

# EDISON COURT'S RESIDENTIAL ACTION PLAN



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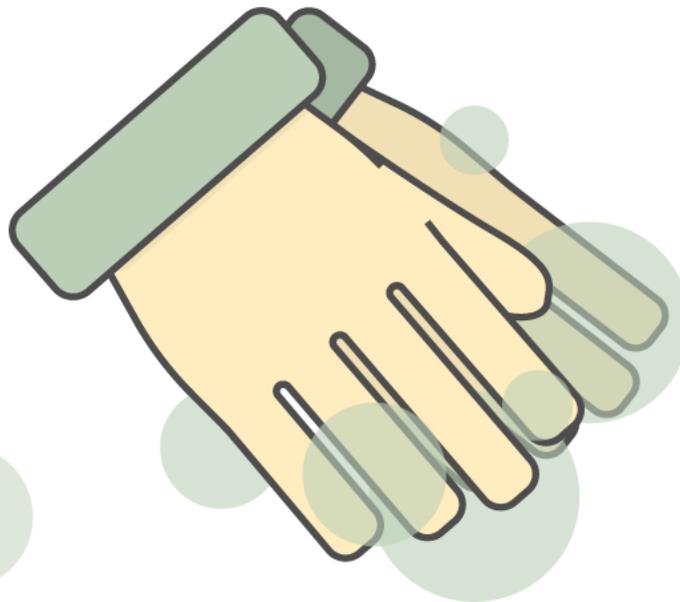
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## Introduction

At Edison Court, it is our priority to keep our clients, their families and employees healthy, especially in the midst of the COVID-19 pandemic. As such, we will abide by governmental guidelines when possible as we strive to balance public health concerns with the needs of our clients. This action plan details how we plan to “reopen” our residential programs and still keep all of our clients, families and employees safe to every extent possible.

While we will implement various protocols to ensure everyone’s safety, it’s up to everyone to execute these protocols daily. By releasing this action plan, Edison Court hopes to clearly communicate our plans moving forward, highlight program protocols in place to protect everyone’s safety and establish a level of comfort for all.

We understand that everyone’s situation is different and encourage those with specific risks or concerns to reach out to their supervisor or HR to discuss alternate arrangements, should they be necessary.



## Action Plan Timeline

Due to the evolving nature of the COVID-19 pandemic, creating an exact timeline for resuming “normal” operations is not feasible. Edison Court will continue to monitor applicable state and local guidance and determine next steps for reopening and returning to our new “normal.”

At this time, we’ve created a tentative phased approach for asking our clients, families and employees to return to daily operations. **All safety and social distancing protocols must be followed at all times and throughout all of the below phases.**

### Phase One

All visitation (in house, supervised and unsupervised), community outings, and working in the community (Easton Manor) are suspended.

### Visitation

#### Suspension of All Visitation and Community Outings

All non-employee visitors are prohibited and alternative methods of communication (video conferencing, telephone calls) will be utilized unless it is a medical necessity, required by court order, or necessary to ensure completion of duties for child welfare and juvenile probation agencies as outlined in the Child Protective Services Law regarding the safety and protection of a child.

- Exceptions may be provided for immediate family members at the discretion of Program Directors. In addition to the exception for immediate family members, the above policy allows for visits by County Child Welfare or DHS staff. Behavioral Health Managed Care staff or Juvenile Probation Officers, if the following conditions are met:
  - If the visit is deemed to be necessary, prior approval by the facility director will be required.
  - Specific locations will be designated for the visit where safe distance protocols can be met at each of our Residential treatment facilities:
    - Mathom House – Cafeteria
    - Easton Manor- Upstairs lobby
    - PATHS – Breezeway
  - Each visit will be limited to the specific person on the intended visit.
  - All visitors will be screened using the guidance outlined in the COVID-19 policies and procedures and complete the ***Daily Symptom Attestation Form COVID-19 (Appendix A)***.
  - If a person fails the screening, that person will be prohibited from remaining on campus.
  - Consistently sanitize/clean visitation areas; especially high touch areas.
  - Stagger visitations to limit the number of visitors in the facility at one time. No more than two visitors will be allowed at any one time regardless of the purpose.
  - An in-house visit service will be completed in Credible and must include the date, location, time in, time out, the person visiting and the person who

conducted the screening. *The Daily Symptom Attestation Form (Appendix A)* should be attached to the service.

