

**Protocol Title:** DHS COVID-19 Protocol for the Philadelphia Juvenile Justice Support Center  
**Applies To:** The PJJSC Residents, Staff, Vendors, and Visitors

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**Overview:**

The health, safety and well-being of all youth in detention and all staff is DHS's priority. PJJSC has created protocols that PJJSC is using in light of the COVID-19 pandemic. These plans continue to evolve and will be updated as new issues and information arise. DHS is committed to being flexible and adaptive.

## PROCEDURES and PRACTICE CONSIDERATIONS

**Summary:**

PJJSC is engaged in essential risk mitigating efforts, as well as ongoing preparedness in the event of confirmed COVID-19 disease within its facility. Its efforts are updated regularly to ensure roles and responsibilities identified are current while incorporating developments with guidance provided by the Philadelphia Department of Public Health, the Pennsylvania Department of Public Health (PDPH), and the Centers for Disease Control and Prevention (CDC).

PJJSC's procedures include efforts to:

- Prevent the introduction of COVID-19 and other respiratory pathogens into the facility.
- Utilize appropriate strategies to ensure safe intake and discharge procedures.
- Rapidly identify youth and staff with COVID-19 symptoms (e.g., fever, cough, shortness of breath, fatigue, sore throat, headache, muscle pain, chills, new loss of sense of smell or taste, diarrhea).
- Prevent the spread of COVID-19 within and between residential pods.
- Manage and isolate youth with suspected or confirmed COVID-19 disease.
- Engage in established infection control practices.

**Continuity of Operations and Response Planning:**

The Department of Human Services, Division of Juvenile Justice Services has created a Continuity of Operations Plan to address COVID-19 preparedness planning for the PJJSC. In addition, its management team, inclusive of the Deputy Commissioner DHS/DJJS, its Executive Director, and the Health and Human Services Executive Assistant to the Deputy Commissioner, in conjunction with its on site medical team, and in consultation with the Philadelphia Department of Public Health, are responsible for coordinating and implementing preparedness planning and operations. This team is responsible for regularly monitoring public

health and other critical information needed for situational awareness, including Philadelphia DHS, CDC, Philadelphia Department of Public Health (DPH), and Pennsylvania Department of Public Health websites.

### **Communications:**

PJJSC's Executive Director, or his designee, is responsible for communications with staff, residents, and their families regarding the status and impact of COVID-19 in the facility. Communication methods include:

- Signage outside and inside to reinforce infection control practices to keep youth and staff safe including proper hand hygiene and selection and use of masks.
- Ensuring that youth are instructed about Covid-19 health concerns and the value of adhering to state directives.
- Daily briefing by supervisors with staff on units to reinforce the importance of rapidly identifying youth and staff with COVID-19 symptoms (e.g., fever, cough, shortness of breath, fatigue, sore throat, headache, muscle pain, chills, new loss of sense of smell or taste, diarrhea).
- Written communications in the form of memorandums as necessary to communicate updates in light of the changing nature of the epidemic.

### **Entry into PJJSC:**

All persons, including, but not limited to staff, vendors, and attorneys, will be screened by a medical screener every time they enter the PJJSC.

- The screening will be for symptoms of COVID-19.
- The screenings will take place from 5:00AM-1:30AM. All Staff, regardless of position, will be screened again upon return from a break, lunch, and/or dinner.
- **No breaks will be granted outside of the PJJSC between the hours of 1:30AM and 5:00AM.** If any staff leaves the building between these prohibited hours, they will not be allowed re-entry to the facility.
- Upon arrival to PJJSC, the Residential Director/Shift Manager and/or Supervisor will explain to staff that they need to answer a few questions and to have their temperature checked prior to entry into the PJJSC.
- Anyone who refuses will not be allowed to enter the PJJSC.
- The following questions will be asked:
  - In the past 14 days, have you been around someone who has: tested positive for COVID-19, is suspected of having COVID-19 or who has had cough, shortness of breath, fever, sore throat, headache, chills, muscle pain, new loss of sense of taste or smell, or diarrhea?
  - In the past 14 days, have you been around someone who has been quarantined because of COVID-19?
  - Do you have a dry cough?
  - Do you have any shortness of breath?
  - Do you have a fever greater than 100.4 degrees?
  - Do you have a sore throat, headache, chills, muscle pain, or new loss of sense of taste or smell, diarrhea?
- Any person answering "Yes" to any of the above questions will not be admitted to the facility.

