



COVID 19 Control Plan

Framework

The agency will update program operations in step with the Four Phases as outlined by the Governor in the Phased Re-Opening Plan. Guidance will be reviewed regularly from both local, state, and federal health officials, as well as those of the Departments of Children and Families, Early Education and Care, Elementary and Secondary Education. Below are some highlights for Phase 1 and Phase 2. More specific details are outlined on subsequent slides.

Phase One – Only essential agency operations will continue. Remote work and virtual connection is still encouraged. Schools shall remain closed to students. Family support and stabilization programs will continue to operate through remote work and virtual connection. As essential services Residential programs shall continue.

Phase Two – Remote work and virtual connection will still be encouraged. Family support and stabilization programs will begin to operate on a limited capacity and with restrictions (pending approval of the Department of Children and Families). Schools will remain closed to students. Most likely in this phase a solid decision will be made about school summer programs (pending guidance and approval from Department of Elementary and Secondary Education).

Overall Agency Operational Updates

- **Social Distancing** - All employees, vendors, and visitors entering agency facilities must wear a mask. Youth in residence will be encouraged to wear masks, however, under DPH guidelines, “Those who, due to a behavioral health diagnosis, are unable to do so.” are exempted. The wearing of masks does not eliminate the need to also maintain physical distancing. There will be visual reminders posted in all programs and at all points of entry reminding everyone about the requirement to wear a mask and to maintain appropriate physical distance. (**Note:** During Phase One only essential vendors are permitted on-site and any approved visitation must occur outside the programs)
- **Hygiene Protocols** - When reporting to work, all agency staff are asked to wash their hands for at least 20-seconds according to CDC guidelines. Staff and residents are also asked to wash their hands frequently throughout the day. The facilities team will conduct daily inspections of all bathroom facilities to ensure that adequate supplies are present. Hand sanitizing stations will be kept in place at public entry points and all visitors and guests will be asked to utilize those upon entry.

Overall Agency Operational Updates

- **Staffing and Operations** – All staff will be provided with a copy of the COVID-19 Control Plan. All staff will be provided with video training on proper procedures for handwashing, mask use, and disinfection of surfaces. All staff will certify through ADP that they have received knowledge and training in all aspect of the COVID-19 Control Plan. Employees will continue to be encouraged to remain home when ill. Current employee screening procedures for residential services will remain in place. The agency will follow published CDC guidelines about a return-to-work-plan. Employees still able to work remotely are encouraged to do so through at least Phase 2. Staggered physical presence on property is still encouraged, when possible. The seating capacity for conference rooms and other meeting spaces has been adjusted. Remote meeting is encouraged whenever possible. In advance of Phase 2 visitation room capacities have also been calculated, to allow the program the time to plan for updated visitation protocols.

Overall Agency Operational Updates

- **Cleaning and Disinfecting** – The facilities team will maintain primary responsibility for the disinfection of most program areas. The agency has elected to utilize a properly diluted bleach solution that will be available at all operational program sites for staff to engage in more frequent disinfection processes. Facilities will continue to maintain their log of the time of disinfection, staff member who performed that disinfection, and the products used. That log will be available for inspection upon request.
- **Internal System for Contact Tracing** – Chris Langelier, Associate Director for Compliance, Training, and Quality Assurance shall assume responsibility to contract tracing internal to the agency in the event of a Coronavirus exposure.