirus/page_content/attachments/COVID-10_DC_Health_Guidance_about_Masks_for_the_General_Public.pdf)

- Guidelines for congregate settings: <https://www.cdc.gov/coronavirus/2019-ncov/community/shared-congregate-house/guidance-shared-congregate-housing.html>
- Guidelines for accepting new residents in congregate settings: <https://www.cdc.gov/coronavirus/2019-ncov/community/shared-congregate-house/guidance-shared-congregate-housing.html#accepting-new-residents>
- Guidance for screening new residents (adapted to include returning residents): <https://www.cdc.gov/coronavirus/2019-ncov/community/homeless-shelters/screening-clients-respiratory-infection-symptoms.html>
- Guidance for individuals who may have been exposed to COVID-19: https://coronavirus.dc.gov/sites/default/files/dc/sites/coronavirus/publication/attachments/COVID%2019%20Self%20Assessment-portrait_Englishv2.pdf
- Guidance for individuals who have been in contact with a confirmed COVID-19 case: https://coronavirus.dc.gov/sites/default/files/dc/sites/coronavirus/publication/attachments/COVID-19_DC_Health_Guidance_for_Contacts_of_a_Person_Confirmed_to_have_COVID-19.pdf
- Guidance for the general public related to COVID-19: https://coronavirus.dc.gov/sites/default/files/dc/sites/coronavirus/publication/attachments/COVID-19_DC_Health_General_Guidance_for_the_Public.pdf
- Guidance for persons who have tested positive for COVID-19: https://coronavirus.dc.gov/sites/default/files/dc/sites/coronavirus/publication/attachments/COVID-19_DC_Health_Guidance_for_Persons_who_Tested_Positive_for_COVID-19.pdf
- District of Columbia public resources: <https://coronavirus.dc.gov/page/public-resources>

I. RESIDENT POLICIES

A. Prospective Residents

1) Tours

- a) Individuals who are interested in living at TMH and who would like a tour must schedule an appointment at least five (5) business days in advance. Another option that will be provided is a virtual tour. In-person appointments will be granted if all of the below factors are met:
 - i) TMH is not under a lock-down or a total quarantine;
 - ii) TMH is allowing guests in the building; and
 - iii) The District of Columbia is not under a stay-at-home order.
- b) All individuals taking a tour are required to wear a mask or face covering and must maintain a distance of 6-10 feet from other individuals in the building. Further, staff members who host tours will be required to follow the same guidelines.
- c) Any individuals who have been ill or have had symptoms commonly associated with COVID-19 within the past 14 days are required to reschedule their tour. Individuals who are aware that they have been, in the past 14 days, exposed to someone who is experiencing symptoms of or who has tested positive for COVID-19 must also reschedule their tour.

B. Residents Checking in or Returning to TMH

- 1) TMH staff will verify the check-in date for new residents and advise them of the safety policies as discussed in this guide.
- 2) All new and returning residents must wear a mask or face covering upon entering and when moving about the building. Upon her arrival to TMH, every new or returning resident must complete a certification declaring: (1) she is not experiencing symptoms of COVID-19; and (2) she has not (within the past 14 days) tested positive for the virus or knowingly interacted with an individual who has tested positive for COVID-19. She will also agree to comply with federal and local guidance if she believes she has been exposed to COVID-19 but is not experiencing symptoms. The certification is attached as Appendix A.

C. Current Residents

- 1) All residents should follow good hygiene and wash hands with soap and water frequently (using hand sanitizer if soap and water is not available), clean and disinfect frequently touched surfaces and objects, and avoid close contact with people who are sick.
- 2) All residents are required to wear a mask or face covering on the lobby level and are strongly encouraged to wear them throughout the entire building. Residents are required to follow social distance guidelines, including maintaining a distance of at least 6-10 feet away from other

people. Masks are not required while eating, though management requests that residents wear masks when obtaining food/beverages and use appropriate techniques to safely remove the mask or face covering to avoid contamination. Hand sanitizer is provided in the building's lobby level.

- 3) Residents who are feeling ill, experiencing COVID-19 symptoms, or have been exposed to someone who may have or has tested positive for COVID-19 must call the front desk to notify management about their exposure or illness and then quarantine for 14 days in their room. The front desk will provide guidance about late plates and mail/package delivery as appropriate.
- 4) Residents who are advised by a healthcare professional to self-quarantine or who have tested positive for COVID-19 must report this information to the Executive Director and/or Assistant Director immediately. Management will keep the identity of the resident confidential and will conduct contact tracing to ensure that all individuals who may have or who did come into contact with a symptomatic or COVID-positive resident can be advised to self-quarantine in their room and monitor symptoms.
- 5) Residents notified that they may have or have been in contact with a symptomatic or COVID-positive resident will be required to self-quarantine for 14 days in their room and monitor symptoms.