- If someone is turned away, Edison Court will make every effort to conduct video conferencing visits. If video conferencing is not available, additional/daily phone contact will be allowed/considered.
- Edison Court residential programs will ensure there is a designated family contact for questions/issues related to visitation.
- Family members, Office of Children Youth and Families (OCYF), Office of Mental Health & Substance Abuse Services (OMHSAS) and Behavioral Health Managed Care Organizations are to be notified of changes to the visitation policy related to COVID-19.

### **Trips/Appointments**

- All trips including staff and residents from the facility will be restricted unless they are a medical necessity or ordered by a court.
- An exception will be made if the trip is deemed to be critically necessary and approved by the facility director.
  - Each appointment will be limited to the specific person and the minimum number of staff required.
  - If the appointment is medically related, please indicate the following within the medical appointment service:
    - The date, time left, time returned location, reason, and attendees.
    - It should also indicate if there was contact with anyone that was displaying signs of a respiratory illness.
  - If a pass/trip is ordered by the court, a pass form must be completed in Credible and should also include the following:
    - The date, time left, time returned location, reason, and attendees.
    - It should also indicate if there was contact with anyone that was displaying signs of a respiratory illness.

### **Vendors/Deliveries**

- Will be limited when possible to specific non-residential locations, as deemed by the facility, and will minimize contact with people living and working at the program.
- All deliveries will be left outside when possible.
- If the item is deemed essential, appropriate safeguards including cleaning the surface of the item and hand washing with soap and water for a minimum of 20 seconds by anyone who touches the item will be used in the handling of the delivery.

### **Volunteers**

- Are prohibited from visiting the residential programs.

### **Trainings/Meetings**

- All trainings and meetings will be held by phone or video conferencing when possible

- Meetings that require essential personnel to meet in-person will be approved by Program Directors, include no more than 10 people, and will take place in a setting that allows proper distancing measures.
  - In addition, proper cleaning and sanitizing shall occur before and after all in-person meetings.
- All off campus training and meeting attendance will be prohibited.
- Telephone or other technology will be used as appropriate to take the place of face-to-face trainings and meetings.
- An exception can be made if the trip is deemed to be critically necessary and approved by the facility director.
- Each training/meeting will be limited to the minimum number of staff required.
- A training/meeting form will be completed for each exception which includes the date, training/meeting attending, time departed, time returned, attendees, reason, location and person completing the form. The form will be kept in a place that is previously defined by the director (server/Credible).
- Individuals displaying signs of respiratory illness will be prohibited from in person participation.

## Phase Two

Visitation, community outings and treatment activities will resume with restrictions and guidelines outlined below. All trainings and meetings will be held virtually when possible. In situations when inperson meetings and trainings are essential, they will be approved by the Program Director, be limited to a safe number to ensure the social distancing procedures can be followed (no more than 25 people). In addition, proper cleaning and sanitation will take place before and after all essential in-person meetings and trainings. Recreational trips in open spaces (i.e. parks, trails etc.) are permitted.

## Visitation

- In house visitation may resume with the following specific guidelines:
  - All visitors will be required to sign the ***Informed Consent for In-Person Visitation (Appendix D)*** prior to entering the building.
  - In house visitation must be scheduled in advance to limit the number of visitors in the building. Each program director will determine the number of visits based on the spaced provided to ensure social distancing protocols can be followed. Weather permitting, visits will take place outside. If visitation must take place inside, the guidelines below will be followed:
    - Mathom House-Visitation will take place in the cafeteria with no more than four (4) residents at a time with 1-2 visitors per resident.
    - Easton Manor-Visitation will take place in the upstairs lobby area. Only one (1) resident at a time with 1-2 visitors per resident.
    - PATHS-Visitation will take place in the breezeway area. Only one (1) resident at a time with 1-2 visitors per resident.
    - Based on current guidelines, physical contact will be prohibited during the visits.
  - A designated area for visitation must be defined (see above) to prevent contamination of other areas of the building.