### **Temperature Monitoring:**

All staff and others entering PJJSC will be temperature screened upon entry by the medical screener. The medical screener will wear appropriate Personal Protective Equipment (PPE) and will utilize an infrared thermometer that will be directed at the forehead of the staff member or other person coming into the facility in

order to obtain a temperature reading. Any staff, vendor or other person coming into the facility who has a temperature of 100.4-degrees (CDC temperature threshold) or greater will not be admitted to PJJSC.

**Masks:**

**Every person entering PJJSC must wear a mask.** All staff and all residential youth will be provided a mask to wear **at all times while in the facility.**

**PJJSC Staff:**

The PJJSC has implemented emergency policies congruent with the Policy Statement re: COVID-19 updated on September 25, 2020 by the Mayor's Office. PJJSC will follow all subsequently issued directives.

- Employees/staff who meet the following threshold criteria must notify their immediate supervisor or designee immediately and will be required to self-quarantine for a period of two weeks (14 days).
  - Are being evaluated as a person under investigation for COVID-19;
  - Have received a diagnosis of COVID-19;
  - Have come in contact with an individual who has been diagnosed with COVID-19.

As related to COVID-19, employees who must quarantine must submit a physician's certification or an official contact tracer notification. Employees/staff impacted under this policy may use accrue leave, including sick leave, for the entire two-week period..

Employees/staff who are required to self-quarantine or are sick with acute respiratory illness will be required to present a healthcare provider's note to return to work.

If a staff person becomes ill (showing "overt" signs of COVID-19, i.e. cough, fever, shortness of breath, or any 2 of the symptoms listed above) that staff person will be immediately isolated in a pre-designated area at the PJJSC. In addition, in all cases of staff exposure, the appropriate emergency notification(s) and measures will be enacted:

- The City of Philadelphia's Department of Public Health Division of Disease Control will be immediately notified by the Executive Director of the PJJSC or his designee (Residential Directors and/or Shift managers).
- The Executive Director or the designee will immediately contact the Deputy Commissioner, Nelson R. Walker, and apprise him of the situation.
- The exposed staff person will be directed to leave the facility, go home to self-quarantine, and notify their physician for further medical direction.

PJJSC management will conduct periodic well checks with staff who are self-quarantining.

### **COVID-19 Testing of Newly Admitted Residents:**

Upon being admitted to the PJJSC, youth receive a medical screening on site at the PJJSC, including a COVID-19 test, that is administered by the medical staff from Corizon Health. Newly admitted youth will be quarantined in their individual room on a designated unit at the PJJSC until the results of the test are obtained.

Movement of youth from quarantine to regular units and non-PJJSC placements, and discharge to home will be dependent on test results, consultation among involved professionals, the Juvenile Act, and any current Court Orders.

### **Philadelphia Juvenile Justice Services Center staff responsibilities:**

- All newly admitted residents will be held in units which have been designated as the Quarantine-Transition (QT) Units. Intake staff must explain to the youth that this is being done as a precautionary, not punitive, measure.
- Youth who are required go to the PJJSC courtroom must do so one at a time, six feet apart, with a mask. There are **no** exceptions to this mandate.

**Negative Test Results:** Youth who test negative for COVID-19 will remain on the designated unit for an additional 7 days. After 7 days, the youth will be retested, and if the youth remains negative, will be moved from the quarantine unit and placed on a regular unit.

