**COVID Housing Procedure**

**for**

**Washington University – Clinical Fellows**

The Clinical Departments at Washington University will provide housing to WUSM- clinical fellows who meet the following criteria:

1. COVID+ and need to isolate from family
2. COVID-Exposed and need to isolate from high risk family member
3. Exposed of COVID+ family member, self-isolation for safety

In order to obtain housing covered by WUSM, the clinical fellow must first obtain written approval from their Program Director using the WUSM GME form which can be found <https://gme.wustl.edu/wp-content/uploads/2020/12/Housing-request-2020.pdf> . Program Directors (or their designee) must complete and submit the consent form to GME via the Qualtrics link included on the form. Program Directors must provide the Clinical fellow with a signed copy of consent form to submit to the hotel. Failure to obtain prior approval will result in the clinical fellow being responsible to pay the hotel bill and all associated fees, regardless of which hotel is used.

**After obtaining approval** fellows must choose one of the following:

1. **COVID+ clinical fellows**
* Contact The Element hotel (3763 Forest Park Ave) 314-639-0060 to make a reservation under the Wash U Fellow rate, use the Mariott Bonvoy App (see below) or the following link, [The Element](https://www.marriott.com/event-reservations/reservation-link.mi?id=1607534980075&key=CORP&app=resvlink)
* Email a copy of the approval form to Robyn at: rniedringhaus@midashospitality.com
* You must sign up for the Marriott Bonvoy program to enter the hotel and your guest room with your phone or go to Marriott.com.
	+ Once you are a member, you can download the app and make your reservations on-line, check in with your phone, reap all of the benefits of the program i.e. points, rewards, etc…
	+ To make a reservation: when the app is open and you have selected The Element hotel and dates, click OPTIONS and there will be a window to put the **H7T code** which will populate the negotiated rate.
	+ Once a reservation is made and confirmed, you will have the option of a mobile check in which allows you to check in to the hotel with your phone.
	+ **There will be one entrance in and one exit out which will be communicated.**
* Rooms will include a kitchenette with a microwave, mini refrigerator and coffee-maker.
* WUSM will only reimburse for the breakfast and dinner costs, up to $40/day. Receipts should be submitted to your Department.
* All Fellows will have to confine themselves to the room throughout their isolation period (10 days from positive test or symptom onset).  Unfortunately, you will not be able to use the lobby area, pool, fitness room, WXYZ Bar, backyard or any public space where there will be other guests or staff.
* If you have an automobile, you will have to park it yourself in the back retail parking lot.  Valet service will not be available. Parking cost will be covered by WUSM.
* Housekeeping services will not be available to the occupied rooms.  If you need additional towels, trash bags or toiletries,   call the front desk and the requested items will be delivered via elevator on a cart that will be left by the elevator door.
* As trash accumulates, place the closed trash bags by the elevator door as needed.  Please contact the front desk to pick up.
* Food Service options that deliver to the Guest door are as follows:
	+ Instacart delivers Schnucks and Aldi items
	+ Door Dash
	+ Grub Hub
	+ Pickleman’s
	+ Jimmy Johns
	+ Papa Johns
	+ Imo’s
1. **COVID-exposed but not positive (test pending is ok) and Family member-positive Fellows:**
* Contact the Doubletree Hotel (formerly The Parkway, 4550 Forest Park Ave.)
* Reservations can be made by emailing Richelle Tirone  richelle.tirone@hilton.com  or Jim Ossola jim.ossola@hilton.com. Mon-Fri.
* If a reservation for this is needed after business hours or on the weekend, please call the hotel desk: 314-256-7777 or come in person with the approval form. Billing code is #2125.
* You should ask for the **Faculty Practice Plan.**
* Bring a copy of the approval form to the front desk at the time of check-in.
* The hotel staff will only enter rooms for guests that remain COVID negative once every 5 days at a prearranged time when the guest is not present. Otherwise, everything will be passed from outside the door. They will provide double bags to put dirty towels in. You will leave towels outside your door in hallway and hotel staff will remove them and replace with clean towels left in bag outside door.
* Trash will be handled in the same manner as hotel linen/towels, you will be given double bags for trash, leave outside door.
* Breakfast is included with your room, you will have a choice of continental or hot breakfast daily
* Dinner will need to be ordered, and you can submit receipts for reimbursement for up to $28/dinner. Options for ordering include:
	+ Applebee’s (on site) –contactless
		- To have contactless, the guest needs to place order on line directly with Applebee’s.
		- After they place order,  they need to call downstairs directly to Applebee’s 314-454-6636 and tell them they just placed an online order and to deliver it to room #\_\_\_\_\_\_\_\_\_\_.
		- *Please note: they will charge a 20% gratuity*.
		- When they knock on door, the guest can tell server to just put it down and they will get the bag after they walk away
	+ Other food delivery service, they will coordinate with you direct delivery to your hotel room door