- No outside food or belongings will be permitted in the building during the visits.
- Visitation will be limited to immediate family only, and will not exceed more than two people per resident.
- Visitors must wear masks during visitation and will be screened and have their temperature taken prior to the visit using the **Daily Symptom Attestation Form COVID-19 (Appendix A)**.
- Residents must also wear masks during the visitation at all times.
- Resident's temperature and screening questions will be required prior to entering the milieu following each visit.
- Residents will be required to wash their hands immediately following the visit.
- Cleaning protocol must be followed before and after each visit.
- Trips/Community Passes (Supervised and Unsupervised)
  - All community passes including staff and residents from the facility should be restricted unless they are medically necessary or ordered by a court.
  - Each trip should be limited to the specific person and the minimum number of staff required and maintain current requirements for universal masking, social distancing, and public health guidelines.
  - Documentation should be completed for each trip which includes the date, time departed, time returned, location, reason, attendees, and the person completing the form. This documentation should also indicate if there was contact with anyone who was displaying signs of a respiratory illness or other symptoms relevant to COVID-19.
- Home passes will continue to be prohibited during this phase.
- Working in the Community (Easton Manor only)
  - Residents may return to work but must follow all CDC and Department of Health regulations while working in the community.
  - Residents will be required to sign the **Informed Consent for Risk Mitigation While Working in the Community During the COVID-19 Pandemic (Appendix C)** prior to working in the community.
  - Residents will be screened and temperature taken upon return from work.
  - Residents will be required to wash their hands and change their clothing immediately upon their return to the building.

***\*Please Note: All Informed Consent Forms and Daily Symptom Attestation Forms for visitation should be attached to the corresponding visitation service in Credible.***

***Informed Consent Forms for residents working in the community should be uploaded to the consent service for Residents Working in the Community.***

### **Trips/Appointments**

- All recreational trips will remain prohibited at this time.
- An exception will be made if the trip is deemed to be critically necessary and approved by the facility director.
  - If a pass/trip is ordered by the court, a pass form must be completed in Credible and should also include the following:
    - The date, time left, time returned location, reason, and attendees.

- It will also indicate if there was contact with anyone that was displaying signs of a respiratory illness.
- Medical appointments will resume as medically necessary to ensure the health and safety of the residents.

### **Vendors/Deliveries**

- Will be limited when possible to specific non-residential locations, as deemed by the facility, and will minimize contact with people living and working at the program.
- All deliveries will be left outside when possible.
- If the item is deemed essential, appropriate safeguards including cleaning the surface of the item and hand washing with soap and water for a minimum of 20 seconds by anyone who touches the item should be used in the handling of the delivery.

### **Volunteers**

- Pet Therapy may resume outside only (weather permitting).

### **Trainings/Meetings**

- All trainings and meetings should be held by phone or video conferencing when possible.
- When a training or meeting requires in-person contact, they will be approved by the program director, ensure there are no more than 25 people, ensure adequate space for appropriate social distancing, wearing of PPE for all involved, and include proper cleaning and disinfecting take place before and after each meeting or training.
- All off campus training and meeting attendance will be prohibited.
  - Any exceptions to this (such as CRP and First Aid training) must be essential and approved by the program director.
- Telephone or other technology will be used when appropriate to take the place of face-to-face trainings and meetings.
- Each training/meeting will be limited to the minimum number of staff required while maintaining appropriate social distancing protocols.
- An ***In Person Training/Meeting Form (Appendix B)*** will be completed for each exception which includes the date, training/meeting attending, time departed, time returned, attendees, reason, location and person completing the form. The form will be kept in a place that is previously defined by the director (server/Credible).
- Individuals displaying signs of respiratory illness will be prohibited from in person participation.

### **Treatment Activities**

- Art Therapy, Yoga and CrossFit sessions may resume outside only (weather permitting).
- Externs may resume their activities and treatment modules with the residents.

## Phase Three

In phase three, “normal” program activities may resume while following all CDC and Department of Health guidelines. Edison Prep will follow the Pennsylvania Department of Education guidelines with regard to education.

