



## Activation of Emergency Response –

**Hazard:** COVID-19 (Coronavirus) Pandemic

COVID-19 Response Coordinator/Infectious Disease Officer: Kelly Eckhart

**Emergency Response Team:** President Executive Advisory Committee, Safety/ Risk Management Department, Health Service Director, Associate Vice President of Facilities, Housekeeping Manager (see Allendale Emergency Response Team Contact Info attachment)

CDC continues to closely monitor an outbreak of respiratory illness caused by a novel (new) coronavirus (named COVID-19) that was first detected in Wuhan city, Hubei Province, China and which continues to expand.

**Allendale Association** has formed an emergency response team tasked with preparing and mitigating the risk related to spread of COVID-19 pandemic. This team is comprised of members of our senior leadership, as well as all necessary supporting departments such as Housekeeping, Health Services, and Safety/ Risk management. Jason Keeler (President/CEO) is a member of the CWAC COVID-19 sub-committee where healthcare staffing shortages is identified and discussed. Allendale has always been committed to a clean safe environment that promotes hand hygiene and respiratory etiquette. Kelly Eckhart (COVID-19 Response Coordinator) will monitor public health advisories listed below. Allendale will follow all recommendations from the following departments as COVID-19 continues to move globally:

- Center for Communicable Diseases (CDC)
- Illinois Department of Public Health (IDPH)
- World Health Organization (WHO)

- Lake County Health Department (LCHD)
- McHenry County Health Department (MCHD)

## **I. Overview**

**A. Facts.** In December 2019, a novel coronavirus (COVID-19) was identified as the cause of a cluster of pneumonia cases originating in Wuhan, a city in the Hubei Province of China. The pathogen spread quickly throughout China, and by March, it was present in countries around the world. It is believed that the illness is spread mainly through human-to-human contact and a person is not susceptible for aerosol (airborne) transmission, although many states have mandated that face coverings be worn by those going into public spaces when it is unable to observe the recommended 6 feet when attempting to social distance themselves from others. As per CDC recommendations, vented masks should not be worn due to the design feature which allows the risk of spread of the virus by not filtering the wearer's air when they exhale. The current mortality rate for COVID-19 is approximately 3.84% worldwide, with the illness hitting the elderly population especially hard, along with those living with pre-existing health conditions.

**B. Symptoms:** COVID-19 symptoms are similar to the flu. Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4) or greater, signs of a fever, and other symptoms for at least 24 hours. This might include a dry cough. It is believed the disease is spread by a cough or sneeze that releases droplets in the air. These can usually travel about 5 feet. For this reason people should always cover their mouth and nose with a tissue which is disposed of immediately or cough or sneeze into their elbow so the droplets do not spread. It is also thought based on the behavior of other types of coronaviruses that have been studied that the droplets that hit

surfaces will also infect people for a period of time. The CDC does not know if this is true, or how long they are infectious. Based on other viruses it will depend on the surface type, the

temperature and humidity in the room. It is for this reason the CDC is stressing regularly cleaning surfaces, particularly those likely to be touched by people including doorknobs, countertops, computers, and telephones and other equipment. The cleaning would be in the same way these surfaces are usually cleaned.

## **II. Preparedness / Mitigation**

Allendale Association will continually monitor the outbreak and implement restrictions in order to mitigate health risks and exposure to our clients and staff. This may include placing restrictions on visiting public places, using public transportation, attending large social gatherings, and restricting access to our sites unless needed for essential business operation. Employees should continue cleaning hard services on a regular basis and follow approved chemical recommendations by manufacturer. Employees should also remember to wash hands prior to the beginning, throughout, and before leaving shift in order to prevent the transmission of germs and this will in turn model good hygiene practices for clients. Employees will be assessed for symptoms twice daily. All agency departments will be dynamic in their response to this outbreak as described below:

- Our Educational Service Department will work with our local school district and Illinois School Board of Education (ISBE) to develop contingency plans in order to continue providing educational opportunities in the event of school closure. Jennifer Stiemsma (VP of Education Services) will monitor and assess staffing status and needs daily.
- Our Residential Service Department will work with Department of Children and Family Services (DCFS), Department of Human Services (DHS), and any other funding sources to determine best care scenarios for our clients. All New

admissions, youth returning from AWOL and any other clients where COVID-19 exposure cannot be definitively be ruled out will be quarantined for 14 days, as recommended by the CDC, to ensure that they are symptom-free and safe to enter the residential milieu. Clients must be symptom free for 72 hours before any inter-facility transfer can take place. Howard Owens (VP of Residential Services) will monitor and assess staffing status and needs daily.

- Our Outpatient Clinic, which provides office-based therapy, will continue to monitor Health Department recommendations and respond to their patients accordingly.
- Foster Care will work with foster parents and provide resources/educational opportunities in order to support a sanitary environment.
- Our Health Services Department will utilize the Long-Term Care (LTC) Respiratory Surveillance Line List (see attachments) that is provided by the CDC for data collection regarding the COVID-19 outbreak. HCPs are also on campus twice a week to see clients referred by Health Services nurses for any medical needs.

