

[Organization Name/Logo]

[Organization Address  
Contact Number]

## STANDARD OPERATING PROCEDURE #4

---

### Work Instructions for Isolation and Quarantine



Revision Register:

Documentation and Responsibility	Name	Title	Date
Amended by:			

Last Review Date	Next Review Date



Created for James R. Favor & Company by  
[Council Rock Consulting, Inc.](#)

## OBJECTIVE

To provide instructions on isolating a member exposed or potentially infected with the COVID-19 virus or other potentially-infectious disease.

## PERSONAL PROTECTIVE EQUIPMENT

- 1) Skin and body protection
  - a. Gloves
  - b. Long sleeves or closed front gown or cover
- 2) Eye and face protection
  - a. Protective eyewear such as safety glasses/shield or goggles
  - b. Mask or face shield (optional)

## DEFINITIONS

- 1) “Work” in this standard operating procedure (SOP) refers to any activity that may result in exposure to a potentially-infectious pathogen (e.g., virus, bacteria) or caustic agent (e.g., ammonia).
- 2) Fever – CDC has defined an ill person as a person who has a fever (has a measured temperature of 100.4 °F [38 °C] or greater, or feels warm to the touch, or gives a history of feeling feverish) accompanied by one or more of the following:
  - Skin rash
  - Difficulty breathing
  - Persistent cough
  - Decreased consciousness or confusion of recent onset
  - New unexplained bruising or bleeding (without previous injury)
  - Persistent diarrhea
  - Persistent vomiting (other than air sickness)
  - Headache with stiff neck, or
  - Appears obviously unwell **OR**
  - a) Has a fever that has persisted for more than 48 hours **OR**
  - b) Has symptoms or other indications of communicable disease, as the [CDC may announce](#).
- 3) PPE – Personal Protective Equipment
- 4) CDC – Centers for Disease Control and Prevention
- 5) FERPA – Family Educational Rights and Privacy Act
- 6) ADA – American Disabilities Act
- 7) OSHA – Occupational Safety and Health Administration
- 8) NIOSH – The National Institute for Occupational Safety and Health

- 9) PUI – Person Under Investigation
- 10) Non-Contact Infrared Thermometer (NCIT) – According to the Food and Drug Administration, is a thermometer that measures an individual’s surface temperature without making physical contact. Improper use of NCITs can result in inaccurate temperature measurements.
- 11) Option for purchase by members residing in the chapter facility: Temple touch or ear thermometer is a non-invasive thermometer for member personal use only. Not to be used at the entry screening station.
- 12) HIPAA Privacy Rule – Establishes national standards to protect individuals’ medical records and other personal health information. The Rule requires appropriate safeguards to protect the privacy of personal health information, and sets limits and conditions on the uses and disclosures that may be made of such information without patient authorization.
- 13) Nonpharmaceutical Interventions (NPI) – Actions that people and communities can take to slow the spread of illness. These actions include simple everyday preventive measures, such as staying away from other people when you are sick, practicing social distancing, properly covering coughs and sneezes, and washing hands often.
- 14) Isolation – According to the CDC, “Isolation is used to **separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected.** People who are in isolation should stay home until it is safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific ‘sick room’ or area and using a separate bathroom (if available).”
- 15) Quarantine – According to the CDC, “Quarantine is used to **keep someone who might have been exposed to COVID-19 away from others.** Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.”
- 16) Engineering Controls – Protects by isolating people from a potential hazard such as proper ventilation or machine guards.
- 17) Administrative Controls – Work practices established through instructions or checklists.

## **SAFETY**

The Centers for Disease Control and Prevention (CDC) has written guidance to separate people infected with a potentially infectious pathogen (e.g., virus, bacteria) from people who are not infected. People who are in isolation should stay home until it is safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom (if available).

## PROCEDURES

### 1) MONITORING

- a. Members should be alert for any of these symptoms:
  - i. Fever or chills
  - ii. Cough
  - iii. Shortness of breath or difficulty breathing
  - iv. Fatigue
  - v. Muscle or body aches
  - vi. Headache
  - vii. New loss of taste or smell
  - viii. Sore throat
  - ix. Congestion or runny nose
  - x. Nausea or vomiting
  - xi. Diarrhea
  - xii. Additional symptoms are provided via the [CDC website](#)
- b. Wash hands with soap and warm water frequently.
- c. Take temperature twice daily.
- d. Consult healthcare provider:
  - i. Monitor symptoms carefully. Record temperature readings. If symptoms get worse, contact a healthcare provider immediately.
  - ii. Other than for emergencies, call your healthcare provider or college/university health services regarding the policies for prior to presenting for in-patient care.
  - iii. Explain symptoms and report temperature readings.
  - iv. If instructed to present for in-patient care, avoid public transportation, ride-sharing, or taxis.
  - v. Follow health care provider instructions.

