

Internal Flow Chart Process – Districts COVID-19 Positive Services

1. Training:

- Who will be trained on this process: District Coordinators /Assistant Coordinators, Security any other identified Staff.
- Training provided by: The Tribal Health Department (THD)
- What is the subject? PPE/Sanitizer kits distribution and essential needs for COVID-19 Positive households.
 - **The kits included the following items:**
 - (1) pack of 25 surgical
 - (1) box of N95 mask
 - (1) box of gloves (all sizes)
 - (3) bottles of 8oz sanitizer
 - (2) cans of Lysol Spray
 - (2) bottles of hand soap
 - (4) packs of Alcohol Wipes

Additional Items needed for kits:

- Educational Information and Guides.
- Handouts of who call for more supplies needed.

Essential Needs:

Items in Stock for the Quarantine Residents Available at OEM	Standard Items to be purchased as requested
<p>Laundry Detergent: Gain Liquid, Gain Pods, Tide Pods Fabric Softener: Gain Dryer Sheets: Gain, Bounce Dish Soap: Dawn, Palmolive Body Wash: Caress, Dove (sensitive skin) Disinfecting Items:</p> <ul style="list-style-type: none"> • Lysol Spray Cans • Ajax Powder • Mr. Clean Freak Spray • Disinfecting Wipes • Bleach • Pin Sol • Clean Finish • Cleaning Sponges <p>Paper Towels Individual Rolls Toilet Paper - Individual Rolls/Packages Kleenex Tissue Distilled Water- Those members who may need for medical machines. Bottled Water -12oz bottled water/24 in a case</p>	<p><i>**See Check list for more Information ***</i></p> <p>Sample Items:</p> <ul style="list-style-type: none"> ▪ Milk ▪ Eggs ▪ Coffee ▪ Creamer ▪ Sugar ▪ Flour ▪ Artificial sweetener ▪ Meats ▪ Pasta ▪ Beans ▪ Shortening ▪ Lunch meat ▪ Bread ▪ Cereal ▪ Diapers ▪ Wipes ▪ And other items needed

- PPE/Sanitizer kits kept at the Service Centers
- PPE/Sanitizer Kits are deployed upon request and notification from Tribal Health Department.

Roles and Responsibilities of CSD/Districts

- THD will contact District Coordinator or Assistant Coordinator.
- District Coordinator/Assistant Coordinator, Security and/or any other identified trained Staff will take the PPE/sanitizer kit along with handout with instructions to family and place in an area to avoid any physical contact. Instructions will include a contact number to call for questions and for any additional items needed.
- District Coordinator/Assistant District Coordinator will coordinate with OEM Representative to purchase items that are not stock items – **Identified Purchase Day will be Tuesday or Thursday of each week.**
- District Coordinator/Assistant District Coordinator will contact Covid-19 positive member to arrange drop off items.
- This process will take-place during the duration of the quarantine period.
- THD will notify the District Coordinator/Assistant Coordinator when quarantine has ended.

