AGENCY:

PROGRAM:

ACTION PLAN

COVID-19 PLANNING TEAM

Create multidisciplinary planning team to address COVID-19 preparedness. (Refer to page 2 of DHS Covid-19 Protocol for full requirements in this section).

Describe plan to include:

- Implementation date, team members and titles, including a medical professional, person responsible for coordinating plan (response coordinator) and a person responsible for implementing the plan and the accompanying organizational structure
- If possible, identify sufficiently resourced medical support or plan to consult as needed
- Contingency staffing plan to including minimum staffing needs and prioritizing critical and non-essential services based on youth’s health and functional status

UTILIZING PUBLIC HEALTH INFORMATION

Electronic access to Public Health websites and other critical information systems for situational awareness is required. (Refer to page 2 of DHS Covid-19 Protocol for full requirements in this section).

Describe plan to include:

- Agency’s ability to access public health websites and other critical information.
- Key public health contacts at the local level including name title & contact information for each
- Person responsible for monitoring public health advisories and updating Resource Coordinator
COMMUNICATIONS

Agency Director is responsible for communications with staff, youth, and their families regarding COVID-19 health dangers, importance of adhering to statewide COVID-19 shutdown guidelines, and the status and impact of COVID-19 in the facility. (Refer to page 2 and 3 of DHS Covid-19 Protocol for full requirements in this section).

Describe plan to include:

- Explanation of communication methods to inform staff, family members, and other persons coming into the facility about COVID-19 impact & the facility’s status
- Plan for posting signs outside facility and resident rooms indicating appropriate hygiene practices as well as an appropriate precautions and PPE equipment
- How agency, plans to educate, train and inform, staff, youth & families about implications, basic prevention and control measures of COVID-19. Areas to include are:
  - Signs & symptoms of respiratory illness and COVID-19
  - How to monitor youth for signs and symptoms of COVID-19
  - Plan for keeping youth, visitors and staff safe including use of PPE, daily hygiene, and infection control
  - Non-punitive and flexible sick leave policies
  - Employee leave policies including actions for staff not abiding by infection control policies
  - Dangers and risk factors for exposure
  - Managing and facilitating intakes, discharges, AWOLs, deliveries, in a manner that will minimize and prevent exposure to COVID-19

COVID-19 MONITORING SYSTEM

An internal monitoring system is required that outlines the review and reporting of COVID-19 among youth and staff. (Refer to page 3 of DHS Protocol for full requirements in this section).

Describe plan to include:

- Prevention intervention measures
- Infection control policies
- Monitoring of sanitizing supplies
COVID-19 SYMPTOM MANAGEMENT

Process for identifying and managing youth with symptoms of COVID-like illness. *(Refer to page 3 and 4 of DHS Protocol for full requirements in this section)*

Describe plan to include:
- Implementing precautions and efforts to notify PDPH or the facility’s local health department.
- A quarantine plan that identifies any changes to programming and units
- Inter-facility transferring of youth and staff, and other control measures to maintain safety and structure.

POSITIVE COVID-19 PROTOCOL AND SUSPECTED OUTBREAKS

Protocol for notifications from the facility’s Director to local health or city departments when a person within the facility tests positive for COVID-19. *(Refer to page 4 and 5 of DHS Protocol for full requirements in this section).*

Plan to Include:
- Measures taken if a facility experiences more than one positive case of COVID-19.
- HCSIS Reporting (within 24 hours)
- Notification to DHS (leadership, personnel within 2 hours)

VISITATION PROTOCOL

Protocol specifying when visitors will be limited or restricted from the facility. *(Refer to page 5 of DHS Protocol for full requirements in this section).*

Plan to include:
- All non-essential visitors should be prohibited.
- Home passes are prohibited, unless specified in a court order.
- All Visitation is virtual.
PRE-SCREENING ASSESSMENT

A process for pre-screening assessments is required, including who would be responsible for conducting these assessments. Describe plan for pre-screening during the following instances: (Refer to page 6 of DHS Protocol for full requirements in this section).

- Staff, for each shift, prior to entering the facility for work
- Deliveries to the facility
- Youth returning from hospitalizations
- Youth returning from AWOL
- Intake and new admissions
- Youth being discharged (scheduled) from the facility

DOCUMENTATION REQUIREMENTS

A copy of the COVID-19 preparedness plan must be available at the facility and accessible by staff. (Refer to page 6 of DHS Protocol for full requirements in this section).

Describe plan to include:

- Process for disseminating information to staff, and children & their families
- Documentation of training for staff and youth, outlining prevention and control measures and informing family members.
- Process for forwarding plans to CongCare@phila.gov.