



## MODIFIED COVID MITIGATION PROTOCOLS<sup>i</sup>

Effective: 12/14/2020, updated 02/24/21

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### Conducting In-Person On-Site Interviews with COVID-19 Precautions

- Applicant will report for check-in with the interviewer at one of the following designated interview areas:
  - ◆ McGraw Center Conference Room
  - ◆ BCC Conference Room
  - ◆ Proops Conference Room
  - ◆ School LRC or LINC Conference Room (for student/family interviews)
- Hand sanitizer will be provided to applicant upon arrival
- Wellness Screening and temperature check will be completed by the interviewer
- Masks will be worn by interviewer and applicant throughout the duration of the interview
- Interview will be pre-scheduled and occur only at designated locations
- Physical distancing of at least 6 ft will be maintained throughout the interview
- A transparent partition/barrier will be utilized between interviewer and applicant throughout the duration of the interview
- Interviewer will disinfect space immediately after interview
- Routine restroom access will be closed to visitors (emergency use only)
  - ◆ Designate specific bathroom for emergency use only in each location and if used will be subsequently closed until it can be cleaned/disinfected

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### Conducting In-Person Day School Intake Interviews with COVID-19 Precautions

- Upon scheduling, family will be asked to limit participants in the meeting to 2 guardians and the student. If sibling child care is a barrier, exceptions will be considered in consultation with School VP for approval. Additional participants may participate via phone
- Office staff will confirm interview and complete preliminary wellness screening the day before appointment
- Day of appointment, family will report to school office for check-in
- All participants will be provided hand sanitizer, complete wellness screening and temperature check, and wear a mask at all times
- Interview will take place in School LRC or LINC conference room
- Physical distancing of at least 6 ft will be maintained throughout the interview
- A transparent partition/barrier will be utilized between interviewer and applicant throughout the duration of the interview
- Following interview, the Director will make sure areas of use are disinfected immediately following the interview



- Routine restroom access will be closed to visitors (emergency use only)
  - ◆ Designate specific bathroom for emergency use only in each location and if used will be subsequently closed until it can be cleaned/disinfected

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## **Bradley Counseling Center Modified Mitigation Protocols**

On January 18, 2018, Bradley Counseling Center will return to seeing clients in person with the option of tele-health for any client who wishes to be seen virtually.

The protocols below are in addition to the original Outpatient COVID-19 Mitigation Plan established in July 2020.

- For clients who are seen in person, therapists will ensure regular use of the plastic barrier/partition OR wearing of masks throughout the duration of the session.
- Clients who are unable to regularly use the plastic barrier/partition OR wear a mask will be transitioned to tele-health
- **Conducting Employment/Training Interviews with COVID-19 Precautions:**
  - ◆ Applicant will report for check-in with the interviewer at designated interview area
    - ◆ Hand sanitizer will be provided to applicant upon arrival
    - ◆ Wellness Screening and temperature check will be completed prior to entry
  - ◆ Masks will be worn by interviewer and applicant throughout the duration of the interview
  - ◆ Interview will be scheduled in the BCC conference room
  - ◆ Physical distancing of at least 6 ft will be maintained throughout the interview
  - ◆ A transparent partition/barrier will be utilized between interviewer and applicant throughout the duration of the interview
  - ◆ Interviewer will disinfect space immediately after interview

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## **Conducting In-Person On-Site Visits with COVID-19 Precautions**

- All visits will be scheduled in advance
- All visitors will be checked in by unit staff
- Pre Visit Questionnaire will be conducted with all visitors
  - ◆ Post Visit Questionnaire will be conducted by supervising staff, if any unusual situation will be noted or visit will be taken off site for a brief time
- No more than 2 visitors allowed
- Allendale COVID -19 visitation protocol<sup>1</sup> will be followed unless superseded by these modifications
- In-person visits will take place in one of the following designated areas:
  - ◆ Chill-room
  - ◆ McGraw Center Conference Room (Available M-F 9am-4pm, staff present)
  - ◆ BCC Conference Room
  - ◆ Proops Conference Room
  - ◆ Amour Unit Lower Level East or West side
  - ◆ OLD LRC



