



VISITATION SAFETY GUIDELINES

FAMILY/SIBLING/TRANSITIONING VISITS

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
- The type, frequency and duration of visits will be tailored specifically to meet the individualized needs of the youth, family and caregivers
- 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:

A. Pre-Visit Expectations¹

1. A Child and Family Team meeting (CFTM) or other appropriate planning meeting that includes the Case Specialist, Unit Nurse and the youth will be convened 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.

¹Allendale guidelines will be implemented to coincide with guidance and recommendations provided by DCFS and IDPH.



- 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. A specific CFTM will be convened for Medically Complex Youth that will include the youth's healthcare provider to best determine the safety and feasibility of in-person visitation based on the youth's and/or family members or caregivers medical conditions. If the CFTM and healthcare provider determine in-person visitation can proceed, a detailed plan will be developed outlining the how the safety and well-being of all parties will be protected to mitigate potential COVID-19 infection.
 5. Complete **Pre-Visit Questionnaire** to assess risk exposure

Pre-Screening questions are as follows:

1. Have you or anyone in your home experienced any of the following symptoms within the last 14 days:
 - Fever or chills
 - Cough
 - Sore Throat
 - Shortness of breath or difficulty breathing
 - Muscle or body aches
 - New loss of taste or smell
 - Persistent Headache
 - Persistent Fatigue
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 and a CFTM will be convened as soon as possible to address and respond to the specific needs or issues.*



6. If you develop symptoms of COVID-19 within 3 days of visiting, you must notify Allendale.
7. Allendale staff will check in throughout extended visits to regularly assess health status of the youth and other household members and to ensure and verify the adherence to established precautions.
8. Family or caregiver will immediately notify Allendale primary staff contact if they suspect or believe they or the youth has been exposed to COVID-19 during the visit to determine a quarantine plan based upon level of risk and resource availability for both the remainder of the current as well as subsequent visits.

B. Post-Visit Monitoring Expectations:

- Upon return from any off-site visit, youth must immediately, change clothes and 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
- Complete **Post-Visit Questionnaire:**

Post-Visit questions are as follows:

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.

C. 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)
- 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.

ON-SITE/VISITS:

A. A. Pre-Visit Expectations¹

1. A Child and Family Team meeting (CFTM) or other appropriate planning meeting that includes the Case Specialist, Unit Nurse and the youth will be convened 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.
 - It is recommended that there be no additional visitors in the home, throughout the duration of the visit
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 - The use of Personal Protective Equipment will be reinforced and access to sufficient PPE will be confirmed
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 - 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 any of the following symptoms within the last 14 days:
 - Fever or chills
 - Cough
 - Sore Throat
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 - Muscle or body aches
 - New loss of taste or smell
 - Persistent Headache
 - Persistent Fatigue
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 and a CFTM will be convened as soon as possible to address and respond to the specific needs or issues.*

5. Allendale staff will check in throughout extended visits to regularly assess health status of the youth and other household members and the adherence to established precautions.

B. All visits must be pre-scheduled and pre-approved and are to be coordinated by the assigned Case Specialist or Unit Director.

C. At the time of scheduling the visit, the number and age of visitors, duration of visit and supervision requirements will be determined and approved.

D. Hand sanitizing will be required and available for all visitors immediately upon entry.

E. 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)

**Additional locations will be identified to adequately and safely accommodate need.*

***Alternative check-in locations will be utilized following established procedures for visits that occur outside normal business hours (weekends and evenings).*

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

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

H. Masks/face coverings (non-vented) 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

I. 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
 - ♦ Pavillion 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)
- Any specific activities planned for during visits will need to be pre-approved and planned for in advance of visits.
- 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
- When needed, meeting space for youth and caseworkers; supervisors/monitors will be made available when privacy is needed.
- 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



J. FOOD

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

K. TESTING PLAN AND RESPONSE STRATEGY

- Allendale staff are encouraged to access testing through their own health care professional and/or by utilizing any of the local testing facilities, which our health services team can assist in facilitating.
- In the event there is positive case at Allendale involving either a youth in our care or staff member, in consultation with the Lake County Health Department, IDPH, DCFS and the parent or guardian, Allendale will determine the most appropriate testing plan in response to the specific circumstances.

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.