**Positive Test Results:** Youth who test positive for COVID-19 will remain on a quarantine unit, or if a current resident will be moved to a QT unit, at the PJJSC and will be monitored daily for symptoms by Corizon Health.

- Ensure that youth residing on the quarantine unit continue to have access to services offered at the PJJSC.
- Immediately notify parents/guardians by telephone of the youth's test results.
- Provide parents/guardians with daily updates about the youth's physical health status.
- Inform attorneys of record via email notification of the positive test results within 24 hours.

**Placements:** After consultation with DHS Law Department, Attorneys, Corizon Health, Probation, and DHS/CUA Social Work Staff, if applicable, youth who are positive for COVID-19, will continue to be held at the PJJSC until they are medically cleared to be placed in their next setting.

### **Corizon Health Staff Responsibilities:**

- Provide medical screening on-site for youth being admitted to the PJJSC, including a COVID-19 test.
- Collect specimens necessary for the COVID-19 test and deliver them to the Children's Hospital of Philadelphia (CHOP) to be analyzed.
- Report test results provided by CHOP to designated PJJSC staff.
- Daily monitor youth who have tested positive for COVID-19 for symptoms and temperature.

### **Children's Hospital of Philadelphia (CHOP) Responsibilities:**

- Analyze specimens provided by Corizon Health for COVID-19.
- Provide results to Corizon Health within 24 hours of receiving the specimen, as feasible.

### **Youth Displaying Symptoms, Awaiting Testing or Testing Positive for COVID-19:**

Any resident youth who tests positive for COVID-19, is awaiting test results, or who is displaying symptoms will be placed in one of PJJSC's negative pressure rooms for 14 days. These rooms have their own bathrooms.

Units have been designated for youth who have been exposed to staff or other resident(s) who tested positive for COVID-19, but the youth themselves have not exhibited any COVID-19 symptoms. These youth will be quarantined for a period of 14 days. These youth will not go to court during their mandated quarantine period, unless court ordered to do so.

For any youth who exhibit overt symptoms such as coughing, chills, fever, shortness of breath or other symptoms listed above, the following will be enacted:

- Youth is to be taken by their counsellor or other staff to the medical suite where a Clinical Services/Nursing Services (Corizon Health) nurse will conduct a Coronavirus (2019-nCoV) Screen Form-2020 screening of the youth.
- If the youth is determined to have positive exposure as per the screening, the medical professional will implement the Corizon Protocol as outlined by Dr. Pete Powell, Chief Medical Officer, Corizon Health.
- Once determined, PJJSC staff will notify their immediate supervisor who will in turn notify the Shift Manager(s)/Residential Director.
- At this time, the Executive Director will be duly notified as well as the Deputy Commissioner.

Any resident with upper-respiratory or flu-like symptoms must be assessed **immediately**.

If the resident does not have a fever, the resident will be placed on a vital signs check once each shift for 24 hours and scheduled for Provider follow-up.

If any symptoms of possible COVID-19:

- The nurse will instruct the resident how to appropriately place a mask over their mouth and nose and will notify staff to transport the resident to a negative pressure room in Admissions.
- The nurse will call the On-Call Provider for further direction.
- If advised to send the youth to ER, the nurse will complete the ER Referral process already in place.
  - The nurse will notify the Shift Manager and On-Call HSA specifically that they are sending the youth out for COVID-like symptoms.
- If possible, leave room last occupied by sick youth empty for at least 24 hours and open windows prior to cleaning.

