

## DHS COVID-19 PROTOCOL FOR CONGREGATE CARE FACILITIES Procedures & Practice Considerations

**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*

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### 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*

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### 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.*

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### 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](mailto:CongCare@phila.gov).*