



Sanitation Guide for COVID-19 Response Volunteers & Recipients*

[*Adapted with gratitude from the “Sanitation Guide for Knoxville COVID-19 Response Volunteers and Recipients]

GOLDEN RULE OF COVID-19

It is possible to spread and/or contract COVID-19 through a variety of means. Though it’s never certain until symptoms arrive, you can be contagious while asymptomatic. Please assume you have it and act accordingly, taking the utmost precaution. You are never doing too much when you could be saving a life.

YOUR PERSONAL HYGIENE IS VERY IMPORTANT

- Wash and sanitize your hands frequently, especially before touching items that are to be given to the recipient. Make sure that hand sanitizer is alcohol-based with 60% or more alcohol content. If possible keep hand sanitizer on your person.
- Five steps to proper handwashing
 1. Wet your hands with clean, water (warm or cold).
 2. Apply soap and lather your hands by rubbing them together with soap. Lather the backs of your hands between your fingers, and under your nails.
 3. Scrub your hands for at least 20 seconds. If you need a timer, hum the “Happy Birthday” song from beginning to end twice or say the alphabet.
 4. Rinse your hands well. If you have clean, running water, use it. If you do not have running water, place water in a clean bowl and rinse thoroughly. Do not re-use or share water.
 - a. If your water has been shut off, and you are in Detroit, please contact 313-386-9727 to have your water turned back on.
 - b. Contact *We the People of Detroit* for information about water donations info@wethepeopleofdetroit.com
 5. Dry your hands using a clean towel or air dry them.
- Do not touch your face with unwashed hands.
- If you are delivering by car, thoroughly clean your seats (1 tablespoon laundry detergent to two cups water sponge bath, followed by water-only sponge rinse) and all hard, frequently touched surfaces, such as handles and steering wheel, with a Clorox wipe or household cleaner (see link below for approved cleaners)
- Wipe down your phone, wallet, and keys and other surfaces and objects that you touch.
- Volunteers should take their temperature before **EVERY** shift. If you have an elevated temperature (99 degrees or above) or any symptoms, do not volunteer onsite or with deliveries. Most common symptoms include: fever; cough; and shortness of breath. Other symptoms may include: sore throat; runny or stuffy nose; body aches; headache; chills and fatigue.

- Volunteers with ANY symptoms of ANY kind (for example, diarrhea, nausea, sore throat, even if not respiratory) should stay home and help with distance/dispatch tasks.
- Volunteers with any known contact with people who are symptomatic or have tested positive for the COVID-19 virus should stay home.
- Clean all surfaces with CDC-approved disinfectant before doing anything with food on the surface, even if the food is packaged and sealed. (see <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>)

IN PUBLIC PLACES (e.g., groceries, pharmacies, etc.)

- For deliveries, have one specific container that is reusable, whether a box, a bag, or other container. Handle items yourself as much as possible at the register. If you touch frequently used surfaces, disinfect your hands or items that you subsequently touch for the recipient.
- Wear gloves if possible. If using rubber or latex gloves, discard in a trash receptacle and replace if used to touch gas pumps, key pads at cash registers, or other frequently touched public surfaces.
- Wear a cloth face cover (NOT a surgical mask or N-95 respirator). See how to make your own face covering: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>
- Stay at least six feet from others, preferably more. This will be easier if shopping/delivering is done at odd hours, like late at night or early in the morning.
- If using a cart, heavily disinfect (with wipes) the handle and other areas likely to have been touched by others.

AT RECIPIENT'S HOME

Do not give food or supplies directly to the recipient, as this may result in contact and possible contagion. Leave items on their porch or another previously agreed upon spot at a time that is safe and convenient for them. If the recipient is not mobile enough to retrieve items from a porch or garage, put on gloves and mask and enter, but only go as far into the home as absolutely necessary. Spray or wipe down anything you have touched and handle items with gloves.

Remind the recipient or their caretaker to wipe down products, or if non-perishable, to let them sit untouched for 24-48 hours before handling.

You should clean and disinfect each item you're going to deliver, and place them all in a plastic bag (carrier, ziploc, etc) cleaned both inside and out (or a new unused bag). Here are some important steps to follow:

1. Disinfect the inside of another bag (or use a new unused one) and place the first bag inside this bag. This is to protect the disinfected items in the inner bag, so someone who is vulnerable (e.g., elderly, immuno-compromised) can safely touch it. This is a much less reliable option as

compared to bleach solution. Try to get bleach if at all possible (see <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>).

2. As you approach the person's house, call/text them to open the door. If they live in an apartment complex or other building with a communal entrance accessed by a buzzer, call/text and ask them to buzz you in, rather than pressing the button.

3. Put on fresh gloves, ensuring that you touch only the cuff of the glove with your bare hand. This minimizes the risk of transmitting viruses to the exterior of your gloved hands. If you have hand sanitizer, use it before putting on the gloves, to further reduce this risk. Do not put sanitizer on the gloves.

4. Wear a mask, if possible, when delivering supplies (see link above for how to make your own mask). If there are limited masks available, please prioritize them for healthcare workers and people who must enter houses to assist with personal care. If you do have a mask, put it on before putting on your gloves to minimize the risk of transferring virus from your face to your gloved hands. (ECDC Guidelines)

5. Ask the recipient to back away from the door at least 6 feet, and put your bag on the floor immediately inside the doorway. Do not step through the door.

6. Fold out the outer bag so the recipient doesn't have to touch it. Don't touch the inner bag.

7. Back away 6 feet, let them get the items by picking up the inner bag and lifting it out of the outer bag and do not get closer than 6 feet. (Feel free to shout greetings! But don't hug or hand off items in person/etc.)

8. When they have backed off, take the outer bag away with you – it may have viruses on the outside.

9. Take your gloves off, without touching the exterior of the glove with your bare skin. This protects you from virus transmission if delivering to an already-infected recipient. If you are wearing a mask, remove gloves first and, if possible, put on fresh ones, then remove the mask by hooking fingers under the straps at the back. Finally, remove fresh gloves if used and discard gloves in a covered (if possible) trash can. (ECDC Guidelines). [See below for graphics on how to remove and discard gloves].

10. Wash your hands with hand sanitizer.

11. When you get back to a water source, wash your hands with soap and water for at least 20 seconds and disinfect items you have used.

FOR RECIPIENT

- Discard outer packaging (boxes, bags, etc) for items received and disinfect packaging on items received.
- Wash hands directly after you discard the packaging
- Thoroughly wash fresh vegetables (do not use soap or disinfectant on vegetables). If possible, do not eat uncooked.

FINAL NOTE

Thank you for agreeing to be a part of a community care network in Michigan, as we contend with the local consequences of a global pandemic. You are playing a critical role in looking after each other during this crisis, and helping to assure the safety of the most vulnerable persons in our community!

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REFER BELOW WHEN USING GLOVES:

TAKING GLOVES OFF PROPERLY

1.  Grasp outside of glove with opposite gloved hand and peel off.
2.  Hold removed glove in gloved hand.
3.  Slide fingers of ungloved hand under remaining glove at wrist.
4.  Peel second glove off over first glove.
5.  Discard gloves in appropriate waste container.