Although the Green Phase will facilitate our return to a “new normal,” Edison Court will continue to monitor public health indicators. **Adjustments will be made to Green Phase guidelines and restrictions as needed to minimize the spread of COVID-19.**

## Visitation

- In house visitation may resume with the following specific guidelines:
  - All visitors will be required to sign the *Informed Consent for In-Person Visitation (Appendix D)* prior to entering the building.
  - In house visitation must be scheduled in advance to limit the number of visitors in the building. Each program director will determine the number of visits based on the spaced provided to ensure social distancing protocols can be followed. Weather permitting, visits will take place outside. If visitation must take place inside, the guidelines below will be followed:
    - Mathom House-Visitation will take place in the cafeteria with no more than five (5) residents at a time with 1-4 visitors per resident.
    - Easton Manor-Visitation will take place in the upstairs lobby area. Only two (2) residents at a time with 1-4 visitors per resident.
    - PATHS-Visitation will take place in the breezeway area. Only two (2) residents at a time with 1-4 visitors per resident.
  - A designated area for visitation must be defined (see above) to prevent contamination of other areas of the building.
  - Outside food or belongings will be permitted, but need to be cleaned and/or washed upon entry into the building
  - Visitation will be limited to family only, and will not exceed more than four people per resident.
  - Physical contact will be permitted but caution should be exercised to limit the unnecessary spread of germs
  - Visitors must wear masks during visitation and will be screened and have their temperature taken prior to the visit using the *Daily Symptom Attestation Form COVID-19 (Appendix A)*.
  - Residents must also wear masks during the visitation at all times.
  - Resident’s temperature and screening questions will be required prior to entering the milieu following each visit.
  - Residents will be required to wash their hands and change their clothing immediately following the visit.
  - Cleaning protocol must be followed before and after each visit.
- Trips/Community Passes (Supervised and Unsupervised)

- Community passes may resume. Outings should remain outdoors with adequate spacing to limit exposure to germs.
- Each trip should be limited to the specific person and the minimum number of staff required and maintain current requirements for universal masking, social distancing, and public health guidelines.
- Documentation should be completed for each trip which includes the date, time departed, time returned, location, reason, attendees, and the person completing the form. This documentation should also indicate if there was contact with anyone who was displaying signs of a respiratory illness or other symptoms relevant to COVID-19.
- Home passes will continue to be prohibited during the first few weeks of green phase. This will be re-visited by administration and home passes will resume when it is determined to be safe and in the best interest of the resident.
- Working in the Community (Easton Manor only)
  - Residents may return to work but must follow all CDC and Department of Health regulations while working in the community.
  - Residents will be required to sign the ***Informed Consent for Risk Mitigation While Working in the Community During the COVID-19 Pandemic (Appendix C)*** prior to working in the community.
  - Residents will be screened and temperature taken upon return from work.
  - Residents will be required to wash their hands and change their clothing immediately upon their return to the building.

***\*Please Note: All Informed Consent Forms and Daily Symptom Attestation Forms for visitation should be attached to the corresponding visitation service in Credible.***

***Informed Consent Forms for residents working in the community should be uploaded to the consent service for Residents Working in the Community.***

### **Trips/Appointments**

- All recreational trips and passes will need to be approved by a member of the clinical team or administration
  - If a pass/trip is ordered by the court, a pass form must be completed in Credible and should also include the following:
    - The date, time left, time returned location, reason, and attendees.
    - It will also indicate if there was contact with anyone that was displaying signs of a respiratory illness.
- Medical appointments will resume as medically necessary to ensure the health and safety of the residents.

### **Vendors/Deliveries**

- Will be limited when possible to specific non-residential locations, as deemed by the facility, and will minimize contact with people living and working at the program.
- All deliveries will be left outside when possible.

- If the item is deemed essential, appropriate safeguards including cleaning the surface of the item and hand washing with soap and water for a minimum of 20 seconds by anyone who touches the item should be used in the handling of the delivery.

### **Volunteers**

- Volunteers may resume with screening protocols in place.

