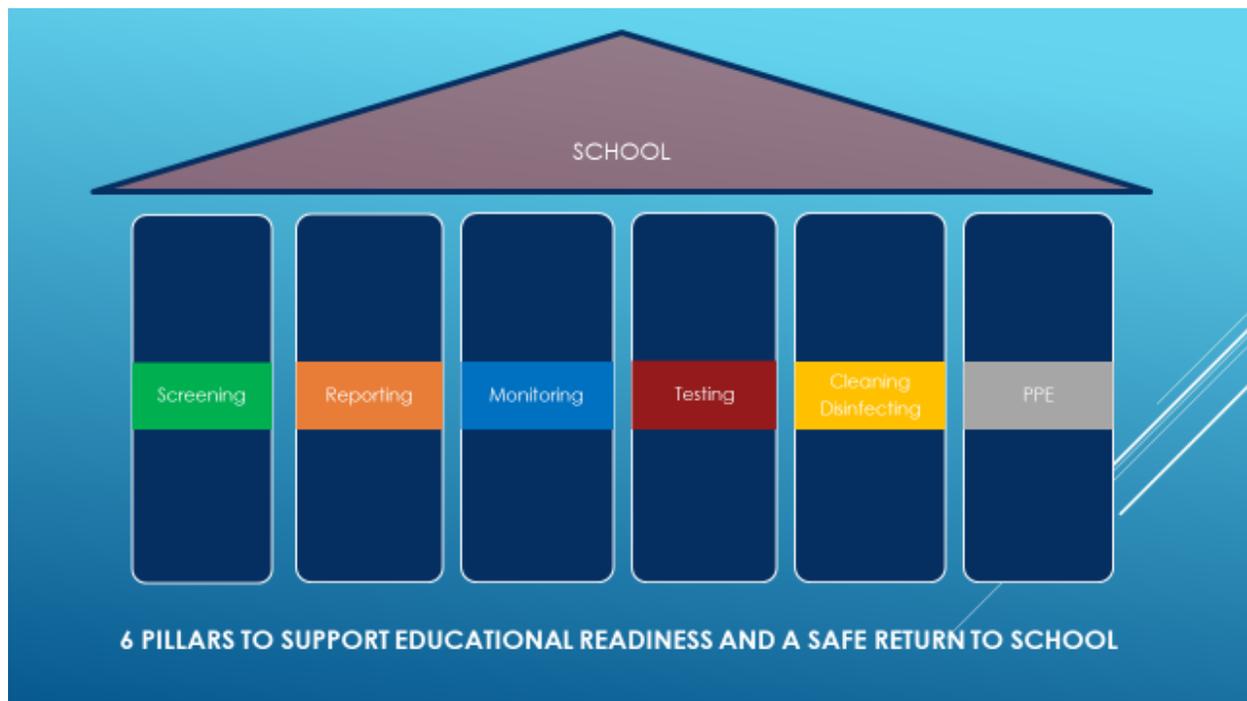


## Home-Based “Re-Entry” Plan:

09/11/20



At TIU #11—Juniata County Early Childhood Services (JCECS), it is our goal to provide a safe and healthy environment for all staff, families and children. Our re-entry plan for the 2020-2021 program year is built on 6 pillars of health and safety that include recommendations by PA Department of Health, Center for Disease Control for the COVID-19 pandemic, Office of Child Development and Early Learning (OCDEL) and by the office of Head Start.

The 6 pillars that support a safe educational environment for our families, children and staff include:

Screening

Reporting

Monitoring

Testing

Cleaning/Disinfecting

Personal Protective Equipment (PPE)

JCECS has included procedures in each of these 6 pillars to ensure our program is taking the necessary steps to reduce and prevent the spread of the COVID-19 virus.

## **SCREENING (Pillar #1)**

### **1. Entry Into Buildings:**

**a.** All staff must stop at the “Screening Station,” following health procedures, answer COVID-19 health related questions, and take their temperature. This information will be logged daily. Every staff person will attend a Zoom meeting with Kelly regarding procedures before starting back to work.

### **2. Persons Permitted In Buildings:**

**a.** Regular Program Staff.

**b.** Contractors (as deemed safe by that program and our program director)

**c.** Delivery persons (mail, UPS, Fed-Ex, maintenance etc.)

**d.** **No** parents/family members/volunteers or any other visitors unless scheduled by appointment time and approved by management staff.

## **REPORTING (Pillar #2)**

### **3. Positive Cases of COVID-19:**

**a.** Supervisor/Director will work in conjunction with the TIU11 Human Resource Office for guidance. If there is a positive case, the parent/guardian must notify their home visitor. The Home Visitor will send an email to the Health Manager, Supervisor, Senior Manager, and Director. The Director will notify HR to determine if we’re to notify the Local Department of Health for further guidance.

