

Xavier Mission Plan of Action in Response to COVID-19

1. Preventative Plans

- a. Prevent the Spread of Respiratory Pathogens Within the Facility
 - i. Education and Training
 1. Hang Posters about Hand-washing, Coughing, and COVID-19 information in English, Spanish, and Mandarin around Hurtado Hall (site of the Welcome Table, Food Pantry, and Clothing Room), in the Hurtado Hall bathrooms, and in the shelter.
 2. Include information about Hand-Washing, Coughing, and COVID-19 on the digital display in Hurtado Hall during the Welcome Table and Food Pantry.
 3. Implement Sanitation Trainings for the volunteer leadership and clean-up teams for the Welcome Table, Food Pantry, and Shelter.
 4. Provide information to staff and volunteer leadership teams to help identify signs of acute respiratory illness.
 - ii. Housekeeping
 1. Install hand sanitizer dispensers in Hurtado Hall and in the shelter.
 2. Install hands-free soap and paper towel dispensers for the shelter.
 3. Install hands-free soap dispensers for the bathrooms in Hurtado Hall.
 4. Clean facilities routinely and effectively
 5. Clean frequently touched surfaces, such as doorknobs, door handles, handrails and telephones, as well as non-porous surfaces in bathrooms, sleeping areas, cafeterias and offices (e.g., floors), using an EPA registered hospital disinfectant that is active against viral pathogens.
 6. Place waste baskets in visible locations and empty regularly.
 7. Instruct cleaning staff and volunteers on how to handle laundry.
- b. Prevent the Introduction of Respiratory Pathogens into the Facility
 - i. Employees and Volunteers
 1. Post request on Xavier Mission website and social media channels for volunteers who have been ill to stay home until they have been symptom free for 48 hours.
 2. Post information about COVID-19 and Xavier Mission response on Xavier Mission website and social media channels.
 3. Require staff with symptoms of respiratory infection to stay home until they have been symptom free for 48 hours.
 - ii. Facility Signage
 1. Post signs in English, Spanish and Mandarin at the entrances to Hurtado Hall and the shelter instructing volunteers and guests not to enter if they have symptoms of respiratory infection.
 2. Post information in English, Spanish and Mandarin on social media channels instructing volunteers and guests not to enter if they have symptoms of respiratory infection.
 - iii. Screen Volunteers and Guests for signs of Acute Respiratory Illness

1. Provide information to staff and volunteer leadership teams to help identify signs of acute respiratory illness.
 2. Inform volunteers and guests via signage, email communication, social media, and verbal notice that symptomatic persons will not be allowed to enter the facility.
 3. Ask volunteers and guests who display symptoms of acute respiratory distress to remain outside the facility.
 - a. Guests of the soup kitchen and food pantry will be provided with food to take with them.
 - b. EMS services will be called to provide medical attention for guests.
 4. Coordinate with Olivieri Drop-In Center to screen clients for acute respiratory illness prior to transporting them to the Xavier Mission shelter.
- c. Plan for staffing/volunteer/supply challenges
- i. Anticipate and plan for staffing challenges (internal)
 - ii. Anticipate and plan for shortages as supply chains are affected
 1. Essential supplies will be stocked for all programs to maintain adequate reserves.
 2. Sandwich-bag supplies will be stocked for the Welcome Table in the event of a limited program opening.

2. Response to Widespread Community Transmission of COVID-19

- a. Limitations on Program operations
 - i. Welcome Table: If we fall below the threshold of staff and/or volunteers necessary to safely run the program, remaining staff and volunteers will assemble lunch bags to be distributed to guests outside of the facility.
 - ii. Food Pantry: If we fall below the threshold of staff and/or volunteers necessary to safely run the program, remaining staff and volunteers will assemble emergency pantry bags to be distributed to guests outside of the facility.
 - iii. Clothing Room: If we fall below the threshold of staff and/or volunteers necessary to safely run the program, remaining staff and volunteers will assemble essentials bags (socks & toiletries) to be distributed to guests outside of the facility (dependent on the supply stock).
 - iv. Shelter: If we fall below the threshold of staff and/or volunteers necessary to safely run the program, the shelter will be closed.
 - v. L-STEP: The L-STEP program is currently on hiatus and will not resume until the Fall.
 - vi. Financial Assistance Program: The Financial Assistance Program does not involve person-to-person interaction and therefore program limitations are not necessary.
- b. Cancellation of Programs
 - i. In the event that the NYC DOHMH orders the mandatory widespread closing of schools and/or other congregate facilities, Xavier Mission will suspend program operations as directed.
 - ii. Fundraiser Event: The Roaring 20s Dinner Dance Fundraiser, scheduled for March 21st, has been postponed. We will update the community as soon as we have rescheduled the date.