- ♦ Thompson Conference Room (2nd floor)
- ♦ Bush lower level
- For satellite locations, in-person visits will take place in one of the following designated areas:
  - ♦ Becker House – on main campus only
  - ♦ Walter Cherry Group Home – basement
  - ♦ North Chicago – new conference room
- All participants will be provided hand sanitizer, complete wellness screening and temperature check, and wear a mask at all times
- Physical distancing of at least 6 ft will be maintained throughout the visit
- A transparent partition/barrier will be utilized throughout the duration of the visit (where installed)
- Staff supervising visits will be responsible for cleaning/disinfecting space immediately before and after the visit using designated cleaning kit
- Routine restroom access will not be accessible to visitors (emergency use only)
  - ♦ Designate specific bathroom for use in each locations for emergency use
  - ♦ If utilized, bathroom is closed until it can be cleaned/disinfected
- Core team, caregivers, family and supports will discuss during CFTM possibility of visits being adjusted, rescheduled or postponed based on public health guidance and changing public health conditions at the agency or community level
- Non-compliance or violation of these modified precautions could result in termination/suspension of visits due to safety reasons. The CFTM will then be convened to discuss next steps

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## Conducting Off-Site Extended Visits with COVID-19 Precautions

- All visits will be scheduled in advance
- All visits will require pre-approval by the VP or AVP of Residential Operations
- Pre and Post Visit Questionnaire will be completed and submitted to nursing department
- Client Visitation acknowledgement will be reviewed and signed before visit (once)
- Allendale COVID -19 visitation protocol will be followed unless superseded by these modifications
- Core team, caregivers, family and supports will determine transportation to and from visit (limited staff availability)
- Core team, caregivers, family and supports will discuss during CFTM possibility of visits being adjusted, rescheduled or postponed based on public health guidance and changing public health conditions at the agency or community level
- Non-compliance or violation of these modified precautions will result in suspension of visits due to safety reasons and the CFTM will convene to discuss next steps
- Upon return from an approved extended visit, youth will be required to wear a mask instead of quarantine in their rooms and Allendale Nursing staff will administer a COVID antigen test on the 5th day
- All youth on the unit are required to wear masks at all times
  - ♦ If they need a break staff will direct them to their rooms or designated space
  - ♦ If youth refuses to wear mask staff will direct them to quarantine in their room or designated space
- Off site visits by youth from units on quarantine status will be approved on an **individual basis** the AVP or VP of residential



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## Conducting Off-campus Local Community Activities

- 1) Unit Director approves clients' list to attend activity
- 2) TR staff will be responsible for making the reservation at the venue
- 3) TR staff will be responsible for cleaning van before/after the trip
- 4) Clients must be off PL, precautions and quarantine in order to attend
- 5) Everyone will wear masks
- 6) Milieu Supervisors/School Supervisors will be notified with the following information:
  - ◆ Destination/location and what is their precaution requirements
  - ◆ # of clients attending with names (ratio is 3x1 staff and no more than 5 people in a van)
  - ◆ # of staff attending with names and who is staying back on the unit
  - ◆ Vehicle #
  - ◆ Expected return time

## Dining hall precaution plan

- ◆ Established schedule for dining hall will be followed
- ◆ All youth/staff must wash hands on the unit prior to the departure to the dining hall
- ◆ All youth/staff must use hand sanitizer at the dining hall prior to eating
- ◆ All client/staff are required to wear masks when they are not eating or drinking
- ◆ Units will follow seating chart and will be served family style dinner. Dining tables will be separated by 6 feet or more from each other
- ◆ Bathroom must be used prior to going to the dining hall (in case of emergency, bathroom can be used, but needs to be cleaned after the use)
- ◆ Youth who remain on the unit will receive food trays brought back by staff
- ◆ Milieu Supervisor will coordinate with the Director on duty /designee dinner delivery to the units, which are not scheduled for the dining hall
- ◆ Milieu Supervisor will be placed in the dining hall to monitor behavior and safety protocol
- ◆ Upon arrival to the dining hall staff will wipe tables with soapy water
- ◆ Upon departure staff will wipe tables with soapy water and spray with Virex and not wipe it off

## Residential Unit Precaution Protocol

- ◆ Youth/staff are required to wear masks while outside in the milieu
  - ◆ If youth needs a break, staff will direct them to their room or designated space
  - ◆ If youth refuses to wear mask in the milieu, staff will direct them to their room or designated space and issue out of program consequence (minor)
- ◆ Youth/staff will always practice social distancing while in the milieu (when possible)
- ◆ Daily wiping of surfaces will be done during chores time and after every meal

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<sup>i</sup>These procedures are being implemented in addition to and in accordance with Allendale's previously established COVID-19 Emergency Response Plan, Visitation Guidelines, Campus Health and Safety Guidelines and Outpatient Services Re-Opening Plan which are available for review at [www.allendale4kids.org](http://www.allendale4kids.org)