**b.** Supervisor/Director will notify the TIU11 Human Resource Department for guidance as needed when the agency is made aware of a positive case or confirmed exposure and the home visitor has no physical contact with the family, virtual visits will happen for the respective family for 14 days after the first sign of symptoms/exposure. If the agency is made aware of a positive case or confirmed exposure, the supervisor of the home visitor will talk with the Senior Manager, Director, and Human Resources to determine if quarantine is required.

c. If staff have had close contact with any person who has been tested without results, or received a positive test result, or been diagnosed with COVID-19 within the past 14 days, they will contact their direct supervisor. Supervisor will seek clarification for next steps from the respective IU staff.

d. Staff who have tested positive for COVID-19 cannot return to work for at least 14 days starting with the onset of symptoms **AND** at least 3 days free of fever without the use of fever reducing medication **AND** improvement in respiratory symptoms (ex-cough, shortness of breath).

**\*\*NOTE:** A COVID-19 positive individual does not need a repeat COVID-19 test or a doctor's note.

e. Office spaces will be disinfected by staff after 24 hours.

f. Once a home visitor is notified of a presumed or a positive COVID-19 test for a family on their caseload, they will immediately begin virtual visits for all families they serve. Virtual visits will continue for at least 14 days. The visits must include all areas of the program model and curriculum.

### **MONITORING (Pillar #3)**

#### **4. Home Visits:**

a. Parents will be offered a variety of visit options to meet their family's needs. This will include in-person, virtual, and/or phone call.

b. Frequency of home visits will take place as determined by the program model.

c. Families will be contacted prior to in-person visits to confirm they are in agreement with resuming face to face contact and understand their responsibility in helping us to mitigate the spread of COVID-19. Responses will be documented on the appropriate form.

d. Staff will only schedule one in-person visit per day. Frequency of visits will increase as determined by the Director and Home Based Management Team as evaluated by the decrease in the exposure risk for our county.

#### **5. In-Person Visits:**

a. Home visitors will call the family prior to leaving for their visit and will ask the following COVID-19 related questions. These will be documented on the appropriate form for each family.

1. Has your child had any of these symptoms in the last 14 days? (e.g. fever, chills, muscle or body aches, cough, shortness of breath, difficulty breathing, sore throat, loss of taste and smell, fatigue, headache, congestion or runny nose, nausea or vomiting, diarrhea)
  2. Has your child been in close contact with any person who has been tested without result or received a positive test result or been diagnosed with COVID-19 within the past 14 days?
  3. Has your child or your family been advised by a medical professional to self-quarantine within the last 14 days?
  4. Has anyone who will be present during the visit or group session traveled outside of PA in the last 14 days?
  5. Will a person with a weakened immune system, a person who is over the age of 65 years, or a person that has chronic health conditions (e.g. heart disease, lung disease, diabetes), or other factors that pose a risk if the person becomes infected with COVID-19 be present during the visit or group session?
- b.** If a family answers no to the questions, the home visitor will proceed to their visit.
- c.** If a family answers yes to any questions—plan to conduct a virtual/phone visit.
- d.** If a family does not answer the phone call prior to visit HV/PE can still go to the home. Once at home stand back from the door and ask family questions prior to completing the visit.
- i.** If they answer no to the questions continue with screening process
  - ii.** If they answer yes to questions leave visit and conduct it virtually or by phone
- e.** All visits will be held outdoors and with social distancing. Only parents/guardians and their children are permitted at the visit.
- f.** Staff, parents and children over the age of 2 should wear a mask. Home visitors will continue to encourage children and families to wear a mask.
- g.** Families and staff are encouraged to use items in family's homes for the parent/child activities. If an item needs to be taken into the home for a visit best practice is for the item to be given to the family to keep or to be returned at the end of the visit. Only take items that can be disinfected in bleach water.

## **6. Material Drop Off for Families**

- a.** Staff should work with families to plan activities using items they have in their homes or how to substitute items for a particular activity. Such as using rocks or boxes for stacking, socks for matching colors or sorting etc.

- b.** Try to plan several weeks worth of activities with a family on the phone prior to in-person visit and take materials during the visit for the next virtual visit.
- c.** If staff need to take materials to a family's home
  - i.** First consult with supervisor
  - ii.** Call family to notify them you when you will be dropping materials off at their home
  - iii.** When at the home put on mask and gloves
  - iv.** Leave package on porch or designated area
  - v.** No contact with families—you can call or text after you've dropped off the materials

**7. Group Connections/Socializations**

- a.** All Group Connections/Socializations will be held virtually
- b.** HV/PE should work together to plan activities and events

**TESTING (Pillar #4)**

**8.** For staff's re-entry into the work environment, staff will have to respond to the following questions before entering their work site.