**NOTE:** If you have an emergency warning sign that is severe or concerning to you (e.g., new confusion, trouble breathing, persistent pain or pressure in the chest, inability to wake or stay awake, bluish lips or face), summon emergency health care immediately by calling 911.

### 2) ISOLATION KIT

- a. A dedicated isolation kit should be assembled and maintain at all times and available to be delivered to the room with delay:
  - i. Masks, gloves, eye shields
  - ii. Spray disinfectant and disinfectantwipes

- iii. Disposable cloths
- iv. HEPA Air Purification Filter and ultraviolet (UV-C) light for air purification.
- v. Wastebasket and wastebasket liners and ties
- vi. Small room portable water humidifier
- vii. Emesis bags (disposable vomit bags)
- viii. Non-contact infrared temperature readers (NCITs) or ThermoScan thermometer with alcohol wipes for cleaning before and after use
- ix. Extra paper products including tissues and paper towels
- x. Toilet cleaning brush and cleaner
- xi. Two-way radio (“walkie talkie”) for in-facility communication and/or cell phone with Emergency SOS feature active in “Settings”
- xii. Oxygen saturation monitor
- xiii. Door sign: “Isolation – Do Not Enter”

### **3) ISOLATION PROCEDURES FOR ILL RESIDENT**

#### **a. Inform Chapter House Director or designated Chapter Officer of illness**

- i. Self-report illness to Chapter House Director or designated Chapter Officer.
- ii. Work with Chapter House Director or designated Chapter Officer to designate a bedroom/bathroom dedicated for an ill person.

#### **b. Isolate the PUI**

- i. Self-isolate and monitor for worsening symptoms until test results are received. It is recommended that the chapter facility either designate an area for quarantine or make other arrangements for members and/or roommates to temporarily relocate so that the PUI is isolated.

<p><b>NOTE:</b> Always Seek Advice of Local Health Officials and Student Health Services</p>
--

If there is no available room outside of the chapter facility for isolation, the house corporation and/or chapter advisers will seek advice and approval of local health officials or college/university health services on designating an area for isolation.

- ii. Visitor access is restricted for purposes of medical surveillance only.
- iii. If the PUI needs to exit the room, wear a cloth face covering. The PUI does not need to wear the cloth face covering if they are alone.
- iv. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all hand surfaces and rubbing them together until they feel dry.

- v. Avoid touching eyes, nose, and mouth.
  - vi. Maintain fingernail hygiene and clean on top and under with a nail brush, soap and warm water. Avoiding biting, chewing, and picking at cuticles. Use lotion to avoid cracking of skin because of increased handwashing.
  - vii. It is preferable that meals are served with disposable utensils, plates, and glasses.
  - viii. Meals and beverages should be placed at the isolation room door on a tray for no-contact delivery.
  - ix. If the room does not have a refrigerator, a cooler can be provided that has been disinfected inside and out. Ice in plastic bags can be provided as needed.
  - x. Clean frequently using supplies in the dedicated isolation kit.
- c. **Discontinue Chapter Facility or Home Isolation**
- i. Consult with healthcare provider before discontinuing chapter facility or home isolation.
  - ii. Upon healthcare provider's approval to discontinue chapter facility or home isolation, report information to Chapter House Director or designated Chapter Officer.

#### 4) CHAPTER HOUSE DIRECTOR PROCEDURES

##### a. Identification of Ill Person

- i. Identify separate bedroom/bathroom for PUI isolation or quarantine.

**NOTE:** Always Seek Advice of Local Health Officials and Student Health Services

- ii. Obtain a copy of the college/university COVID-19 policy for reporting and distribute Chapter Advisers appointed to be responsible for reporting.
- iii. If a chapter member becomes ill or reports to have been exposed to someone who may be ill, report in accordance with the policy while maintaining the confidentiality of the ill person as required by the Americans with Disabilities Act (ADA) and if applicable, the Health Insurance Portability and Accountability Act (HIPAA).
- iv. Educate yourself about the illness, symptoms and preventing the spread of the illness in residential facilities.
- v. Be aware of HIPAA, FERPA and ADA privacy protections for each member's health information. Never publicly announce an individual's health status (including COVID-19) without their written permission.
- vi. Help identify caregivers and household member volunteers to support an ill person.