- The Shift Manager will send housekeeping to sanitize the Medical area.
- When the youth returns from ER, they will be placed back in the negative pressure room in Admissions and discharge paperwork will be brought to Triage.
- The nurse will complete the Return from Off-Site Nursing Encounter Tool (NET) in admissions.
- The nurse will notify the On-Call Provider, On-Call Health Services Administrator (HSA), and Shift Manager of youth's return.
- The On-Call Provider will advise regarding need for on-going isolation of youth.
- The nurse will call the Shift Manager and complete a Medical Safety Plan if youth is to remain in isolation.
- The nurse will wear a mask, gloves, and eye protection when entering the youth's room to obtain vital signs.
- The nurse will place the youth on vital signs q-shift for 24 hours and schedule for Provider Follow-Up.
- In consultation with Corizon, next steps regarding possible additional screening of the youth will be determined (see above).
- Mandated isolation of the youth's unit will immediately go into effect while the youth is seeking additional medical evaluation(s).
- The staffing complement working the youth's unit, inclusive of the supervisor, will summarily follow the Isolation protocol.

### **Youth Exposed to COVID-19 and Monitoring Symptoms**

Any youth who has been in close contact with another youth or staff member who tests positive for COVID-19 must be placed in the designated Units for 14 days. It will be explained to the youth that this is a precautionary, not punitive, measure.

All exposed youth must undergo temperature and symptom checks twice a day by Corizon Health nursing staff. Bathrooms accommodations are in the single room. The door of the room of the quarantined youth must be kept locked for the safety of staff and other youth until the end of a 14 day quarantine period and the youth's COVID-19 testing is received and is negative. Youth's parent(s)/guardians will be notified by letter informing them that their child has been quarantined for 14-days. The family will be kept informed of the youth's condition on a daily basis by phone call with a DHS-DJJS/PJJSC Social Work Services Manager.

Staff entering designated quarantine units must take the following precautions:

- Perform hand hygiene;
- Place the provided mask on their face, covering both nose and mouth; ensuring that a secure seal is made between the mask and the skin of the face;
- Place the provided authorized disposable rubber gloves on each hand;
- Instruct the youth to move to the farthest wall from the room's entry/door prior to/before unlocking and opening the door;
- Unlock the door to the youth's room and open the door half-way without stepping into the room;
- If this is mealtime for the youth, without stepping into the room, place the covered tray on the floor (far enough into the room so that the door can close without striking the tray);
- Back out of the room's door threshold and re-secure/lock the door;
- Follow safe removal protocol for gloves and mask and perform hand hygiene.



### **Court Services/Hearings:**

The PJJSC, located at 91 N. 48<sup>th</sup> Street, Philadelphia, PA 19139, will conduct distance court hearings via videoconference.

The youth are being taken to Court Room 1 at the PJJSC and video linked to a hearing room at the Philadelphia Family Court located at 1501 Arch Street, Philadelphia, PA 19102.

Quarantined residents who are on designated units due to exposure to residents or a staff who has tested positive will not go to court, with the agreement of the parties. If there is no agreement of the parties, the youth will be provided with a mask and gloves and brought to court, maintaining at least 6 feet of distance from any individuals. The proceeding shall be conducted by video conferencing, subject to future court directives..

All new admits being quarantined will go to court, one at a time, six feet apart, and with a mask.

### **Volunteers/Groups:**

No volunteers or groups are allowed at PJJSC at this time.

### **Visitation:**

All in-person visitation between family and youth is suspended for the protection of residents and staff. However, additional telephonic access will be provided as described below.

### **Phone Calls and Video Conferencing:**

All residents who are not in quarantine may have daily telephone contact with their parents/guardians. The amount of time of the call may be extended in light of the suspension of in-person visitation.

For youth in quarantine, Social Work Services Managers will provide their families with updates on a daily basis, and update their legal counsel periodically as well. Youth will be allowed to speak directly with their parents privately with their counsel as needed.

Video conferencing is available for residents and their parents/guardians. The preferred platform is Microsoft Teams as it is installed on the Social Service Staff's laptops. Staff are available to assist parents/guardians who may have difficulty downloading the application. If a parent/guardian is still unable to use Microsoft Teams but is able to use Zoom video platform, Social Services Staff may be able to facilitate videoconferencing via Zoom.

### **Recreational Activities:**

All on-site indoor activities are temporarily suspended for the protection of residents and staff. Youth are brought outside to exercise on a regular basis, weather permitting, but need to maintain 6 feet of distance from each other and be masked at all times.

