

Phase 2 Plan- PA Bounce Back

To: Community members, parents, guardians, clients, and county partners

Re: COVID-19 Coronavirus

Date: June 10, 2020

Positive Alternatives is committed to our employees' health and well-being and committed to maintaining business operations so that we can continue to serve the youth and families who participate in our programs. We have been monitoring the COVID-19 coronavirus situation and are providing the following as guidance to protect our employees, clients, residents, and guests. This guidance addresses our situation as it currently stands and will evolve as the virus and our community's condition changes. We will continue to provide further guidance as necessary.

Today's memo introduces Positive Alternatives' Bounce Back Plan. The Bounce Back Plan consists of four phases:

Phase One- Active Quarantine/State Health Pandemic Order- Phase One is where we were from March 16, 2020-June 7, 2020.

Phase Two- Preparing to "Bounce Back"- This phase is after the Safer at Home is expired, yet CDC and local guidelines are still in place. This phase is began on June 8th. It will represent the preparation phase for normal operations restarting, and it includes small changes to phase one restrictions.

Phase Three- Active "Bounce Back"- The agency slowly continues to resume normal activities while CDC and local guidelines are still in place.

Phase Four- Fully "Bounced Back"- The agency has resumed activities fully, employees have returned to work in the office, guests are allowed, and programming has resumed normal operations. CDC recommendations for physical distancing have been lifted or significantly eased.

The information in this memo guides the agency as we work toward normalcy. This guidance includes many parts that apply to the whole agency and some parts that apply only to specific programs. All employees are responsible for knowing and implementing this plan, as well as reviewing each section with families and teams as relevant to the service being provided. Not all agency departments or procedures will go through phases at the same pace, but all will be entering Phase Two at this time. Definitive dates for Phase Three and Phase Four have not been determined.

The following are the guidelines effective June 8, 2020, and include both expectations from Phase One that continue and new changes for Phase Two:

Employee Health

1. Employees are asked to adhere to the CDC's socially distancing guidelines. Furthermore, when able, employees are asked to continue the practice of Wisconsin's "Safer at Home"

or Minnesota's "Stay-at-Home" guidelines, although the states' guidelines are now expired. Employees also must adhere to the guidance of their city or county's health guidelines. Travel is discouraged.

2. Employees who are experiencing symptoms of respiratory illness** will not work, must remain home, and must seek guidance from a health care professional.
3. Employees who get sick with a respiratory illness mid-shift are required to notify their supervisor and go home.
4. . After the onset of symptoms, employees must isolate for ten days and be symptom-free for 72 hours before returning to work. If fever is one of the symptoms, employees must be fever free without the aid of medication for 72 hours before returning to work.
5. Each employee must notify a supervisor immediately when suspecting that another employee, client, or visitor has symptoms of respiratory illness.
6. If an employee is tested for COVID-19, the employee must notify the HRD immediately upon being tested and subsequently upon receiving the results.
 - a. If an employee was asymptomatic (experiencing no symptoms) before being tested:
 - i. The employee may continue to work pending results.
 - ii. The employee may also continue to work following a negative test result.
 - iii. The employee must discontinue working following a positive result and notify the HRD.
 - b. If an employee is symptomatic before being tested:
 - i. The employee may not work pending results.
 - ii. If the test results are negative, the employee must refrain from work until they are symptom-free, without the use of fever-reducing medication, for 72 hours.
 - iii. If the test results are positive, the employee must follow the direction of their health provider and public health. Positive Alternatives will follow the directives of health providers and public health regarding the employee's refraining from and return to work.
7. If an employee has a child or other family member that needs care due to school or childcare closings, or illness, Positive Alternatives will be as flexible as possible to ensure employees can care for their family's needs and work.
8. Each employee reporting to work onsite must complete a health screening form before work each day. The form must be completed electronically before arriving for the shift.
9. All employees must wash their hands or use hand sanitizer immediately upon entering the building and regularly throughout their shift.
10. Employees are asked to report to work with clean clothing and shoes to prevent possible contamination of Positive Alternatives' buildings. Employees who participate in activities outside of work that heighten the possibility of contamination are asked to also take a shower before reporting to work at Positive Alternatives.