- a.** Are you experiencing any of the following?

<b>Group A</b>	<b>Group B</b>
<b>1 or more symptoms</b>	<b>2 or more symptoms</b>

Cough	Fever (measured or subjective)
Shortness of breath	Chills
Difficulty breathing	Rigors
New olfactory disorder (loss of smell)	Myalgia (body aches)
New taste disorder	Headache
	Sore throat
	Nausea or vomiting
	Diarrhea
	Fatigue
	Congestion or runny nose

**Stay home if you:**

- Have one or more symptoms in Group A **OR**
- Have two or more symptoms in Group B **OR**
- Are taking any medication to treat or reduce a fever such as Ibuprofen (i.e. Advil, Motrin) or Acetaminophen (Tylenol)?

**DO NOT** enter the building if your responses are yes to the above highlighted questions.

- b. Have you had close contact with any person who has been tested without result or received a positive test result or been diagnosed with COVID-19 within the past 14 days?

Yes                      No

- c. Have you been advised by a medical professional to self-quarantine within the last 14 days?

Yes                      No

d. You are required to check your temperature prior to or immediately upon entry of any site using the program provided “No Touch” thermometer.

e. **Prompt**-If you answered “**no**” to all of the above questions and your scanned temperature is **below 100.4**, you may stay on-site. You are required to:

1. Use Hand Sanitizer to clean your hands
2. Log your temperature
3. Use available alcohol wipes to clean the thermometer
4. Dispose of wipes
5. Use hand sanitizer before proceeding with entry into the facility.
6. Go to Entry Procedure below

f. If you answered “**yes**” to any of the above questions (Q1-Q3), you are to:

1. Use hand sanitizer to clean your hands.
2. Log your temperature
3. Use available alcohol wipes to clean the thermometer
4. Dispose of wipes
5. Use hand sanitizer before leaving the facility then **IMMEDIATELY** leave and do not proceed to enter the facility.
6. Call your immediate supervisor to notify them of your situation.

g. If your temperature is 100.4 F or higher, monitor your symptoms throughout the day, recheck your temperature and record it every hour, and/or contact your healthcare provider. Please remember to inform your supervisor of the outcome.

9. Once staff arrive at the family’s home they will

- a. Sanitize hands
- b. Put on mask and shield, if desired
- c. Put on extra smock/shirt— Smock/shirts are to be washed at the end of the day.

- d. Put on Gloves
- e. Proceed to door

**10. Once family comes outside staff will**

- a. Provide masks to adults and children, over the age of 2, who do not have one
- b. Ask screening questions IF unable to reach them via phone
- c. Take parent(s) and child(ren) temperatures
- d. Document on visit screening log
- e. Proceed with visit

**Cleaning and Disinfection (Pillar #5)**

**11. Gloves must be worn when cleaning and disinfecting**

**12. After in-person visit (before getting in vehicle)**

- a. Keep Gloves on
- b. Put any toys/books in "Yuck Bucket"
- c. Remove extra shirt/smock
- d. Remove gloves
- e. Sanitize hands
- f. Remove mask and shield

**13. Once Back At Office**

- a. Open car window to ventilate
- b. If others share your agency vehicle take a alcohol wipe and wipe down keys, door handles, steering wheels and anything in car you may have touched (gear stick, radio, air/health controls etc)
- c. Put on gloves and take "Yuck Bucket" and all materials in to the office
- d. To clean materials

- i. Use soap and water to scrub toys and rinse
  - ii. Mix 1/3 Cup bleach for 1 gallon of water
  - iii. Soak toys for 2 minutes and then rinse with water.
  - iv. Lay on mats to air dry
- e. To clean books- Use alcohol wipes to clean the books.

**Best practice is to utilize what the family already has in their home. At this time all toys used at visits must be returned at the end of the visit. Families cannot borrow toys to use in between visits. HV/PE can work with families and talk through how they can replicate an activity using materials found in their homes.**

#### **PPE (Pillar #6)**

#### **14. Personal Protective Equipment (PPE)**

- a. Staff will wear masks while in any work space and/or common areas.
- b. Staff will wear a mask during in-person visits even when outside and maintaining a 6 foot distance.
- c. Reusable masks must be laundered each night.
- d. Staff will wear smocks/additional shirts when conducting in-person visits.
  - i. These are to be removed after visits before getting in the vehicle
  - ii. They must be washed at the end of the day and before next use
- e. Staff choosing to wear face shields must also wear a mask
- f. Staff will wear gloves during in-person visits.
  - 1. Gloves must be disposed of after visits.
- g. During in-person visits parents and children over the age of 2 must wear a mask. Disposable masks will be provided to all parents and children if they do not have masks.