



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)

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 respiratory droplets.

In December of 2020, the first COVID vaccinations received emergency approval by the FDA. As a result, US individuals started receiving the vaccine starting with essential workers, immunocompromised individuals, elderly and so forth until by May the vaccine was available for any person in the US 12 years old and above. Unfortunately, as of today a significant number of US individuals remain unvaccinated and efforts to encourage individuals to become vaccinated continue.

In December of 2020, the new Delta variant of the COVID virus was discovered in India. The new variant quickly spread through India, Great Britain and reached the United States in the summer of 2021 and continues to spread primarily in areas of low vaccination. The new variant is more transmissible and can be spread by COVID vaccinated individuals. However, vaccinated individuals continue to remain less likely of serious illness, hospitalization, and death.

B. Symptoms: COVID-19 symptoms are similar to the flu and include fever or chills, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea and vomiting and diarrhea. Employees who have symptoms of any acute respiratory illness are required to stay home and not come to work until

they are free of any symptoms for at least 24 hours. All employees and clients are required to check their symptoms daily.

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 the manufacturer. Employees should also remember to wash hands prior to the beginning, throughout, and before leaving their shift to prevent the transmission of germs and this will in turn model good hygiene practices for clients. 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 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. The school will utilize the Allendale COVID protocols that is listed in the Allendale School student handbook. These protocols were based on the guidance from the agencies listed.
- 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 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 Services will work with foster parents, caregivers and youth in their care and provide resources/educational opportunities to help support a sanitary environment.
- Our Health Services Department will monitor all clients and staff for any signs or symptoms of respiratory illness. In addition, they will continue to educate all staff and clients on COVID and hand hygiene. HCPs are on campus twice a week to see clients referred by Health Services nurses for any medical needs.

No known cases on campus or auxiliary sites and no exposures to virus

Cleaning and Sanitization

- Housekeeping/Laundry will continue daily cleanings for the entire agency as previously scheduled.
- Temporary housekeeping staff will be added as needed.
- Cleaning will be increased in all departments and residential units at Allendale with CDC approved chemicals throughout the day for ALL high touch surface areas such as doorknobs, handrails, phone receivers, desks and computer keyboards.

Education

- Education will be provided for the entire agency regarding proper hand hygiene and how to properly “Cover Your Cough”.
- Each client will receive individualized education from a nurse that was constructed by the CDC entitled (COVID-19) “How to Protect Yourself”. This education will also be provided to all new admissions. In addition, education will continue on a yearly basis and will be sent home for families reference on all home visits.
- CDC approved posters for “Hand Hygiene” and “Cover Your Cough” will be placed in all offices, classrooms, client units and common areas at or affiliated with the Allendale Agency.
- Allendale nurses will complete training on the proper use of PPE and train Allendale staff.

Communication

- Email correspondence will be maintained regarding ALL COVID related matters to all agency employees.
- Additional signage will be designed, ordered, and placed in strategic locations to communicate to campus visitors.
- 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

Supplies

- Extra supplies such as cleaning wipes and hand sanitizer will be purchased for staff utilization.
- CDC approved chemicals will be researched and stocked for use while cleaning.
- Personal protective equipment (PPE) such as gloves, gowns and eye protection will be stocked at Health Services.

Precautions – VACCINATION REMAINS THE MOST EFFECTIVE PRECAUTION AGAINST COVID AND ANY VARIANT

- Staff and clients will be assessed daily for any CDC listed signs or symptoms of COVID.
- All “high risk” clients will be identified by Health Services.
- Public transportation will not be utilized for clients.
- Public areas will be evaluated for safety prior to any campus outing.
- Access to all Allendale locations will be restricted to essential business and any visitors to the Allendale campus will be asked to complete a signs, symptoms, exposure, and travel questionnaire.
- Allendale will prepare the Family Living Center, Bush gratis room and Shumway gratis room to potentially use as a quarantine area for clients.
- All incoming admissions coming from the community will be quarantined for 10 days if unvaccinated.
- All incoming admissions coming from a hospital will need to quarantine for 10 days if unvaccinated.
- Face masks will be required for all clients and staff.
- Vaccination will be highly encouraged for all staff. All eligible clients will be vaccinated.
- Beginning August 16th, 2021, Allendale required all staff who are not fully vaccinated to obtain weekly COVID-19 testing.
 - COVID testing will be offered by Health Services on a weekly basis for all unvaccinated staff or staff may obtain testing independently.
- COVID testing will be completed and administered by Health Services following all client home visits for unvaccinated clients.
- Symptomatic staff will be advised to stay home and not return to work until symptom free for 24 hours and upon confirmation from their personal health care professional.