### **Trainings/Meetings**

- All trainings and meetings should be held by phone or video conferencing when possible.
- When a training or meeting requires in-person contact, they will be approved by the program director, ensure there are no more than 30-40 people, ensure adequate space for appropriate social distancing, wearing of PPE for all involved, and include proper cleaning and disinfecting take place before and after each meeting or training.
- Off campus training and meeting attendance may resume as approved by each program director.
- Telephone or other technology will be used when appropriate to take the place of face-to-face trainings and meetings.
- Each training/meeting will be limited to the minimum number of staff required while maintaining appropriate social distancing protocols.
- An ***In Person Training/Meeting Form (Appendix B)*** will be completed for each exception which includes the date, training/meeting attending, time departed, time returned, attendees, reason, location and person completing the form. The form will be kept in a place that is previously defined by the director (server/Credible).
- Individuals displaying signs of respiratory illness will be prohibited from in person participation.

### **Treatment Activities**

- Treatment activities may resume at the discretion of each program director with proper safety protocols in place.

### **Considerations**

It's important to note that these phases are tentative and are subject to change based on state and local guidance, and the pandemic itself. Should a client and/or employee test positive for COVID-19 after restrictions are lifted, our plan may change in an effort to protect everyone. In addition, if cases of COVID-19 spike again in our state or in our local area, we will consider whether we remain at that current phase or return to our most restrictive phase.

We recognize that each individual will need to make a personal decision as to when he or she is comfortable returning to the program based on individual circumstances. Please reach out to your supervisor, manager or HR to discuss your personal situation.

## Protocols to Follow

Edison Court has implemented various protocols designed to preserve the health and safety of our clients and employees. This section further explains these protocols. For additional information, please reach out to your supervisor.

### **Employee Screening, Exposure and Confirmed Illness Protocols**

Keeping employees safe is our priority. To accomplish this task, we have created various procedures for screening employees who enter the programs, dealing with exposure to COVID-19, responding to a confirmed case of COVID-19 and reporting transparency.

#### *Employee Screening Protocols*

Employees exhibiting flu-like symptoms (fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, and fatigue, shortness of breath and (sometimes) diarrhea, redness of eyes, lack of smell or taste and vomiting) should stay home and seek medical care prior to returning to work. Employees should stay away from work until 24 hours after your fever and/or symptoms are gone. Your fever/symptoms should be gone without the use of fever reducing medicines. All staff will have their temperatures taken at the start of each shift and documented accordingly. Any employees with temperatures at or above **100 degrees** and/or demonstrating consistent flu-like symptoms will be sent home. Any employees who occasionally experience symptoms including, but not limited to coughing, sneezing, sore throat, shortness of breath as the result of an underlying medical condition (e.g. allergies, asthma, etc.) should speak with the Program Director who maintains discretion to allow an employee to continue work/be sent home. A Doctor's note may be requested to support this.

#### *COVID-19 Exposure and Confirmed Illness Protocol*

Employees who test positive for COVID-19 or believe they have been infected will be instructed to follow the advice of a qualified medical professional and self-quarantine. When self-quarantining, employees should:

- Stay away from other people in their home as much as possible, staying in a separate room and using a separate bathroom if available.
- Not allow visitors.
- Wear a face mask if they have to be around people.
- Avoid sharing household items, including drinking cups, eating utensils, towels and bedding.
- Clean high-touch surfaces daily.
- Continue monitoring their symptoms, calling their health care provider if their condition worsens.

When an employee tests positive for COVID-19, deep-cleaning procedures will be triggered. Furthermore, employees who have been in close contact with an individual who has tested positive for COVID-19 will be instructed to self-quarantine.

#### *Reporting Transparency Protocol*

Any Edison Court employee who experiences COVID-19 symptoms or has tested positive for COVID-19 must notify HR as soon as practicable.

## Social Distancing Protocol

Clients and employees will follow social distancing best practices while at Edison Court facilities, including but not limited to cafeterias, common areas and office spaces. Specifically, clients and employees are asked to:

- Stay 6 feet away from others when possible.
- Avoid job tasks that require face-to-face work with others when possible.
- Avoid contact with others whenever possible (e.g., handshakes).
- Avoid touching surfaces that may have been touched by others when possible.
- Distance themselves from anyone who appears to be sick.
- Avoid gathering when entering and exiting the facility. Employees should also only enter and exit designated areas.
- Follow any posted signage regarding COVID-19 social distancing practices.
- Disinfect their workspace often.
- Avoid touching their face.
- Avoid nonessential gatherings.
- Stagger lunches to limit the number of individuals in the kitchen or cafeteria.
- Avoid using common areas.

