

## **Casa de Amparo Policy COVID-19 Pandemic Protocol**

**Department:** Administration  
**Creation Date:** 4/14/20  
**QA Approval:** 4/15/20

**Section:** Human Resources  
**Revision Dates:**

### **General Precautions:**

The agency has developed the following protocol to respond specifically to the risk of exposure and/or illness related to COVID-19 in alignment with public health guidelines. Our intent is to ensure the safety of our staff, residents and visitors at Casa de Amparo's two campuses located at: 325 Buena Creek Road, San Marcos, CA 92069 and 103 Rancho del Oro Drive, Oceanside, CA 92057.

Casa de Amparo (CASA) will also utilize California Department of Social Services' Reasonable and Prudent Parent Standard to make time sensitive decisions that are in the best interest of safety and health for all youth residing at the CASA CKC campus.

The following guidelines are effective immediately:

- Visitors are limited to essential and approved visitors only. No volunteers will be permitted on campus until further notice.
- All permitted visitors will bring and use a face covering and gloves and will sanitize their hands upon entry to CASA buildings and will maintain six-foot social distancing with staff and youth.
- Staff who can carry out their work duties from home have been directed to do so.
- Increased cleaning and disinfection of all cottages, offices and common areas, which are conducted multiple times per day.
- Increased staffing resources to ensure adequate staff to youth ratio should there be excessive staff outages.

Approved visitors should refrain from visiting campus if:

- They have any reason to believe that they might have been exposed in the past 14 days; or
- They are exhibiting any symptoms of infection (e.g., fever, cough, shortness of breath or other breathing difficulties).

### **The following guidelines must be followed by all CASA staff and approved visitors:**

- All staff and visitors are encouraged to stay home when they feel ill.
- All staff and visitors are required to wash and sanitize their hands upon entering CASA buildings.
- When on campus, staff and visitors are asked to:
  - wash their hands regularly
  - cough and sneeze into a tissue and immediately dispose into the trash
  - maintain social distancing parameters and
  - avoid unnecessary physical contact.

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**In general, the following pandemic policy should be followed. Said plan is categorized by the following stages based on progression of risk and/or whether staff or residents are infected:**

1. Preparation
2. Mitigation
3. Response

### **Preparation:**

1. Education and Training: All CASA staff members receive initial and ongoing and/or annual training in the following areas as part of onboarding and ongoing employment at CASA. Staff members are educated on infection, prevention, and universal precautions and general staff safety through:
  - New Hire Employee Orientation
  - Emergency/Disaster Overview Training
  - American Heart Association FA/CPR/AED
  - Any staff required to wear Personal Protective Equipment (PPE) shall be trained on how to utilize the PPE including how to remove and dispose.

### **Mitigation:**

#### **Prevention:**

1. Staff Members
  - Staff members are expected to follow general hand washing protocols, infection prevention strategies, and always utilize universal precautions to mitigate the spread of germs and infection.
  - Staff members are required to be current with measles and pertussis vaccinations, are encouraged to be current with other vaccinations and are encouraged to receive the flu shot. Staff not receiving flu shots are currently required to wear facial coverings at all times while working. Staff not receiving the flu shot are not allowed to work in CASA's Pregnant and Parenting STRTP Program.
  - Staff members experiencing the onset of symptoms may request approval from their supervisor to work remotely, if remote work is possible for their position.
  - Administrative leave may be considered for higher risk staff per staff request, whether or not a staff is or feels ill.
  - Managers/Supervisors can send an employee and/or a contractor home for precautionary measures (i.e. persistent cough) to self-isolate or may ask them to call their doctor or visit Urgent Care.

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- Staff who are ill (i.e. persistent sneezing, coughing, shortness of breath/difficulty breathing and/or fever above 100.4°) are to take sick leave.
- CASA may ask for a release to return to work.
- All non-essential staff will telework as a matter of practice.
- Leadership will assemble a list of trained staff who would volunteer to work with at risk or ill children.

### 2. Visitors

- Visitors are limited to essential and approved visitors only. No volunteers will be permitted on campus until further notice.
- All visitors will sign in at reception. We dissuade ALL visitation from any high-risk group, such as visitors age 60 and above and those with any underlying health conditions. Only Law Enforcement (LE) and emergency responders are exempt from this requirement.
- All visitors are required to wash and sanitize their hands upon entering CASA buildings.
- When on campus, staff and visitors are asked to:
  - wash their hands regularly
  - cough and sneeze into a tissue and immediately dispose into the trash
  - maintain social distancing parameters and
  - avoid unnecessary physical contact.

### 3. Admissions:

- Every youth is screened for respective respiratory exposure and illness prior to and upon admission.
- CASA also recommends to placing agent that all youth be tested for respective respiratory illness prior to admission.