In the event that a staff or client is identified as being tested positive for COVID-19, CCTV video footage is reviewed immediately upon notification to assess precautions compliance and level of exposure risk to the milieu. All units/areas where COVID exposure risk is identified must review client census to determine upcoming off-campus or home visits and imminent discharges. If so, families/caregivers will be notified in advance so they can make an informed decision, whether the recommendation will be to cancel/postpone the visit or delay the discharge. Clients will be expected to wear a mask when accessing school buildings or classrooms to be consistent with school protocol.

**Phase 1 - No known cases on campus or auxiliary sites and no exposures to virus**

Housekeeping/Laundry

**Education**

- Daily cleanings including all auxiliary sites (Gym, Tech Lab, LINC, North Chicago)
- Increase “High Traffic’ Cleaning
  - Door Knobs
  - Hand Rails
  - Phone Receivers
  - Client Desks
  - Computer Keyboards
- Ensure Compliance with CDC approved chemicals
- Hand Sanitizer/ Cleaning wipes distributed and will be replenished as long as in stock
- Importance of using PPE while working in Vocational Education laundry sites

**Residential**

- Daily Cleaning including all auxiliary sites (North Chicago, Walter Cherry, Becker)
- Increase “High Traffic’ Cleaning
  - Door Knobs
  - Hand Rails
  - Phone Receivers
  - Client Desks
  - Computer Keyboards
- Ensure Compliance with CDC approved chemicals
- Hand Sanitizer/ Cleaning wipes distributed and will be replenished as long as in stock

**Clinic/Outpatient**

- Daily Cleaning including Auxiliary sites (Voorhees, McCormick, Gurnee)
- Increase “High Traffic’ Cleaning
  - Door Knobs
  - Hand Rails
  - Phone Receivers
  - Client Desks
    - Computer Keyboards
- Ensure Compliance with CDC approved chemicals
- Hand Sanitizer/ Cleaning wipes distributed and replenished pursuant to stock availability

	<p><b>Support Services</b></p> <ul style="list-style-type: none"> <li>• Daily Cleaning including Auxiliary sites (Mcgraw, Bradley Admin, Health Services, IT, QI)</li> <li>• Increase “High Traffic’ Cleaning <ul style="list-style-type: none"> <li>○ Door Knobs</li> <li>○ Hand Rails</li> <li>○ Phone Receivers</li> <li>○ Client Desks</li> <li>○ Computer Keyboards</li> </ul> </li> <li>• Ensure Compliance with CDC approved chemicals</li> <li>• Hand Sanitizer/ Cleaning wipes distributed and will be replenished as long as in stock</li> </ul>
<p>Department Actions</p>	<ul style="list-style-type: none"> <li>• Additional cleaning supplies ordered</li> <li>• Stock PPE (Gloves, Eye Protection, Gown, Etc.)</li> <li>• Add Temporary Housekeeping staff</li> <li>• Order and post additional signage</li> <li>• Prepare Family Living Center in case needed for quarantine space</li> </ul>
<p>Health Services</p>	<p><b>Education</b></p> <ul style="list-style-type: none"> <li>• Email Correspondence to all employees</li> <li>• Communicable Disease Education (Residential <i>Lake Villa/North Chicago</i>, Stepping Stone, LINC) distributed via e-mail and in-person trainings conducted by a Health Services nurse.</li> <li>• Signage Distribution (Handwashing, Cough, etc.)</li> <li>• Identification of “High Risk” clients</li> <li>• Ask questionnaire to all visitors</li> </ul> <p><b>Residential</b></p> <ul style="list-style-type: none"> <li>• Email Correspondence to all employees</li> <li>• Communicable Disease Education Cleaning including all auxiliary sites (North Chicago, Walter Cherry, Becker)</li> <li>• Signage Distribution (Handwashing, Cough, etc.)</li> <li>• Identification of “High Risk” clients</li> <li>• Ask questionnaire to all visitors</li> </ul> <p><b>Clinic/ Outpatient</b></p>

	<ul style="list-style-type: none"> <li>• Email Correspondence to all employees</li> <li>• Signage Distribution (Handwashing, Cough, etc.)</li> <li>• Ask questionnaire to all visitors</li> </ul> <p><b>Support Services</b></p> <ul style="list-style-type: none"> <li>• Email Correspondence to all employees</li> <li>• Signage Distribution (Handwashing, Cough, etc.)</li> <li>• Ask questionnaire to all visitors</li> </ul>
Department Actions	<ul style="list-style-type: none"> <li>• No public transportation</li> <li>• Evaluate public areas prior to off campus outing</li> <li>• Evaluate need for social distancing</li> <li>• Daily assessment of clients during outbreak</li> <li>• Train Agency Nurses on proper use of PPE and how to train direct care on use of PPE</li> <li>• Restrict access to our sites unless needed for essential business operation.</li> <li>• Assess staff for symptoms daily (see staff DAILY Screening Instructions attachment)</li> </ul>
<p><b>Phase 2-</b> No known cases on campus or auxiliary sites, employee/client potential contact (<i>client/ employee shared space with virus</i>) with Person Under Investigation (PUI)</p>	
Housekeeping/Laundry	<p><b>Education</b></p> <ul style="list-style-type: none"> <li>• No Change for Phase 1</li> </ul> <p><b>Residential</b></p> <ul style="list-style-type: none"> <li>• No Change from Phase 1</li> </ul> <p><b>Clinic/ Outpatient</b></p> <ul style="list-style-type: none"> <li>• No Change from Phase 1</li> </ul>