Edison Court may extend our social distancing guidelines after specific restrictions have been lifted. Please monitor your email and adhere to any additional guidance as it is provided.

## Employee Health and Safety Protocols

The success of our action plan relies on how well our employees follow social distancing and health and safety protocols. As such, the following protocols have been implemented to ensure your health and safety. Please bring any concerns regarding the following protocols to a manager or supervisor immediately.

### ***General Employee Health and Hygiene***

Practicing good hygiene is essential to prevent the spread of COVID-19. Do your part by practicing good hygiene at work and at home:

- Regularly wash your hands for at least 20 seconds throughout the day with warm water and soap, specifically before eating.
- Cover coughs and sneezes.
- Avoid touching your eyes, nose and mouth.

To help employees remain healthy, Edison Court has hand sanitizer and disinfecting wipes available throughout the offices. We have limited amounts of these supplies and will continue to restock as we are able. It is suggested that employees wash their hands more frequently than normal. There are also daily cleaning protocols that are to be followed at each location. Additionally, there is regular (Mathom House/Easton Manor=weekly/week; PATHS=biweekly) deep cleaning to disinfect key areas such as faucets, bathrooms, door handles etc.

In addition, employees are required to wear face coverings at all times when working with the clients. Employees will provide their own face coverings in accordance with CDC guidelines. Edison Court will maintain a small inventory of disposable masks and gloves as a backup to employee-provided PPE. Inventory quantities will be regularly tracked and documented but cannot be guaranteed.

Finally, employees who are feeling sick are asked to stay home. Employees, who have symptoms of acute respiratory illness, should immediately seek medical attention and follow the guidance of a health care provider. Employees with symptoms are required to work remotely or take PTO. Employees who have been diagnosed with or are aware they've been directly exposed to COVID-19 should notify HR.

### ***Employee Mental Health Considerations***

Edison Court understands that the COVID-19 pandemic has increased stress levels of employees across the country. We want to prioritize our employees' mental health during these uncertain times. As such, we have made every effort to ensure that the workplace is safe for employees to work and are ready to discuss personal situations. Administration and supervisors are aware of mental health considerations during this transition. Employees with concerns regarding their mental health should request additional resources from their administrator/ supervisor.

### ***Cleaning and Disinfecting Protocol***

Employees should do their part to help keep the offices and programs as clean as possible by cleaning and disinfecting surfaces they commonly use. Employees should also avoid using others' work spaces, tools and equipment when necessary. Additionally, whenever an employee uses a common piece of equipment (e.g., printer or fax machine), it should be wiped down prior to and following use. Proper cleaning and disinfecting supplies will be provided. Employees should wash their hands with warm water and soap for at least 20 seconds after cleaning or sanitizing a surface.

### ***Office Procedures***

In addition to the guidance outlined above, Edison Court has implemented the following workplace procedures to be followed until social distancing guidelines are lifted:

- **Deliveries**— all deliveries will deliver at one specified location designated by program administration. Employees handling the mail and deliveries should follow the safety guidelines and should disinfect the packages prior to being distributed.
- **Visitors**—until further notice, all nonessential visitors are prohibited and any interviews should be conducted virtually.

## **Conclusion**

Edison Court looks forward to the future of returning to normal business practices. The COVID-19 pandemic has created uncertain times and resulted in unprecedented program changes. As communicated throughout this action plan, we are prioritizing the health of our clients, families and employees every step of the way as we consider lifting the restrictions that are currently in place.

We will execute on our plan cautiously, following applicable state and local guidance as much as possible. We also understand that each employee's needs and situations will be different as we proceed through the phases. Employees should discuss any concerns they have as it relates to their personal health or situation with administration or supervisor.

Finally, we ask that clients, families and employees are patient and understanding of the fact that the COVID-19 pandemic may require our phases to change. Employees will be given as much notice as possible in the event of an unforeseen setback.

Employees should direct questions regarding the content of this action plan to their supervisor. Furthermore, while the strategies highlighted in this document can protect everyone from COVID-19, it's important to follow CDC guidance at all times. For more information, click [here](#).





