



Centered in Care
Powered by Pride

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Guide for Best Practices to Minimize COVID-19 Community Spread

*This guide is **not meant to replace** or preclude the guidance that is set forth by federal, state and local governments.
Created by JPS Community Outreach Dept.*

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Do you want JPS Community Outreach to participate in your career day, health fair, or implement strategies listed in this guide at your community, organization, or school event?

If you are interested in JPS Community Outreach participating in one of those events, please send us an email at CommunityOutreach@JPSHealth.org or call (817) 702-2570. A representative will review your request and contact you.

Guide Intent

JPS Health Network is committed to providing quality health care services and to ensure we can continue to operate as safely for everyone in our community as we do in our health care facilities. JPS Community Outreach met with community partners to discuss processes and resources to safely conduct services and education for the general public and mitigate community spread.

The following is only a guide of safe practices and is **not meant to replace** or preclude the guidance that is **set forth by federal, state and local governments**. Organizers should continue to assess whether to postpone, cancel, or significantly reduce the number of attendees for the event based on current conditions.

Before proceeding with planning or implementation ensure you have checked with the following entities first as things are changing on a daily basis.

- Federal government guidelines
- State and local government guidelines
- Facility guidelines

Committee

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Recommended Precautions to Minimize COVID-19 Community Spread

- **Advise attendees to stay home and not attend community events or gatherings if they feel ill or show flu-like symptoms.**
- **Face covering or mask** – Encourage attendees ahead of the event to bring and use face coverings at the event. **Organizers should have face coverings on hand for participants that arrive without face coverings.**
- **Hand Hygiene** – If soap and water are not readily available, organizers should have available for participants hand sanitizer that contains at least 60% alcohol and rub their hands until dry.
- **Physical Distancing** - Guests should maintain 6 feet of physical distancing from others outside the guest's group. A group is defined as no more than 10 persons. Organizers should have the ground/floor marked at 6 ft. intervals to indicate where parties should stand while in line.
- **Adequate Supplies** – Ensure organizers have adequate supplies to support healthy hygiene behaviors. Supplies include soap, water, hand sanitizer containing at least 60% alcohol, paper towels, tissues, disinfecting wipes, disposable gloves, hand wipes, plastic/paper bags, face coverings, and no touch trash cans.
- **Hands-Free Areas** - Organizers should consider having all sign in, registration or any area that may have written paperwork involved, as “hands-free areas”.
 - Hands free areas should be developed and implemented as areas that do not have an exchange of pens or papers. Supplies for these areas include:
 - Pens to be given away
 - Plastic or paper bags to hand out and turn in paperwork
 - Extra tables with clearly marked areas for participants to leave paperwork and it will be picked up.
- **Additional Recommendations**
 - Temperature Checks – 99.6 or higher
 - COVID-19 Questionnaire
 - Example: [Physical Therapy University of Toronto](#)
 - Isolation
 - There may be times when due to a high temperature an individual will need to be in isolation and kept away from the crowd.
 - In the event that an individual has to be isolated due to visible COVID-19 or flu symptoms a small room to the side should suffice.

- Signs and Messages
 - Main entrances should have signage communicating COVID-19 symptoms and asking everyone to take personal responsibility for preventing disease spread.
 - Signage should be posted throughout the event reminding employees of the proper way to wash hands, sneeze and to avoid touching their faces.
 - Consider developing signs and messages in alternative languages and/or formats (e.g. Spanish, large print, braille, ASL, etc.).
 - Broadcast regular announcements on reducing the spread of COVID-19 on public address systems.

Gloves, Face Mask, & Hand Washing

It is imperative that the event organizers train staff and volunteers on the proper way to hand wash, wear appropriate face covering, and personal protective equipment (PPE) when applicable.

- Carefully remove gloves and other clothing. See the [How to Remove Gloves instruction guide](#) from the Centers for Disease Control and Prevention (CDC).



- Please visit the World Health Organization website to learn [How to Wear a Medical Mask Safely](#) & [How to Wear a Non-Medical Fabric Mask Safely](#)




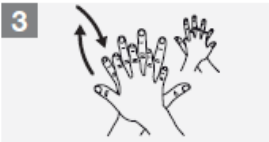






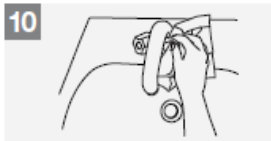



- Wash your hands often with soap and water, if soap and water is not available use hand sanitizer that contains at least 60% alcohol, for at least 20 seconds especially after you have been in a public space, or after blowing your nose, coughing, or sneezing.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Visit the World Health Organization website to learn [How to Handwash](#).

How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

Duration of the entire procedure: 40-60 seconds

| | | |
|---|---|--|
| <p>0</p>  <p>Wet hands with water;</p> | <p>1</p>  <p>Apply enough soap to cover all hand surfaces;</p> | <p>2</p>  <p>Rub hands palm to palm;</p> |
| <p>3</p>  <p>Right palm over left dorsum with interlaced fingers and vice versa;</p> | <p>4</p>  <p>Palm to palm with fingers interlaced;</p> | <p>5</p>  <p>Backs of fingers to opposing palms with fingers interlocked;</p> |
| <p>6</p>  <p>Rotational rubbing of left thumb clasped in right palm and vice versa;</p> | <p>7</p>  <p>Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;</p> | <p>8</p>  <p>Rinse hands with water;</p> |
| <p>9</p>  <p>Dry hands thoroughly with a single use towel;</p> | <p>10</p>  <p>Use towel to turn off faucet;</p> | <p>11</p>  <p>Your hands are now safe.</p> |



Patient Safety
A World Alliance for Safer Health Care

SAVE LIVES
Clean Your Hands

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Alternatives to Large Events

The following are ways to change how we approach the typical events of the past. Keep in mind that outdoor events are preferable during COVID-19. Instead of having an event that has many people coming together plan the following:

- Replace in-person meeting with video or tele-conference calls whenever possible.
- Registration for large events can be completed over the phone, email, drive-thru, website portals, Eventbrite, etc.
- Drive thru events that are divided between 2-3 days to accommodate large crowds
- Pre-record your education to avoid technical difficulties.
 - If pre-recording is not possible then have a back-up plan in case technical difficulties occur or have someone pre-designated that can help maneuver through issues as they occur.
- Virtual Platforms you can utilize include, but are not limited to: WebEx, Zoom, Free Conference Calling, Go-To Meeting, YouTube, Facebook, LinkedIn, etc.

Risk of COVID-19 Spreading at Events & Gatherings

| | |
|----------------------|--|
| Low Risk | Virtual-only activities pose the lowest risk! |
| Moderate Risk | Smaller outdoor (in-person gatherings if allowed by county government) in which individuals from different households remain spaced at least 6 feet apart, wear cloth face coverings, do not share objects, and come from the same local area (e.g., community, town, city, or county). |
| High Risk | Medium-sized in-person gatherings that are adapted to allow individuals to remain spaced at least 6 feet apart and with attendees coming from outside the local area. |
| Highest Risk | Large in-person gatherings where it is difficult for individuals to remain spaced at least 6 feet apart and attendees travel from outside the local area. |

Resources

- [CDC Gathering & Events](#)
- [CDC Communications Resources & Prints](#)
- [Preparing Workplaces for COVID-19 by U.S. Department of Labor OSHA](#)
- [World Health Organization](#)
- Please contact Cynthia Alexander-Ramos for all outdoor permits for City of Fort Worth by emailing cynthia.alexander@fortworthtexas.gov or calling (817) 992-2445.