	<p><b>Support Services</b></p> <ul style="list-style-type: none"> <li>• No Change from Phase 1</li> </ul>
Health Services	<p><b>Education</b></p> <ul style="list-style-type: none"> <li>• Exposed employee cannot attend school/work until cleared by physician. Supporting documentation required</li> <li>• Notify Health Services Director/ Designee</li> <li>• Notify Health Department/ Local Officials</li> </ul> <p><b>Residential</b></p> <ul style="list-style-type: none"> <li>• Exposed employee cannot attend work until cleared by physician. Supporting documentation required</li> <li>• Notify Health Services Director/ Designee</li> <li>• Notify Health Department/ Local Officials</li> <li>• Client returning from off <i>campus (Outing, Appointment, Home Visit, etc.)</i> with no contact on campus or auxiliary sites goes directly to Family Living Center for assessment from HealthServices.</li> <li>• Client returns from off <i>campus (Outing, Appointment, Home Visit, etc.)</i> and exposed either environment/person is to be quarantined to Family Living Center or Shumway Gratis Room. Tracer is to be completed and all environments client entered to be evaluated. Residential unit Client entered to be quarantined.</li> </ul> <p><b>Clinic/Outpatient</b></p> <ul style="list-style-type: none"> <li>• Exposed employee cannot attend work until cleared by physician. Supporting documentation required</li> <li>• Notify Health Services Director/ Designee</li> <li>• Notify Health Department/ Local officials</li> </ul> <p><b>Support Services</b></p> <ul style="list-style-type: none"> <li>• Exposed employee cannot attend school/work until cleared by physician. Supporting documentation required</li> <li>• Notify Health Services Director/ Designee</li> <li>• Notify Health Department/ Local Officials</li> </ul>
Departmental Action	<ul style="list-style-type: none"> <li>• Limit/restrict use of public transportation</li> <li>• Evaluate public areas prior to off campus outing</li> </ul>

	<ul style="list-style-type: none"> <li>• Evaluate need for social distancing</li> <li>• Daily assessment of clients during outbreak</li> <li>• Evaluate the need for in-person meetings. Use teleconference or alternative methods if available. This includes any meetings involving youth or youth’s family (See Visitation in Addendum).</li> <li>• Evaluate non-essential employees that have the ability to work from home.</li> <li>• Staff provided PPE when working with clients in quarantine. Health Services nurses will train and educate staff on Transmission-Based Precautions to utilize while working in quarantined area.</li> </ul>
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**Phase 3- 1 Substantiated case on site or auxiliary employee/client.**

Housekeeping/ Laundry	<p><b>Education</b></p> <ul style="list-style-type: none"> <li>• Perform tracer on infected Client/Employee/ Visitor. Once infected spaces determined access will be restricted with signage as well as change lock until area/ areas can be disinfected.</li> <li>• Notify Health Services Director/Designee</li> <li>• Notify Health Department/ Local Officials</li> <li>• Collaterals notified</li> </ul> <p><b>Residential</b></p> <ul style="list-style-type: none"> <li>• All Clients that had previous contact with either infected space or infected client /employee within the CDC timeframe will be quarantined for CDC recommended time period.</li> <li>• Perform tracer on infected Client/Employee/ Visitor. Once infected spaces determined access will be restricted with signage as well as change lock until area/ areas can be disinfected.</li> <li>• Notify Health Services Director/Designee</li> <li>• Notify Health Department/ Local Officials</li> <li>• Collaterals notified</li> </ul> <p><b>Clinic/ Outpatient</b></p> <ul style="list-style-type: none"> <li>• Perform tracer on infected Client/Employee/ Visitor. Once infected spaces determined access will be restricted with signage as well as change lock until area/ areas can be disinfected.</li> <li>• Notify Health Services Director/Designee</li> <li>• Notify Health Department/ Local Officials</li> </ul>
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	<ul style="list-style-type: none"> <li>• Notify outpatient clients</li> </ul> <p><b>Support Services</b></p> <ul style="list-style-type: none"> <li>• Perform tracer on infected Client/Employee/ Visitor. Once infected spaces determined access will be restricted with signage as well as change lock until area/ areas can be disinfected.</li> <li>• Notify Health Services Director/Designee</li> <li>• Notify Health Department/ Local Officials</li> </ul>
Health Services	<p><b>Education</b></p> <ul style="list-style-type: none"> <li>• Perform tracer on infected Client/Employee/Visitor. Once infected spaces determined access will be restricted with signage as well as change lock until area/ areas can be disinfected.</li> <li>• Staff and/or Student removed from school setting and unable to return until medically cleared with required documentation.</li> <li>• All Students that had previous contact with either infected space or infected client /employee within the CDC timeframe will be removed from education setting for CDC recommended time period.</li> <li>• Employees that worked in contaminated space will be evaluated daily for sign/symptoms. If symptomatic, employee will be sent home with recommendation to seek medical attention.</li> <li>• All Students that had contact with infected space or infected Student /employee to be removed from setting for CDC recommended time period.</li> <li>• Employees that worked in contaminated space will be evaluated daily for sign/symptoms. If symptomatic, employee will be sent home with recommendation to seek medical attention</li> <li>• School closure; length of closure will be determined by extent of exposure.</li> <li>• Notify Health Services Director/Designee</li> <li>• Notify Health Department/ Local Officials</li> </ul> <p><b>Residential</b></p> <ul style="list-style-type: none"> <li>• Seek medical attention for Client</li> <li>• Perform tracer on infected Client/Employee/ Visitor. Once infected spaces determined access will be restricted with signage as well as change lock until area/ areas can be disinfected.</li> <li>• Employees that worked in contaminated/ quarantined space will be evaluated daily for sign/symptoms. If symptomatic, employee will be</li> </ul>

