



## Family Promise Roles and Responsibilities

Beginning May 31, 2020

- Family Promise will follow the CDC Guidelines for Congregant Sites until all shelter directors decide together to not use protocols; The goal continues to be to limit the number of contacts for guests and volunteers.
- **Daytime** Family Promise guests spend their days at the Day Center or working. Families are providing for their breakfast and lunch needs collaboratively via Food Bank and their SNAP benefits.
- **Dinners** will be served at the Day Center, with delivery between 4:30-5:00 pm. Dinners are provided by congregations following the Family Promise Rotation- (food only, drinks are not needed). Please put food in disposable containers and leave it on the front porch of the Day Center. The Day Center is located 2816 South Ave West- across from Community Hospital's Emergency Dept. and next to First Lutheran Church.
- **Overnights**- Guests will be at the churches from 6:30 pm to 6:30 am at scheduled congregations following the Family Promise Rotation. Consider recruiting volunteers to spend more than one night to limit the number of contacts. Avoid having volunteers who are high risk. The goal is safety.
- **Weekly Supplies** are posted as a link to Signup Genius on the weekly coordinator update. Feel free to share that link with your congregation.
- Churches will be used for sleeping only- guests will go to their rooms when arriving.

## COVID CLEANING PROTOCOLS

For Family Promise Churches

1. When beds arrive at church and are being set up, the church members should be wearing protective gloves and using Clorox, Lysol, or bleach wipes to wipe down the bed frames. Each bed should have a label on with the parent's first names on it. These tags STAY ON THE BED.
2. Set up beds as usual at your church.
3. During the week of their stay at your church you may assign each family a bathroom or a section of the bathroom to clean daily and provide them with the supplies to do this. All showering will happen at the Day Center.
4. Overnight staff should be provided with wipes to clean all common areas – doorknobs, light switches, surfaces of counters and door jams etc. This should be done daily preferably after folks leave in the morning.
5. On the morning that they leave (Sunday) have guests put their bedding in a large garbage bag for the washing crew and leave the bag by the door to their room. Have

- the guests fold up and secure their beds leaving the FP mattress covers on with each bed labeled with names of parents. No personal bedding is transported in the trailer. Guests are in charge of their own personal bedding.
6. Take down crew should again wear protective gloves and wipe down the bed frames before loading the trailer.
  7. Overnight staff need to wear masks except while sleeping and practice social distancing of six feet apart at all times from each other and the guests.

Guests are being screened every morning at the Day Center by the Driver and temperatures are being taken. This information is recorded. Any issues are handled by the Director and appropriate Health Department guidelines are followed. No one with COVID symptoms will remain in the program but will be housed and assessed by the Health Department.

Notes/ Tips for Coordinators: (suggestions from previous coordinators)

- In some churches, someone is opening the church at 6:30 and staying there until 7:30 and asking overnight hosts to be there from 7:30 pm to 6:30 am.
- When assigning spaces, consider putting the families with the young children close to the bathrooms, as they are in the process of being potty trained.
- It is also helpful to post notes pertaining to cleaning responsibilities- what families are responsible for and what hosts are responsible for. Post these in a place where guests and overnight hosts can refer to it.