## DAILY SYMPTOM ATTESTATION FORM COVID-19

Dear Visitor:

Please help us to protect your loved ones and others by completing this form regarding symptoms of COVID-19 and travel history immediately upon entry to the program.

- If you have ANY of the symptoms on this form, we cannot allow your entry until your symptoms have resolved.
- If you have recently traveled to a Centers for Disease Prevention and Control (CDC) Level 3 Affected County/Area or if you have had contact to an exposed person we cannot allow your entry at this time.

VISITOR ATTESTATION		RECENT EXPOSURE		SYMPTOM REVIEW							
Date & Time	Name	Recent travel to CDC-designated Level 3 Affected Countries/ Areas** Y/N	Close contact with person diagnosed with coronavirus disease Y/N	Current Temperature  <i>Anyone with a temp at or above 100 degrees will not be permitted to enter.</i>	Sneezing Y/N	Cough Y/N	Sore Throat Y/N	Shortness of Breath Y/N	Redness of Eyes Y/N	Loss of Taste/Smell Y/N	

\*\*<https://wwwnc.cdc.gov/travel/notices>



### **In Person Training/Meeting Form**

In response to growing concerns about the spread of COVID-19 and guidance issued by the Pennsylvania Department of Health, the Department of Human Services (DHS), Office of Children Youth and Families (OCYF) has recommended that the following be completed for any in-person training.

Date:

Name of Training/Meeting:

Time In:

Time Out:

Reason for the Training/Meeting:

Location:

Person Completing the Form:

Attendees (Should not exceed 10):

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.



## **INFORMED CONSENT FOR RISK MITIGATION WHILE WORKING IN THE COMMUNITY DURING THE COVID-19 PANDEMIC**

This document contains important information about our decision (yours and the program) to resume your working in the community in light of the COVID-19 public health crisis. Please read this carefully and let the program know if you have any questions. When you sign this document, it will be an official agreement between you and the program to abide by the below expectations.

### **Decision to Resume Work in the Community**

We have agreed to meet you may work in the community once we have transitioned into the 'Yellow' phase. If there is a resurgence of the pandemic or if other health concerns arise, however, the program may require that work ceases to protect your health as well as the health and well-being of other residents and staff in the program. If you have concerns about this, we may discuss this to address concerns in any way possible.

If you decide at any time that you would feel safer by not working in the community, the program will respect this decision and will support the termination of any employment.

### **Risks of Opting in for Working in the Community**

You understand that by working in the community, you are assuming the risk of exposure to the coronavirus (or other public health risk). This risk may increase if you travel by public transportation, cab, or ridesharing service. Easton Manor reserves the right to assist with transportation to minimize any further exposure.

### **Your Responsibility to Minimize Your Exposure**

In order to maintain work in the community, you agree to take certain precautions which will help keep everyone (yourself, residents, staff) safer from exposure, sickness and possible death. If you do not adhere to these safeguards, it may result in the termination of employment

privileges while continuing your stay at Easton Manor. Please initial each to indicate that you understand and agree to these actions:

- You will only keep your in-person work schedule if you are symptom free. \_\_\_\_
- You will take your temperature before going to each shift. If it is elevated (100 Fahrenheit or more), or if you have other symptoms of the coronavirus, you agree to cancel your shift. \_\_\_\_
- You will adhere to the precautions set forth by your employer. \_\_\_\_
- You will wash your hands or use alcohol-based hand sanitizer when you enter the building. \_\_\_\_
- You will wear a mask in all areas of the building as appropriate/requested by staff. \_\_\_\_
- You will keep appropriate social distance of 6 feet when feasible and there will be no physical contact (e.g. no shaking hands) with any residents [or staff]. \_\_\_\_
- You will try not to touch your face or eyes with your hands. If you do, you will immediately wash or sanitize your hands. \_\_\_\_
- You will take steps between work shifts and while out in the community to minimize your exposure to COVID. \_\_\_\_
- If you have been or believe you have been exposed to another person who is infested/believed to be infected/demonstrating upper-respiratory infection symptoms, you will immediately let program know. \_\_\_\_
- If there is any report of a co-worker or work employee who tests positive for the infection, you will immediately let program staff know to ensure the appropriate precautions are taken. This may include suspension of work privileges and possible quarantine, as appropriate and within the guidance of the Edison Court, Inc. Coronavirus Policy.