	<p>sent home with recommendation to seek medical attention.</p> <ul style="list-style-type: none"> <li>• Tele-psychiatric Assessments of Care initiated</li> <li>• Notify Health Services Director/ Designee</li> <li>• Notify Health Department/ Local Officials</li> <li>• Collaterals notified</li> </ul> <p><b>Clinic/Outpatient</b></p> <ul style="list-style-type: none"> <li>• Perform tracer on infected Client/Employee/Visitor. Once infected spaces determined access will be restricted with signage as well as change lock until area/ areas can be disinfected.</li> <li>• Clinic/ Outpatient closed for deep cleaning; length of closure will be determined by extent of exposure.</li> <li>• Employees that worked in contaminated/ quarantined space will be evaluated daily for sign/symptoms. If symptomatic, employee will be sent home with recommendation to seek medical attention.</li> <li>• Notify Health Services Director/ Designee</li> <li>• Notify Health Department/ Local Officials</li> </ul> <p><b>Support Services</b></p> <ul style="list-style-type: none"> <li>• Perform tracer on infected Client/Employee/Visitor. Once infected spaces determined access will be restricted with signage as well as change lock until area/ areas can be disinfected.</li> <li>• Clinic/ Outpatient closed for deep cleaning; length of closure based on extent of exposure.</li> <li>• Employees that worked in contaminated/ quarantined space will be evaluated daily for sign/symptoms. If symptomatic, employee will be sent home with recommendation to seek medical attention.</li> <li>• Notify Health Services Director/ Designee</li> <li>• Notify Health Department/ Local Officials</li> </ul>
<p>Departmental action</p>	<ul style="list-style-type: none"> <li>• Consultation with IDPH, Health Department, CDC, and IDCFS</li> <li>• Communicate with Emergency Response Team</li> <li>• Distribute PPE to quarantined unit.</li> <li>• Non-essential employees if able work from home.</li> <li>• Cancel in person meeting (conference call if possible)</li> </ul>

	<ul style="list-style-type: none"> <li>• Limit/ restrict home visit or off-campus activities</li> <li>• Limit/Restrict access to shared buildings on campus (i.e. Dining Hall, Gymnasium, Tech Lab, etc)</li> <li>• Institute social distancing (see definition)</li> <li>• Daily assessment of clients during outbreak</li> <li>• Building closure; length of closure will be determined by extent of exposure.</li> <li>• Notification to employees of confirmed cases</li> </ul>
<b>Phase 4- Multiple substantiated cases on site or auxiliary employee/client</b>	
Housekeeping/ Laundry	<p><b>Education</b></p> <ul style="list-style-type: none"> <li>• Evaluate School closing</li> </ul> <p><b>Residential</b></p> <ul style="list-style-type: none"> <li>• No Change from Phase 3</li> </ul> <p><b>Clinic/ Outpatient</b></p> <ul style="list-style-type: none"> <li>• Close Outpatient Clinic</li> </ul> <p><b>Support Services</b></p> <ul style="list-style-type: none"> <li>• No Change from Phase 3</li> </ul>
Health Services	<p><b>Education</b></p> <p>Evaluate School closing</p> <p><b>Residential</b></p> <ul style="list-style-type: none"> <li>• Evaluate areas to quarantine # of clients with confirmed cases <ul style="list-style-type: none"> <li>○ 0-6 Clients Residential Unit</li> <li>○ 7-12 Clients Gender specific units</li> <li>○ 13+ Clients Multiple units</li> </ul> </li> </ul> <p><b>Clinic/ Outpatient</b></p> <ul style="list-style-type: none"> <li>• Close Outpatient Clinic</li> </ul> <p><b>Support Services</b></p> <ul style="list-style-type: none"> <li>• Close all non-essential spaces. Employees to work from home if they have ability</li> </ul>
Departmental Action	<ul style="list-style-type: none"> <li>• All employees TCI certified will be re-assigned to direct care work in the event of staffing shortage</li> <li>• Notification to employees of confirmed cases</li> </ul>

## Communication

The COVID-19 Response Coordinator (Kelly Eckhart) will communicate any updates on general conditions at the agency relative to COVID-19 via e-mail. The Unit Director of the individual youth that is restricted due to COVID-19 concerns will communicate to the family/family's support resources via telephone/e-mail.