### 4. Runaway Youth:

- All residential youth have been educated on the risk of the pandemic infection and have been advised on ways to keep themselves safe and healthy.
- In order to keep our campus healthy and free from infection, all youth with a history of runaway have been informed that running away during the COVID crisis may result in a loss of placement as determined appropriate in consultation with the placing agency and state licensing. Either action will be taken to prevent exposure and risk that may be presented from a youth who has been unsupervised in the community where infection has been confirmed.
- Should a youth return from runaway status and need to be quarantined, the following steps may be taken:

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- Residents will be required to use hand sanitizer and then will be taken to the rest room to wash their hands.
  - Resident's temperature will be taken.
  - Resident will be asked to shower in the designated quarantine area.
  - The clothes the resident came in with will be bagged up and washed, and they will be given a new set of clothes.
  - Each runaway return will be addressed on a case by case basis with the goal of ensuring safety and health for all youth and staff on campus. Safety plans will be updated to reflect possible or confirmed actions and placing agent will be notified.
  - All STRTP youth are educated on the risks of running away and the possible response from the agency upon their return.
5. Outings and Recreation:
- All community passes are on hold in order to comply with social distancing requirements and to guard against infection from uncontrolled community sources.
  - Virtual visitation will be encouraged and facilitated by CASA staff.
  - Youth with approved unmonitored overnight visitation will be placed on extended home pass, if approved in writing by placing agent.
  - Ant off campus activity will be in compliance with Centers for Disease Control (CDC) guidelines.
6. Education:
- Virtual learning environment will be supported on a per Cottage basis and will be staffed per state ratio requirements.
7. Residential:
- Any resident exhibiting signs of fever (over 100.4°F), cough, shortness of breath/difficulty breathing, chills, sore throat, runny nose, muscle aches, fatigue, headache, abdominal pain, nausea, diarrhea and/or vomiting shall initially call the program nurse who will contact the treating health clinic and/or primary care provider and take action based on the direction provided.
  - A Special Incident Report (SIR) will be written for all clients who have been taken to the Urgent Care/Hospital/designated health center.

### **Response:**

#### **For Alleged or Confirmed Exposure:**

1. Staff notify the program nurse or designee.
2. Program nurse or designee immediately contacts the youth's primary physician's group.

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3. Program nurse or designee notify the Public Health Department.
4. Notify placing agency by phone.
5. Notify family, if applicable.
6. Immediately contact Department of Social Services, Community Care Licensing Division.
7. Document infection/exposure in a Special Incident report (SIR).

### **For Illness:**

1. Any youth who displays any respiratory symptoms will be referred to their primary physician's group.
2. Should a youth be diagnosed with a contagious respiratory illness/infection (e.g. pandemic COVID-19) and needs to remain in the facility, isolation should occur. The designated isolation locations on our San Marcos campus are the back of Cottage A for pregnant/parenting youth and the empty Cottage D apartment for youth in Cottage B, C or D.
3. Public Health Department should be immediately notified. If client is known to be positive for COVID-19, isolation would be immediately implemented. The following steps should be taken:
  - a. Any resident who is diagnosed with/tests positive for the disease of said epidemic, shall follow public health authority guidelines.
  - b. Person(s) testing positive shall remain isolated at CASA until they are determined by state or local health authorities, in coordination with the Center for Disease Control (CDC), to no longer be infectious.
    - i. Any resident who has tested positive for the disease, but is deemed to not need hospitalization, will be placed in a specifically designated area upon return to CASA that is isolated from other residents. (See #3 above.)
    - ii. Prior to entering the isolation room, staff members and contractors will be required to put on PPE and immediately upon exiting, will remove and dispose of them in a designated receptacle.
    - iii. Isolation will take place in one of the designated areas (see #3 above), space permitting. If there are multiple youth confirmed with COVID-19, those youth will be isolated together in one designated area with dedicated assigned staff. PPE may need to be utilized to follow public health authority guidelines. This may include the use of gloves, face masks (N95 if available), face shields/eye protection and isolation gowns/protective outer wear. Staff will adhere to recommended manufacturer instructions regarding the use of PPE and use of PPE instruction will be provided by CASA personnel. \*

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- c. Immediately contact the youth's primary physician group.
- d. Notify placing agency by phone.
- e. Notify family, if applicable.
- f. Immediately contact Department of Social Services, Community Care Licensing Division.
- g. Document infection in a Special Incident report (SIR).
- h. Implement standard contact and respiratory droplet precautions to include use of PPE referenced above.

Other possible actions may include:

- Moving the client home with family (if safe to do so) and approved by placing agency.
- Moving the client to an isolation location determined by Public Health or other governing body.
- Assigning a limited number of staff to work with the client.
- Not assigning higher risk individuals to work with client when possible.

**\*See Attachment for putting on and removal of PPE from the CDC.**