ECI reserves the right to make changes to the above information if additional local, state or federal orders or guidelines are published. If that happens, a member of administration will talk about any necessary changes and provide an updated consent form to review and to re-sign.

### **ECI's Commitment to Minimize Exposure**

ECI has taken steps to reduce the risk of spreading the coronavirus within the program and we have posted our efforts on our website and throughout the program. Please let a staff member know if you have questions about these efforts.

### **If You Are Sick**

You understand that we are committed to keeping you, the residents, and program staff safe from the spread of this virus. Should you develop symptoms, or believe you have been exposed, the program will request you stay home from your shift. You may also need to follow steps associated with the ECI Coronavirus Policy to ensure your own health as well as the health of others.

If any program staff test positive for the coronavirus, I will notify you so that you can take appropriate precautions.

**Your Confidentiality in the Case of Infection**

If you have tested positive for the coronavirus, the program may be required to notify local health authorities that you are in the program. If the program have to report this, we will only provide the minimum information necessary for their data collection and will not go into any details about the reason(s) for your placement with the program. By signing this form, you are agreeing that the program may do so without an additional signed release.

**Informed Consent**

This agreement supplements the general informed consent/agreement that we agreed to at the start of our work together.

Your signature below shows that you agree to these terms and conditions.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Witness Signature

\_\_\_\_\_  
Date



## **INFORMED CONSENT FOR IN-PERSON VISITATION DURING COVID-19 PUBLIC HEALTH CRISIS**

This document contains important information about our decision (ECI and mine) to resume in-person visits in light of the COVID-19 public health crisis. Please read this carefully and let me know if you have any questions. When you sign this document, it will be an official agreement between us.

### **Decision to Resume In-Person Visitation**

The program has agreed to conduct in-person visitation for some or all future visiting times. If there is a resurgence of the pandemic or if other health concerns arise, however, the program may require that visitation resumes via video conferencing services. If you have concerns about meeting through video conferencing, you may address any issues with a staff member. You understand that, if the program believes it is necessary, the program may determine that we return to video conferencing for everyone's well-being.

If you decide at any time that you would feel safer staying with, or returning to, video conferencing visitation, the program will respect that decision, as long as it is feasible and will ensure an appropriate time is scheduled for this method of contact.

### **Risks of Opting for In-Person Visitation**

You understand that by coming to the facility, you are assuming the risk of exposure to the coronavirus (or other public health risk). This risk may increase if you travel by public transportation, cab, or ridesharing service.

### **Scheduling Visitation Times**

You understand that all visitation must be scheduled in advance to ensure further mitigation of risk for exposure. A staff member will be reaching out/has reached out to schedule a visiting time.

You agree to maintain this set time each week to support the program's ability to maintain a structure around visitation to further mitigate exposure risks. Please note that visiting times are subject to change; you will be notified should this occur.

### **Visitation Practices**

You will be provided with documentation of the program’s guidelines and expectations for all in-person visitation. You agree to follow any directions by program staff members, who are charged with maintaining the safety, health, and well-being of yourself, your child, other residents, and the program.

**ECI’s Commitment to Minimize Exposure**

ECI has taken steps to reduce the risk of spreading the coronavirus within our respective programs and we have posted our efforts on our website and in the office. Please let us know if you have questions about these efforts.

**If You Are Sick**

You understand that ECI is committed to keeping you, your child, all other residents served and our staff safe from the spread of this virus. If you show up for a visit and we believe that you have a fever or other symptoms, or believe you have been exposed, the program will have to require you to leave the program immediately. We can follow up with services by video conferencing as appropriate.

**Your Confidentiality in the Case of Infection**

If you have tested positive for the coronavirus, the program may be required to notify local health authorities that you have been in the facility. If we have to report this, we will only provide the minimum information necessary for their data collection and will not go into any details about the reason(s) for your visits. By signing this form, you are agreeing that the program may do so without an additional signed release.

**Informed Consent**

This agreement supplements the general informed consent/business agreement that we agreed to at the start of our work together with your child

Your signature below shows that you agree to these terms and conditions.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Witness Signature

\_\_\_\_\_  
Date