Allendale Association external communications regarding the status and impact of COVID-19 can be found on Allendale website.

Internal communications regarding the status and impact of COVID-19 can be found on the Employee Resource Drive.

[www.Allendale4kids.org](http://www.Allendale4kids.org)

## Glossary of Terms

**High Risk Client** – *as per WHO, a client with pre-existing medical conditions (such as asthma, diabetes, heart disease) appear to be more vulnerable to becoming severely ill with the virus. Health Services nurses will monitor these clients for early symptoms on a daily basis.*

**Quarantine** – *Client(s) separated to a defined area because of exposure to an infectious or contagious disease after identification by a Health Services nurse*

- Level 1 – Residential unit
- Level 2 – Client's bedroom
- Level 3 – Family Living Center or Shumway Gratis Room (designated isolation spaces)

Isolation period will follow CDC and Health Department guidelines. As of March 11, 2020, isolation period set to last 14 days. Agency will follow the Transmission-Based Precautions when treating youths in quarantine.

NOTE: Quarantine only used to prevent spread of infectious or contagious disease. Not to be used as a punishment.

**Isolation-** *Placed in predetermined location away from other quarantined clients because of confirmed case of COVID-19. Client/employee will be isolated for a period suggested by CDC and Health Department guidelines.*

**Social Distancing** – *certain non-pharmaceutical infection control actions that are taken by public health officials to stop or slow down the spread of a highly contagious disease. The objective of social distancing is to reduce the probability of contact between persons carrying an infection, and others who are not infected, so as to minimize disease transmission.*

Examples of Social Distancing:

- School closure (proactive or reactive)
- Temporary workplace closure for “non-essential” personnel if work from home is an option.
- Shutting down or limiting mass transit

- “self-shielding” measures for individuals include limiting face-to-face contacts, conducting business by phone or online, avoiding public places and reducing unnecessary travel

**Personal Protective Equipment (PPE)**- *Personal protective equipment is protective clothing, goggles, or other garments or equipment designed to protect the wearer's body from injury or infection.*

**Person Under Investigation (PUI)**- *Presumptive positive cases (individuals with at least one respiratory specimen that tested positive for the virus that causes COVID-19 at a state or local laboratory)*

### Visitor Screening Questionnaire

In an effort to protect everyone from illness, Allendale Association is taking measures to prevent the spread of exposure COVID-19 in this facility.

Please review the following questions.

	Yes	No
I have been in contact with a lab-confirmed COVID-19 case with fever and lower respiratory symptoms (e.g., cough, shortness of breath)		
I have recently traveled to a country where COVID-19 (coronavirus) is spreading within the past 14 days (CDC Levels 2 and 3 travel warnings) with fever and lower respiratory symptoms (e.g., cough, shortness of breath)		
I have been in close contact with people who have traveled to countries where COVID-19 (coronavirus) is spreading within the past 14 days		
I have had unusual respiratory symptoms		
I am higher risk for complications		
I have been around people who are sick with colds or flu		
I have symptoms of a cold		
I have a fever, or have had a fever within the past week		
I have been nauseated or have vomited or had diarrhea within the past week.		

**If your answer is yes to any question**, please postpone your visit for at least 14 days after the start of your symptoms. Contact your health care provider if your symptoms get worse.

*Note: Employees and healthcare personnel are not visitors. See Staff DAILY Screening Instructions attachment for pre-shift screening procedure involving employees and healthcare personnel.*

Thank you for your patience and understanding.

## References/Resources

Center for Disease Control and Prevention

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

World Health Organization

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

Illinois Department of Public Health

<http://www.dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus>

Lake County Health Department

<https://www.lakecountyil.gov/4377/Coronavirus-Disease-2019-COVID-19>

Illinois Department of Children & Family Services

[https://www2.illinois.gov/dcfs/brighterfutures/healthy/Documents/DCFS\\_Message\\_to\\_POS\\_COVID-19\\_Frequently\\_Asked\\_Questions\\_031820.pdf](https://www2.illinois.gov/dcfs/brighterfutures/healthy/Documents/DCFS_Message_to_POS_COVID-19_Frequently_Asked_Questions_031820.pdf)

Transmission-Based Precautions

<https://www.cdc.gov/infectioncontrol/basics/transmission-based-precautions.html>

## Addendum

### Allendale Visitation Safety Guidelines

The following guidelines are being implemented in accordance with the **Illinois Department of Public Health (IDPH)** and the **Restore Illinois plan** corresponding to the established phase of the Northeast Region and therefore subject to change in pursuant to updated public health guidance and changing public health conditions.