Additional recreational activities will be determined at the most appropriate time and at the discretion of the Executive Director.

**Meals:**

All meals are provided to youth in their units. Disposable plates and utensils will be used. Therapeutic Diets (i.e. special foods or meals prescribed by a physician or dentist as a part of a youth's treatment plan) will be strictly adhered to. In addition, any and all dietary restrictions or special handling of food required by religious denomination will be strictly observed.

Snacks for youth will be provided as per the PJJSC's regular meal plan at the appropriate time, usually in the evening on each unit.

**Education:**

- Residents are attending school virtually daily.
- Chromebooks have been provided by the Philadelphia School District (PSD) for each student being held at the PJJSC.
- PSD teachers are able to sign in virtually with a lesson plan for the residents to follow.

**Behavioral Health:**

Behavioral health services will be available to all youth via teleconference.

**Laundry Services:**

Support Services will ensure minimum service will take place during the day shift.

**Cleaning/Housekeeping:**

PJJSC will undergo a heavy duty cleaning of the entire building on a weekly basis by Servpro or another vendor. This includes particular focus on "hot" spots, including the medical suite, admissions area, bathrooms, and showers.

Housekeeping will clean high use areas twice per tour, including doorknobs, light switches, hard surfaces, bathrooms, etc.

**Supplies:**

Support Services will ensure that there is ample amount of needed supplies on hand. Each day, during the crisis, a check will be made to monitor and itemize those supplies needed. Particular attention will be given to ensuring that hand hygiene products are available near high use areas.

Communication with all supply vendors will be made a priority, as to ensure the PJJSC's supply chain remains intact, viable, and on schedule.



### **Symptom Management:**

All staff must actively seek to identify and manage youth with symptoms of respiratory infection (e.g., cough, fever, sore throat) and immediately notify their supervisor and director of anyone with symptoms or suspected COVID-19.

- Youth with COVID-19 symptoms shall be appropriately isolated (i.e., placed in separate unit with door closed with access to hand washing stations and facemasks) in accordance with Philadelphia DPH and CDC guidelines.
- Gloves and masks, and if available, eye protection and gowns, are to be worn for any contact with symptomatic youth or anything in their room.
- Consultation with the medical unit will be conducted to assess the youth's suspected COVID-19 symptoms.
- Arrangements for transport for testing should be made.

### **Other Mitigation Strategies:**

- All staff and youth must wear masks at all times when in public areas including staff breakrooms. During meals, masks may be removed, but staff and youth must maintain at least 6 feet of distance and should not sit opposite each other at tables.
- Consider staggering meal times to make distancing more feasible.
- All staff must ensure that social distancing is practiced within the program and between units when feasible.
- All staff must remind youth of importance of washing hands, covering their mouth while coughing, and maintaining social distancing.
- Staff must use hand-washing or alcohol-based hand sanitizer for hand hygiene and encourage and closely monitor hand washing practices by youth.
- Sinks are well-stocked with liquid soap and paper towels for hand washing.
- Tissues and facemasks are provided near entrances and in common areas.

### **Discharging Youth:**

- All residents being released will be given a screening and temperature check along with information on how to continue quarantine (if needed), practice social distancing, wear a mask, and seek guidance from the Philadelphia or refer to CDC guidelines.
- Youth who are positive for COVID-19, if ordered by the court, can remain at the PJJSC until they are medically cleared.
- If youth who are positive for COVID-19 are ordered to be discharged to their parent/guardian, prior to being cleared, PJJSC staff will provide the parent/guardian with literature from the Philadelphia Department of Public Health about caring for an individual who is positive for COVID-19.

### **Transporting Youth Within the PJJSC:**

When youth must be moved about the PJJSC, it is done so in a manner which minimizes contagion exposure.

- At all times, masks must be utilized for both the youth and the staff and; gloves must be worn by the staff; social distancing must be practiced with youth and staff staying 6 feet apart.