Suspected or Confirmed case/cases on site or any axillary site

Cleaning and Sanitization

- Housekeeping/Laundry will continue daily cleanings for the entire agency as previously scheduled.
- Temporary housekeeping staff will be added as needed.
- Cleaning will be increased in all departments and residential units at Allendale with CDC approved chemicals throughout the day for ALL high touch surface areas such as doorknobs, handrails, phone receivers, desks, and computer keyboards.
- Any area that has been utilized by a suspected or confirmed case will be thoroughly deep cleaned by housekeeping and maintenance.
- If deemed necessary, air purifiers will be utilized.
- If deemed necessary based on professional assessment, air circulation will be increased in areas of poor ventilation.

Education (Education will continue as needed)

- Education will be provided for the entire agency regarding proper hand hygiene and how to properly “Cover Your Cough”.
- Each client will receive individualized education from a nurse that was constructed by the CDC entitled (COVID-19) “How to Protect Yourself”. This education will also be provided to all new admissions. In addition, education will continue on a yearly basis and will be sent home for family’s reference on all home visits.
- CDC approved posters for “Hand Hygiene” and “Cover Your Cough” will be placed in all offices, classrooms, client units and common areas at or affiliated with the Allendale Agency.
- Allendale nurses will complete training on the proper use of PPE and train Allendale staff.
- If a unit is placed on quarantine due to a confirmed or suspected case

Communication

- Additional signage will be posted on any unit that is quarantined.
- Lake Villa police department and Lake Villa fire department will be notified of the quarantined units.
- Email correspondence will be maintained regarding ALL COVID related matters to all agency employees.

- Exposed employee must contact the Director of Health Services, Kelly Eckhart and their immediate supervisor.
- Health Department and local officials will be notified, as appropriate, of staff/client exposure.
- 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

Supplies

- Extra supplies such as cleaning wipes and hand sanitizer will be purchased for staff utilization.
- CDC approved chemicals will be researched and stocked for use while cleaning.
- Personal protective equipment (PPE) such as gloves, gowns and eye protection will be stocked at Health Services.
- Any unit that is designated to quarantine will be provided with extra supplies such as extra face masks and cleaning supplies.

Precautions – VACCINATION REMAINS THE MOST EFFECTIVE PRECAUTION AGAINST COVID AND ANY VARIANT.

- Face masks will CONTINUE to be required for all clients and staff.
- Vaccination will be highly encouraged for all staff.
- Allendale requires that all staff who are not fully vaccinated to obtain weekly COVID-19 testing.
 - COVID testing will be offered by Health Services on a weekly basis for all unvaccinated staff or staff may obtain testing independently.
- COVID testing will be completed by Health Services on a weekly basis for all unvaccinated staff.
- All eligible clients will continue to be vaccinated.
- COVID testing will be completed and administered by Health Services following all client home visits for unvaccinated clients.
- Symptomatic staff will be advised to stay home and not return to work until symptom free for 24 hours and upon confirmation from their personal health care professional.

- Symptomatic staff will be advised to stay home and not return to work until symptom free for 24 hours and see their personal physician.
- Staff and clients will be assessed daily for any CDC listed signs or symptoms of COVID.
- All “high risk” clients will be identified by Health Services.
- Public transportation will not be utilized for clients.
- All suspected exposures will need to quarantine for the appropriate time frame recommended by the CDC. If any clients are potentially exposed, their entire unit will need to be quarantined whether they are vaccinated or not.
- Any quarantined unit will not be eligible for any type of off campus outing. In addition, only Allendale staff will be allowed to be in a quarantined building.
- Any client that needs to quarantine will not be eligible for a home visit.
- All staff and clients that are required to quarantine will be tested for COVID 3 to 5 days after exposure.
- Depending on the outcome of testing, some clients may need to be further isolated at one of the Allendale quarantine spaces. These spaces include the Family Living Center, the Bush gratis room and the Shumway gratis room.
- All symptomatic clients will be closely monitored by the nurse practitioner and by nursing.
- The need for in-person meetings will be evaluated for the entire agency. Only teleconference meetings will be utilized for units on quarantine. This includes any meetings involving youth or youth’s family (See Visitation in Addendum).

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*

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

Questionnaire provided to any and all Allendale visitors that utilizes pre-determined questions to assess the risk of any person coming to campus with COVID.

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/dcf/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.
 - 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