#### Prioritization of visits:

- Court Ordered
- Closest to discharge/stepdown
- Visits with parents with return home goal
- Visits with identified foster parents



## PURPOSE OF EXPECTATIONS (The WHY)

- Allendale fully supports and encourages in-person visits between youth and their families so they may spend time together whenever possible and safe for all parties
- It is important for youth transitioning to lower levels of care have visitation opportunities as part of sound discharge planning practice
- These expectations are intended for the protection of the youth in our care, their families, other providers and the Allendale staff and to help keep everyone safe
- Violation of these rules could result in suspension of visits due to safety reasons and the group/team would reconvene to discuss next steps

## OFF-SITE/WEEKEND VISITS:

### Pre-visit Expectations

- 1) A specific discussion with youth, family, caregiver, caseworker and receiving provider will occur prior to visits resuming to review expectations for the visit and to assess for any health and safety risk factors of caregivers or other household members.
  - Due to the increased risk of COVID-19 spread in congregate care facilities, as an added level of protection for the youth in our care and our staff, **the use of public transportation throughout extended home visits will be prohibited.** Youth and families are encouraged to contact their Case Specialist or Director if this will present any specific challenges.
  - It is recommended that there be no additional visitors in the home, throughout the duration of the visit
  - Maintain 6 ft. physical distancing, as much as possible and particularly when in public
  - The use of Personal Protective Equipment will be reinforced and access to sufficient PPE will be confirmed
- 2) Masks/face coverings must be worn throughout duration of visit when 6ft physical distancing cannot be maintained. Face coverings should not be used under the following conditions:
  - Children under the age of two
  - Individuals who cannot remove the covering without assistance
  - Individuals who have difficulty breathing
- 3) A written reference handout summarizing safety measures, expectations and guidelines will be provided to the youth/family/caregiver along with the home visit medication packet
- 4) Complete **Pre-Visit Questionnaire** to assess risk exposure  
Pre-Screening questions are as follows:
  1. Have you or anyone in your home experienced symptoms: sore throat, body aches, coughing, shortness of breath, loss of sense of taste/smell or a fever of 100.4 F or higher within the last 14 days?
  2. Within the last 14 days, have you or anyone in your home been in close contact (closer than 6 ft for at least 15 minutes without use of a mask) with someone confirmed to have COVID-19?
  3. Have you ever been tested for COVID-19 and confirmed to be positive? If yes, what date was the test administered?

\*Any YES answers may lead to visit cancellation or reschedule

### Post-Visit Monitoring Expectations:

- Upon return from any off-site visit, youth must immediately wash hands
- Potential 72 hours of isolation in room for symptom monitoring (for use on a case by case basis dependent on assessed level of risk exposure)
- Use of mask for ten (10) days to reduce risk of asymptomatic transmission
- Post-Visit questions are as follows:

Complete Post-Visit Questionnaire:

1. During your time together did you have any visitors?
2. During your visit, was it necessary to spend time in public location? If so, did you maintain social distance and utilize PPE?
3. During your visit did anyone in your household experience symptoms of sore throat, body aches, coughing, shortness of breath, loss of sense of taste/smell or a fever of 100.4 or higher within the last 14 days?
4. During your visit did you or anyone in your home come into close contact (closer than 6ft for at least 15 minutes without use of a mask) with someone confirmed to have COVID-19?

- Take and document temperature at that time

\*Any YES answers may lead to increased isolation/quarantine time for youth in order to monitor symptoms and reevaluation of visitation plan. This form is completed for each visit and filed in residential file.

Violation of any of these procedures could result in suspension of visits, as well as additional precautions including but not limited to further isolation time and consideration for separate quarantine.

## Transportation

- Transportation will initially be provided by Allendale staff
- There will be one (1) driver designated to conduct the transport.
- Driver will clean/disinfect vehicle at arrival before transport. Staff will be provided with disinfectant wipes and transport cleaning kits which will be made available when they receive the car keys and will be stored safely within the vehicle (i.e. trunk).
- Driver and passengers must wear masks while in the vehicle
- Larger vehicles (e.g. van) will be used whenever possible in order to increase physical distance
- Throughout travel vehicle windows will remain opened at a minimum level (at least) to ensure sufficient air ventilation and to adequately disperse respiratory droplets.
- Staff maintain physical distancing and utilize PPE while supervising visit and/or refrain from entering home as appropriate, if visit is unsupervised
- Vehicles will be cleaned and disinfected by the driver following each transport (see recommendations for disinfecting as outlined by DCFS)

## ON-SITE VISITS:

- A. All visits to must be pre-scheduled and pre-approved.
- B. Visitors must provide at least 24 hour notice of visit and obtain prior approval, or risk being turned away.
- C. Hand sanitizing will be required and available for all visitors immediately upon entry.

