



As of end-of day Monday, March 16, 2020 ... all non-essential staff will work from home until March 30th (this includes advocacy staff). This may be extended based on new/developing information. Shelter will remain staffed and operational 24/7 through this quarantine.

- Advocates will be available during regular business hours via agency cell phone to provide supportive services, court preparation, and safety planning to anyone in need. Trained shelter staff will continue to answer all crisis line and LAP calls and will connect individuals with advocacy staff (via cell phone) for ongoing services.
- Those who may walk into the agency for services will be connected with an advocate via cell phone for intake, safety planning, and ongoing services.
- Current shelter residents who have considerable contact with people outside the agency will be quarantined to their rooms. Shelter staff will put in place a method to communicate with residents while maintaining quarantine status; staff will deliver meals/food for residents outside their room doors to eliminate resident interaction within the communal areas of the facility.
- Victims in need of shelter will be assessed in the same manner as current practice; cases must be current DV/SA and include risk to their safety. New residents will be quarantined to their rooms for 14 days; staff will deliver meals/food for residents outside their room doors to eliminate resident interaction within the communal areas of the facility. Shelter residents will also have access (via cell phone) to ongoing advocacy and support services.
- Shelter staff will continue to work rotating schedules for 24/7 coverage; should we reach a point where self-quarantine/illness impact the availability of staff to work their scheduled shifts, Chelsea will “move in” to shelter to provide continual coverage.
- PDC advocates/volunteers will not be responding to the Emergency Department for SANE; victims will be connected via telephone to an on-call advocate upon arrival at the ED for supportive services and follow-up contact information. Marshfield Clinic Health System has put a limit on how many individuals can accompany a patient in the medical facility (1 support person only); should a sexual assault victim present to the ED alone; the victim can choose to have the PDC Advocate respond to provide in-person support. We will only have one responding in-person to minimize potential exposure.
- All support groups have been postponed until further notice; group participants will be able to connect with their advocate for supportive services via cell phone.
- All supervised visits have been suspended at this time; we are evaluating the status of exchanges. Families who have other options to exchange children for placement times (with a family member, etc.)

and that do not present a safety risk will be asked to make other arrangements. Exchanges occurring at PDC will take place in front of the building with staff monitoring from a distance. Parents will need to transport children between vehicles without the assistance of staff; staff will initial the exchange log on the parent's behalf and document the reason for the change in policy.

- We are waiting for word on how the Child Advocacy Center (CAC) will handle cases; at this time, they are planning to see only crisis/emergent cases. If PDC does provide in-person support for these cases, Southern will be the staff person to respond to eliminate additional exposure.
- We are putting out on Facebook and website that anyone wanting to make donations to the agency must first call PDC to determine if we can accept the items or how to safely get things to us.