



STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
Benefit, Employment and Support Services Division
1010 Richards Street, Suite 312
Honolulu, Hawai'i 96813

March 6, 2020

MEMORANDUM: (via email)

TO: State Homeless Programs Office Providers

FROM: Harold Brackeen III
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SUBJECT: COVID-19 – Plan and Prepare

To prepare for possible community transmission of the Novel Coronavirus Disease 2019 (COVID-19), the most important thing for Providers to do now is plan and prepare. As the global outbreak evolves, Providers should prepare for the possibility of community-level outbreaks.

In the following days, the Department of Human Services will be issuing a COVID-19 Annex to further clarify the Department's instructions in the event of an outbreak.

Providers can take steps to help stop or slow the spread of respiratory infectious diseases, including COVID-19:

- Review, update and implement emergency operations plans. Focus on the components, or annexes, of the plans that address infectious disease outbreaks.
 - Ensure the plan includes strategies to reduce the spread of a wide variety of infectious diseases (e.g., seasonal flu, chicken pox, HIV). Effective strategies build on everyday policies and procedures.
 - Ensure the plan emphasizes common-sense preventative actions for clients and staff. For example, emphasize actions such as appropriately covering coughs and sneezes; cleaning frequently touched surfaces; and washing hands often.
- Ensure handwashing strategies include washing with soap and water for at least 20 seconds or using a hand sanitizer that contains at least 60% alcohol if soap and water is not available.
- Perform routine environmental cleaning.
 - Routinely clean frequently touched surfaces (e.g., doorknobs, light switches, countertops) with cleaners typically used. Use all cleaning products according to the directions on the label.

- Provide disposable wipes, when practical, so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down by clients and staff before each use. Use all disposable wipes according to the directions on the label.

Available resources:

- Upcoming Webinar: Infectious Disease Preparedness for Homeless Assistance Providers and Their Partners – **March 10, 2020 at 3:00 PM EDT (10:00 AM HST)**
<https://www.hudexchange.info/news/infectious-disease-preparedness-for-homeless-assistance-providers-and-their-partners-webinar/>
- CDC has interim guidance for Businesses and Employers to plan and respond to COVID-19, which can be found at the following link:
https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-business-response.html
- *Get Your Community- and Faith-Based Organizations Ready for Pandemic Flu, 2017*. Atlanta, GA: Community Interventions for Infection Control Unit, Division of Global Migration and Quarantine, National Center for Emerging and Zoonotic Infectious Diseases, Centers for Disease Control and Prevention, April 2017.
<https://www.cdc.gov/nonpharmaceutical-interventions/pdf/gr-pan-flu-com-faith-org-serv-vul-pop.pdf>

Information about COVID-19 can be found at the following links:

- For health information and updates:
 - Hawaii Department of Health: <https://health.hawaii.gov/docd/advisories/novel-coronavirus-2019/>
 - Center for Disease Control: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- For emergency response information:
 - Federal Emergency Management Agency (FEMA): <https://www.fema.gov/>
 - Hawaii Emergency Management Agency (HIEMA): <https://dod.hawaii.gov/hiema/>