

Safely Home Coronavirus protocols

Effective 3/15/20

As we are all aware, the recent international health concerns have come to impact us directly. Safely Home has always been conscientious in practicing excellent health and hygiene standards in all areas of its program. With the current crisis, allow this message to serve as an update to the continually developing situation regarding COVID-19. With responsibility for the children in our care, families of them and of our staff family, we want to be sensitive to everyone's concerns and safety. Additionally, we want those who need to be involved in their lives and treatment to feel welcome and comfortable. To balance the increased health and safety issues with the treatment needs of our students, please refer to the outline below to provide some clarity and guidance on the measures we need to maintain and/or implement at Safely Home.

When facilitating groups and activities with the students, their families, and workers:

Please take the following extra safety measures:

- Staff members should take extra time prior to and following the meeting to carefully clean and sanitize high-touch areas and commonly handled surfaces within the designated space.
- Encourage all to wash and sanitize their hands when entering the space being used for the activity/meeting.
- Discourage handshakes/ hugging during the sessions.
- Have hand sanitizer available for volunteers and attendees to use
- When returning to Safely Home after engaging in any activity that takes place outside of any Safely Home building, students and staff members are to wash and sanitize their hands immediately (after putting away coats/shoes).

When students are leaving for or returning from passes

- ❖ The parent/ guardian will identify themselves (via the intercom) and will be asked to wait at the front door in the foyer.
- ❖ A Staff member will get the child and their pass, and escort the child to the front door.
- ❖ The parent will sign the pass in the foyer, and the child will leave.
- ❖ For students who are going on overnight passes, we are asking families to have needed clothes and hygiene supplies for the child at their home, so that nothing needs to be leaving or returning to the Agency except what the child is wearing.
 - Therapists will coordinate with families to see if Safely Home can assist in some way to make this a possibility.
- ❖ When returning to Safely Home after the pass, students and staff members are to wash and sanitize their hands immediately (after putting away coats/shoes).

For Parents/ Family Members/ Workers/ CASAs/ Probation Officers/ Concerned others

Effective immediately, meetings with family members or workers in any capacity shall take place at the 111 Center Road building. This will promote the Social Distancing for those residing and working at Safely Home. The following protocol will be used for visitors:

- ❖ All visitors to Safely Home must have a pre-arranged appointment at the Agency.
- ❖ Upon arrival at 121 Center Road they will ring the bell and asked to identify themselves (via the intercom), who their appointment is with, and the time of their appointment.
- ❖ The visitor may be asked to wait at the door until their party can escort them to the meeting space at 111 Center Rd (next door).
 - If they are to meet with a child, the child will be taken to 111 Center Rd for the meeting.

Appointments and visits with any student at Safely Home will need to be scheduled with the child's therapist. This will allow Safely Home to assure that the restricted visitation areas will be available for the appointment to take place.

For all who may need to visit children or employees at Safely Home, we ask that you closely follow the CDC's Standard Recommendations. The CDC's standard recommendations for the general public to help prevent the spread of respiratory diseases like COVID-19 are as follows, which include hand and respiratory hygiene:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Cover your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately. (Adapted from World Health Organization)
- Clean and disinfect frequently touched objects and surfaces.
- Stay home when you are sick

You are strongly encouraged to refer to the guidelines and protocols as suggested by the CDC, and local /state public health authorities regarding COVID-19. A reminder that in addition to these recommendations, Safely Home Policy and Procedures must be adhered to at all times. We will continue to monitor the situation and communicate any changes to policies and procedural implementations as we learn of them.

Thank you for your continued efforts and vigilance at protecting those who are in our care!