NEW GUESTS
1) Arrive at location
2) Wash hands with soap and water (sanitizer as 2\textsuperscript{nd} option)
3) Staff/Guest/Family complete screening form
4) Temperature(s) recorded on Excel log
5) Staff accompanies them to room/location and instruct in infection control and procedures

GUESTS LEAVING FACILITY
1) Sign out time left and purpose of absence
   a) Absences should be for work, MD appointment, grocery shopping, medications (consider delivery option), and accompanying other family to MD appointment
   b) Only one family member to leave the premises unless accompanying a child to appointment
   c) Group outings for exercise will be limited to 10 or less following social distancing.
   d) Except for work, absences should be 2 hours or less.
2) Log expected return time

RETURNING GUESTS
1) Arrive at location
2) Questioned where they have been and persons contacted
3) Ask symptoms of cough or shortness of breath
4) Temperature taken and recorded
   a) If temperature 100.4 or above begin isolation and notification process below
5) Guest(s) wash hands with soap and water (sanitizer as 2\textsuperscript{nd} option)
6) Return to shelter in place location

GUESTS WHO ARE SYMPTOMATIC
1) Symptoms include cough, shortness of breath and temperature
2) Monitor if no temperature but check every shift
   a) Issue surgical mask if coughing
3) If temperature is above 100.4 begin isolation
   a) Room separation
   b) Guest wears surgical mask
   c) Staff interacting with guest limited to one who is wearing N95 mask
   d) Contact Public Health/Emergency Department of NMC, SVMH, CHOMP or Hazel Hawkins Hospital.
   e) Follow instructions of #4
   f) Continue to monitor symptoms every 2 hours if not sent to hospital
   g) Maintain guest hydration and nutrition
4) Complete Public Health report form and incident form.
5) Report to Management and Board Members: Teresa Erickson and Eric Johnsen