D. Food at TMH

- 1) Meals provided by TMH will be served only by the kitchen staff. All self-serve food items, including the salad bar, are closed until further notice.
- 2) There will be no charge for late plates until further notice. We encourage the use of late plates for breakfast/brunch and dinner to promote social distancing. Residents who are under quarantine can expect all meals to be packaged as late plates and will be provided slips to order desired items for each meal. Individuals who have tested positive for COVID-19 can have their meals delivered to their door for contact-less delivery by a staff member. Please call the front desk at 202-546-3255 to make such arrangements.
- 3) Residents who order food from local restaurants or other food-delivery services must meet their delivery person outside while also exercising social distancing protocols, as delivery personnel are not permitted in the building. Staff will not accept food on a resident's behalf.
- 4) TMH is an alcohol-free facility. Residents may not bring alcohol into the building or onto its grounds, and residents may not receive alcohol via delivery or mail. Any alcoholic beverages found in resident refrigerators or in resident rooms will be confiscated immediately, as will any beverage appearing to be alcohol. Residents who violate TMH's rules prohibiting alcohol and the consumption of alcohol in the building or on its grounds will be subject to the consequence of such violation.

E. Packages and Mail

- 1) All incoming packages and mail will be delivered to the table in the lobby for sanitation. Once sanitized, the front desk operator on duty will sort the mail and packages. Outgoing mail may be placed in marked bins under the table. If you have a pick-up for UPS or FedEx, please let the front desk operator know to ensure the package will be picked up.
- 2) Residents are required to sign for packages that do not fit in their mailbox. Pens used to sign will be disinfected after each use.

F. Guests

- 1) TMH management monitors District of Columbia stay-at-home orders and reopening guidelines, and TMH's guest policy will be modified as needed to comply with that guidance. If the D.C. government has issued a stay-at-home order and closed all businesses except for those deemed essential, TMH will not permit guests in the building. This restriction may be relaxed as District of Columbia officials modify current stay-at-home guidance. Any decision to relax TMH's guest restrictions will be made in line with guidance from health officials and in consideration of the health and safety of TMH residents and staff. This policy also applies to Carriage House rental.
- 2) If TMH must go on lockdown due to multiple confirmed COVID-19 cases within the building, guests will not be permitted in the building.
- 3) While under either a government-issued stay-at-home order or a lockdown of TMH due to multiple confirmed cases of COVID-19 within the building, the prohibition of guests will remain in place. Residents who move into or out of the building during that time may not have a parent / sibling / friend / relative assist them. These individuals may help the resident move belongings either to or away from the front door. TMH offers a luggage cart to assist in moving belongings.
- 4) At present, and until further notice, residents who are moving into or out of TMH may have one guest assist them in moving their belongings into or out of TMH. The guest must wear a mask or face covering while in the building, maintain social distance of 6-10 feet from others, and check in at the front desk upon arrival and departure.

G. Public Spaces

- 1) Residents and staff must maintain social distancing at all times in the building, wherever possible.
- 2) No more than 2 individuals may use the elevator at one time. While inside the elevator, each individual must maintain proper distance and wear a mask or face covering.
- 3) Tables have been removed from the dining hall to ensure residents have the appropriate space to distance themselves. Residents are asked to maintain proper social distancing in the dining hall.

H. Cleaning

- 1) For the safety of residents and staff, weekly resident room cleaning has been suspended. Housekeepers are sanitizing the high-touch areas of the building and doing deep cleanings of the bathrooms, stairwells and other areas of the building. Individual room cleaning will resume when management has determined it is safe to do so.
- 2) TMH has cleaning supplies available for residents to borrow. Such supplies may be requested at the front desk.
- 3) Residents are asked to empty their trash in the trash rooms located at either end of each hallway, and to do so frequently for sanitation purposes.
- 4) The kitchen staff are sanitizing the kitchen and dining hall multiple times each day, including the containers on the beverage bar. Please help by cleaning up spills and take advantage of the provided hand sanitizer.

Appendix A

COVID-19 Questionnaire/Certification for TMH Residents

Date _____

Resident Name _____

By signing this waiver, I verify the following:

- I have not had an elevated temperature (100 degrees or higher) in the past day.
- I do not have a new or worsening cough today.
- I am not experiencing any other COVID-19 symptoms, including 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, or diarrhea.
- To my knowledge, during the past 14 days, I have not been in close contact with anyone who has experienced COVID-19 symptoms or who has tested positive for COVID-19.
- If I experience any symptoms commonly associated with COVID-19 (i.e., fever, new or worsening 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, or diarrhea), I will take the following actions:
 - Notify the TMH Executive Director or Assistant Director of my concerns.
 - Self-quarantine in my room at TMH for 14 days.
 - Contact my healthcare provider.
 - Stay at home, except to receive medical care.
 - Separate myself from other people at TMH.
 - Avoid sharing personal items.
 - Practice good hygiene.

I certify that the foregoing is true and correct to the best of my knowledge and belief.

Resident Signature

Date

Modeled after CDC recommendations (<https://www.cdc.gov/coronavirus/2019-ncov/community/homeless-shelters/screening-clients-respiratory-infection-symptoms.html>) and D.C. guidance for contacts of an individual with a confirmed COVID-19 case (https://coronavirus.dc.gov/sites/default/files/dc/sites/coronavirus/publication/attachments/COVID-19_DC_Health_Guidance_for_Contacts_of_a_Person_Confirmed_to_have_COVID-19.pdf and https://coronavirus.dc.gov/sites/default/files/dc/sites/coronavirus/publication/attachments/COVID%2019%20Self%20Assessment-portrait_Englishv2.pdf)