D. Upon arrival and before coming into contact with youth, visitors must check-in at pre-determined designated checkpoint locations:

- Residential = Bradley Administrative (Bldg #16)
- School = Main School Bldg (Bldg #7)
- Outpatient & Foster Care Services = Bradley Counseling Center (Bldg #1)
- General and Food Deliveries = Maintenance (Bldg #8)
- All other = Bradley Administrative (Bldg #16)

E. Visitors will be subject to pre-visit screening including brief questionnaire and temperature check.

F. Signage will be posted directing visitors to the appropriate check-in locations.

G. Masks/face coverings must be worn throughout duration of visit when 6ft physical distancing cannot be maintained. Face coverings should not be used under the following conditions:

- Children under the age of two
- Individuals who cannot remove the covering without assistance
- Individuals who have difficulty breathing

H. CDC and IDPH recommended physical distancing of at least 6 ft throughout duration of visit.

- Spaces have been designated specifically for visits to minimize exposure
- Areas will be reserved in advance to ensure cleaning/disinfecting occurs between uses
- Outside areas will be encouraged when possible with expectation to remain in specific area throughout the to minimize exposure to other youth/staff
  - Pavilion area if not currently being used for campus activities
  - Other specific on-site areas designated by picnic tables
  - Local parks (e.g. Caboose, local forest preserve areas)
- Indoor Visiting Spaces
  - “Chill Room” (1st Floor McCormick Bldg #12)
  - Old LRC (Thompson Bldg # 19)
  - Facilities Conference Room ( McGraw Center Bldg #8)
  - \*\*All have attached bathrooms
  - Areas will be reserved in advance to ensure cleaning/disinfecting occurs between uses
- Satellites Locations
  - Utilize backyard areas as appropriate
  - Visiting space will be designated for indoor visits to be reserved in advance to ensure cleaning/disinfecting occurs between uses
  - Plexiglas partitions for indoor meetings where physical distancing cannot be maintained

I. FOOD

- Visitors will be prohibited from bringing food onto campus or Allendale satellite locations
- Food will however be allowed during on-site visits and will be arranged for by Allendale staff.

### **FURTHER MITIGATION EFFORTS**

As outlined in the Restore Illinois plan, the five-phased plan will carefully re-open various businesses and services guided by health metrics, testing accessibility and medical resource availability, recognizing regional variation of COVID-19 impact across the state. Many of the youth served in our therapeutic residential programs originate from communities throughout Illinois and therefore likely to have varied

or distinct restriction levels depending on the geographic location and that area's determined phase.

As Allendale is unable to account for or influence these local restrictions or the degree to which established health safety requirements are being followed, these additional efforts and internal controls are designed to further mitigate the elevated risks.

- Continue to have ALL employees monitor symptoms and log their temperatures daily through infrared thermometer. Completed temp log sheets should be forwarded to nursing department
- Have ALL youth temperature taken during morning medication administration by the nurse
- Continued vigilance and monitoring of staff wearing face coverings, hand-hygiene, and physical distancing
- Prior to all visits, the county or region will be reviewed via IDPH website <https://www.dph.illinois.gov/covid19/covid19-statistics> to assess level of COVID-19 exposure in the identified area.

### **Allendale Foster Care Visitation Guidelines**

#### **CASEWORKER/CHILD/FOSTER FAMILY VISITATION:**

The following guidelines are being implemented in accordance with the Illinois Department of Public Health (IDPH) and the Restore Illinois plan corresponding to the established phase of the Northeast Region and therefore subject to change in pursuant to updated public health guidance and changing public health conditions.

#### **Prioritization of visits:**

- Court Ordered
- Closest to discharge/stepdown
- Visits with identified foster parents
- Visits with siblings

#### **PURPOSE OF EXPECTATIONS (THE WHY)**

- Allendale fully supports and encourages in-person visits between youth, siblings, family members and caregivers so they may spend time together whenever possible and when it can be done safely for all parties
- It is important for youth transitioning to foster homes have visitation opportunities as part of sound discharge planning practice
- These expectations are intended for the protection of the youth in our care, their families, caregivers, other providers as well as the safety of the Allendale staff
- Violation of these rules could result in suspension of visits due to safety reasons at which time the CFT would reconvene to review expectations discuss next steps

#### **A. Pre-Visit Expectations**

1. A CFTM will take place with the youth, family, caregiver, caseworker and involved providers prior to in-person visits resuming to review expectations for the visit, such as:

- Access for any health and safety risk factors of the youth, caregivers or other household members

- Recommendation that there be no additional visitors in the home, throughout the duration of the visit
- Maintain 6 ft. physical distancing, as much as possible and particularly when in public
- Reinforce the use of Personal Protective Equipment (PPE) and ensure they have sufficient access to PPE

2. Masks/face coverings must be worn throughout duration of visit when 6ft physical distancing cannot be maintained. Face coverings should not be used under the following conditions:

- Children under the age of two
- Individuals who cannot remove the covering without assistance
- Individuals who have difficulty breathing

3. A written reference handout summarizing safety measures, expectations and guidelines will be provided to the youth/family/caregiver along with the home visit medication packet

4. Only one visit will occur per day. Caseworkers will not see more than one family per day.

5. **Pre-Visit Questionnaire** will be completed to assess risk exposure

Pre-Screening questions are as follows:

1. Have you or anyone in your home experienced symptoms: sore throat, body aches, coughing, shortness of breath, loss of sense of taste/smell or a fever of 100.4 °F or higher within the last 14 days?
2. Within the last 14 days, have you or anyone in your home been in close contact (closer than 6 ft. for at least 15 minutes without use of a mask) with someone confirmed to have COVID-19?
3. Have you ever been tested for COVID-19 and confirmed to be positive? If yes, what date was the test administered?