- vii. Notify household members, housekeeping, and facility staff (e.g. maintenance) a person has been potentially or is infected, and review isolation procedures. Minimize the number of interactions with the PUI.
  - viii. Notify the house corporation and chapter affiliates and keep in close communication.
  - ix. Limit the number of visitors to the chapter facility and designate areas for meeting.
  - x. Ensure all staff and resident members wear a cloth face covering when in shared areas and maintain social distancing to slow possible transmission and heighten cleaning procedures.
  - xi. Move chapter meetings held in the facility to a campus classroom or hold virtual meetings.
- b. Ensure post-isolation procedures for cleaning the isolation room are executed.

## **5) CAREGIVER PROCEDURES**

### **a. Provide support and help cover basic needs**

- i. Help the person who is ill to follow the healthcare provider's instructions for care and treatment.
- ii. Be aware of HIPAA, FERPA, and ADA privacy protections for each member's health information. Never publicly announce an individual's health status (including COVID-19) without their written permission.
- iii. Ensure that the PUI has adequate fluids and rests.
- iv. Assist with grocery shopping, filling prescriptions, and getting other items they may need. Consider having the items delivered through a delivery service, if possible.

### **b. Watch for warning signs**

- i. Have PUI's healthcare provider's phone number(s) on hand.
- ii. Contact the healthcare provider if the person worsens. For medical emergencies, call 911.

### **c. Wash and Dry Laundry**

- i. Pick up laundry in a closed laundry bag or plastic waste bag in a basket tied at the top.
- ii. Wear a mask when removing laundry.
- iii. Do not shake laundry; avoid creating turbulence.
- iv. Clothing and bedding from isolation can be laundered with other non-isolation items as long as it is washed at the highest temperature recommended by the manufacturer.

**d. Trash**

- i. Waste bags from an isolation room should be tied at the top and sprayed outside with disinfectant before collecting. They should immediately be deposited in an outdoor trash bin.
- ii. Wear gloves and face mask when collecting waste from the isolation room.
- iii. Follow Work Instructions for Donning and Doffing PPE and immediate disposal.
- iv. Wash hands immediately.

**6) ISOLATION PROCEDURES FOR ALL OTHER CHAPTER FACILITY RESIDENTS**

- a. All other chapter facility residents should educate themselves about the illness, symptoms and preventing the spread of the illness.
  - i. Be aware of HIPAA, FERPA and ADA privacy protections for each member's health information. Never publicly announce or discuss an individual's health status (including COVID-19) without their written permission.
- b. Access to the isolated individual is restricted. Communicate through non-contact means.
- c. Continue following routine cleaning in accordance with Work Instructions for Routine Cleaning.

**7) POST-ISOLATION PROCEDURES**

- a. Close off the room and open outside windows and doors to allow air circulation prior to cleaning and disinfection.
- b. Consult local health officials regarding the length of time needed to leave the room close off.
- c. Don proper PPE prior to cleaning.
- d. Remove and launder bedding, clothing, and towels. Do not shake or create turbulence when removing.
- e. Remove all waste including bagging leftover food and drinks, disposable utensils, plates and glasses even if unused. Tie the top of waste bags first. Spray the outside of the bag with disinfectant. Dispose of the bag immediately in an outside trash bin.
- f. Follow the Work Instructions for Deep Cleaning SOP as it relates to the room.

## 8) REFERENCES

[OSHA – Personal Protective Equipment](#)

[CDC - Personal Protective Equipment](#)

[Medline Plus – Fever Information](#)

[CDC Guidelines – Public Health Guidance for Community-Related Exposure](#)

[CDC Guidelines – Living in Shared Housing](#)

[CDC Guidelines – Coughing and Sneezing](#)

[CDC Guidelines – COVID-19 Guidance for Shared or Congregate Housing](#)

## 9) VENDORS

<https://www.grainger.com/content/ppe-safety>

<https://www.amazon.com/Personal-Protective-Equipment/b?node=486555011>