### **Vehicle Cleaning:**

Upon returning from transporting a youth who has presumed symptoms and/or a (+) diagnosis of COVID-19, staff must complete the following tasks:

- Pull the vehicle into the Admission Sally-Port;
- Escort the youth to the Admissions area and/or to the appropriate designated area as directed;
- Remove the vehicle from the Admission's Sally-Port and park it a vacant parking space that has easy access on both the driver's and passenger's side of the vehicle;
- Notify Security of return and use a disinfecting wipe on the keys prior to returning them to Security;
- Security will notify Housekeeping that a vehicle just returned from a trip and needs to be decontaminated;
- Housekeeping will respond in the appropriate time frame;
- Housekeeping will present in Admissions, obtain the designated COVID-19 Vehicle Cleaning Kit and begin processing the vehicle in the PJJSC's parking lot;
  - The COVID-19 Vehicle Cleaning Kit contains the following: Disinfectant wipes; Authorized Face Mask; Authorized Rubber Gloves; and Red Bio-Hazard Bag;
  - Disinfectant wipes, which work best in the PJJSC's SUV's cabin's interiors, must be used to thoroughly disinfect and clean:
    - The vehicle's interior, spending extra time on the steering wheel;
    - The redundant controls for radio, cruise control, levers, inclusive of the gear selector lever or the turn indicator stalks must be wiped thoroughly as well;
    - All of the vehicle's trays;
    - Center console armrests (if applicable);
    - Display screens;
    - Cupholders;
    - Cubbyholes;
    - Air conditioner vents;
    - The door "grab handles" which are hot spots for germs including the coronavirus/ COVID-19.
  - Upon finishing the cleaning, place all the used disinfecting wipes in the Bio-Hazard Bag;
  - Also, discard rubber gloves in the Bio-Hazard Bag, being mindful to remove them in the appropriate manner;
  - Return the COVID-19 Cleaning Kit to the Admissions area;
  - Dispose of the Bio-Hazard Bag as per bio-hazard policy & procedure.

### **DO NOT USE:**

- Any type of bleach or hydrogen peroxide on the vehicle's interior as they will cause damage to the vinyl and plastics used in the City vehicles.
- Under no circumstances should you use any ammonia-based cleaning products. These can be found in "Blue Glass Cleaners" such as Windex, etc.

- Finally, if disinfectant wipes are not available, thoroughly scrubbing with soap and water can rid surfaces of COVID-19 and other germs. It may take a little bit longer to effectively clean it properly, but it must be done nonetheless for the health and safety of all staff.

It cannot be stressed enough, wash hands **thoroughly and regularly!** Even after cleaning the city vehicle properly, with the appropriate hand protection, wash hands once completed.

**Documentation:**

The Executive Director must maintain a COVID-19 Tracking Tool for both Staff and Residents, which tracks COVID-19 exposure for (+) or (-) results, quarantine status, and subsequent outcomes.

**RELATED DOCUMENTS AND  
RESOURCES:**

Attachments:

Forms:

Related Policies or Procedures: COVID-19 Testing of Youth at the Philadelphia Juvenile Justice Service Center, effective May 13, 2020.  
City of Philadelphia, 6<sup>th</sup> Policy Statement re: COVID-19, updated on September 25, 2020.

Other Resources: <https://www.phila.gov/media/20200318142424/Guidance-for-Shelters-and-Congregate-Settings.pdf>  
<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Coronavirus.aspx>  
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>  
<https://www.cdc.gov/infectioncontrol/guidelines/isolation/appendix/type-duration-precautions.html>  
<https://www.cdc.gov/coronavirus/2019-ncov/infection-control/control-recommendations.html>  
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assesment-hcp.html>

**PROTOCOL REVIEW AND APPROVAL**

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**APPROVAL SIGNATURE**

(Authorizing Leadership Name and title)

Signature:   
Name: Kimberly Ali Title: Commissioner

Date 10/9/2020