\*Any YES answers may lead to visit cancellation or reschedule

## **B. Visitation Guidelines**

1. Virtual visiting (video) shall continue until further guidance is issued from the Department and/or a court order mandates visitation occur in person

2. It is recommended that there be no additional visitors in the home, throughout the duration of the visit

3. CDC and IDPH recommended physical distancing of at least 6 ft. throughout duration of visit

4. Reinforce the use of Personal Protective Equipment (PPE) and ensure they have sufficient access to PPE

5. Masks/face coverings must be worn throughout duration of visit when 6ft physical distancing cannot be maintained. Face coverings should not be used under the following conditions:

- Children under the age of two
- Individuals who cannot remove the covering without assistance
- Individuals who have difficulty breathing

6. A written reference handout summarizing safety measures, expectations and guidelines will be provided to the youth/family/caregiver along with the home visit medication packet

7. There are meeting spaces or rooms which have been specifically designated for visits and to minimize exposure

8. These areas will be thoroughly cleaned and disinfected both prior to and immediately following their use

9. Utilization of outside areas will be encouraged when possible, with expectation to remain within these specific areas throughout the visit to minimize exposure to other youth/staff
10. Children will be required to use hand sanitizer throughout visit
11. Plans will be reviewed and confirmed with foster families and their requests be taken into consideration, prior to visits occurring

### **C. Transportation (should Allendale staff be transporting youth)**

1. There will be one (1) driver designated to conduct the transport
2. Driver will clean/disinfect vehicle before transport
3. Caseworkers will be supplied with disinfectant wipes and transport cleaning kits which will be stored safely within the vehicle (i.e. trunk)
4. Driver and passengers must wear masks while in the vehicle
5. Larger vehicles (e.g. FC van) will be used whenever possible in order to increase physical distance
6. Throughout travel vehicle windows will remain opened at a minimum level to ensure sufficient air ventilation and to adequately disperse respiratory droplets
7. Staff and passengers must wear masks when in the vehicle and utilize larger vehicles (e.g. van) as able in order to increase physical distance
8. Staff shall maintain recommended physical distancing and utilize PPE while supervising visit and/or refrain from entering home, if visit is unsupervised
9. Vehicles will be cleaned and disinfected by the driver following each transport (see recommendations for disinfecting as outlined by DCFS)

### **D. Licensing/Monitoring Visits**

1. Allendale Licensing staff will continue to conduct routine foster home licensing/monitoring visits virtually via secure Go-to-Meeting technology
2. Visits for new home-studies visits can be conducted in-person for the purpose of expediting new home licensing
3. Safety checks, licensing violation visits, and investigation visits will once again be in-person (see guidelines and safety protocol for Caseworker/Child visits)
4. Change of Address visits will occur in person to facilitate updating licenses
5. Licensing Representative will only visit one home, per workday

### **E. Court Proceedings/Permanency**

1. All court orders/guidelines/re-opening shall be followed in accordance with local county and/or circuit court jurisdiction
2. County guidance is being updated daily on our internal Foster Care Drive as well as on DCFS DNET website and is regularly reviewed in team meetings
3. All caseworkers attending court hearings in person should follow the previously outlined PPE/Safety/Sanitization guidelines for visitation

### **F. Agency-Based or On-site Visits**

All visitors, meetings, trainings, CFTMs and consultations shall continue via phone and/or video conference, until Allendale re-opens its locations in accordance with agency-developed

protocols pursuant to the **Restore Illinois plan** for the Northeast region. Upon entering the appropriate phase, visits and in-person meetings may resume at Allendale's Foster Care offices located at Bradley Counseling Center following agency-established protocols.

### **FURTHER MITIGATION EFFORTS**

As outlined in the Restore Illinois plan, the five-phase plan will carefully re-open various businesses and services guided by health metrics, testing accessibility and medical resource availability, recognizing regional variation of COVID-19 impact across the state. Many of the youth served in our therapeutic residential programs originate from communities throughout Illinois and therefore likely to have varied or distinct restriction levels depending upon the geographic location and that area's determined phase.

As Allendale is unable to account for or influence these local restrictions or the degree to which established health safety requirements are being followed, these additional efforts and internal controls are designed to further mitigate the elevated risks.

- **ALL** employees will continue to monitor symptoms and log their temperatures daily through infrared thermometer. Completed temp log sheets will be forwarded to nursing department
- **ALL** will have their temperature taken daily during morning medication administration by the nurse
- Continued vigilance and monitoring of staff wearing face coverings, hand-hygiene, and physical distancing
- Prior to all visits, the county or region will be reviewed via IDPH website
- <https://www.dph.illinois.gov/covid19/covid19-statistics> to assess level of COVID-19 exposure in the identified area

### **Attachments**

- Staff Daily Screening Instructions
- Emergency Response Team Contacts
- Key Public Health Agency Contacts
- Long-Term Care (LTC) Respiratory Surveillance Line List