Tips to Stay Healthy

1. Avoid touching your eyes, nose, and mouth with unwashed hands.

2. Cough and sneeze into your elbow or a tissue. Wash your hands afterward.
3. Wash hands often for at least 20 seconds with soap and water. Use an alcohol-based hand sanitizer if soap and water are not available. Sanitizer is available for use.
4. Avoid close contact with those who are sick.
5. Wear a mask in public spaces and when within six feet of individuals who are not members of your household.
6. Clean and disinfect frequently touched objects and surfaces, like doorknobs, remotes, refrigerator handles, sink handles, share computers and binders, etc. Employees must clean their workspaces daily.
7. Avoid shaking hands or getting in someone's personal space.
8. Stay home if you are sick and avoid contact with others who are sick.
9. Consider virtual medical (Telehealth) visits when medical care is necessary.
10. Leave six feet of space between people in lines.
11. Consider online ordering for necessary supplies rather than going to stores.

Social Distancing & Masks

1. Employees must maintain social distancing in the work environment, including in the office or the community with or without clients. Social distancing is defined as being six feet away from others.
2. When employees are not able to be six feet away from others, a mask must be worn. Cloth masks are provided.
3. N95 masks are available on a limited basis and will be deployed to any location in which a positive case of Covid-19 exists.
4. The Program Director is responsible for ensuring there are masks available for staff and clients.

General Cleanliness and Sanitation

1. All Positive Alternatives group homes, offices, and other spaces such as conference rooms and break rooms will have a regular cleaning schedule.
2. The group homes will be sanitized daily during the overnight shift. The overnight employee responsible for sanitizing must complete and sign a checklist indicating its completion. Program Directors are responsible for ensuring follow through with daily cleaning.
3. Each employee with an office, personal, or shared workspace must disinfect their office or workspace at the end of each in-office shift.
4. Other shared workspaces such as conference rooms, copy machines, and bathrooms, along with door handles and vehicles will also have a cleaning and disinfecting schedule.
5. Agency vehicles must be disinfected after each use. Sanitizing wipes will be kept in each vehicle, and the employee using the vehicle is responsible for wiping down the driver's area (steering wheel, radio, door handles, armrests, etc.) and any area in which a passenger(s) occupied.
6. The Program Director is responsible for ensuring there are adequate cleaning supplies available.

Group Home Client Care

1. Youth referred to Positive Alternatives' group homes will be screened for symptoms before admission. Furthermore, an adult is required to confirm the youth's possible exposure before admission.
 - a. If the youth has been exposed to COVID-19, the youth must be quarantined for 14 days prior to admission.
 - b. If it is unknown if the youth has been exposed due to a scenario such as AWOL or adult unavailable to confirm, youth must be quarantined for at least five days prior to admission.
2. Once a child is admitted to the group home, the group home youth are socially distancing from the community together, similar to a family. Social distancing between group home youth is not required; however, regular boundary expectations remain.
3. Youth who leave the supervision of Positive Alternatives staff for any reason, such as visits, employment, appointments, or school, must be screened for symptoms upon return to the group home.
4. Youth who leave grounds must change clothes upon return to the group home. The clothing worn into the community must be handled with gloves and washed as soon as reasonably possible or kept in a location that assures possible contamination cannot spread.

Meetings/Guests

1. Meetings are encouraged to occur virtually or via phone. In-person meetings continue to be discouraged from being held onsite, but can occur if necessary, with restrictions.
2. There may only be one onsite meeting scheduled at a time.
3. Onsite visits and meetings should take place outside whenever possible.
4. The host of meetings or other guests is responsible for assessing each visiting person prior to coming onsite using the Health Check and Exposure Assessment. If the visitor has any COVID-19 symptoms or had known exposure, they must be denied coming onsite for 14-days. If the assessment is not completed, the visitor's access to the building must be denied.
5. Guests with symptoms of respiratory illness may not enter Positive Alternatives' facilities.
6. If visits or meetings take place inside, the visitors must:
 - a. Wear a mask; one may be provided if available. A sign must be posted at the entrance requiring visitors to wear a mask..
 - b. Wash or sanitize their hands immediately upon entering the building.
 - c. Visitors not wearing a mask will not be allowed to enter the building.
 - d. Remain in the designated area. Visitors should not be allowed to move throughout the building. Visitors can be allowed to use the restroom.
7. Immediately following the visit/meeting, the host of the meeting or guests must disinfect all areas the guests occupied, including the visiting room and bathroom, if applicable. If

staff are unavailable to complete this task due to direct care needs, the area must be closed off until it can be disinfected.

8. Immediately following the visit/meeting, the client and staff directly involved must wash or sanitize their hands.
9. Visits and meetings may be denied or canceled for any other known risks or factors that are not noted above. If a visit is denied for a group home resident, a denial of rights form must be completed.

Group Home- Home Visits

1. The case manager or designee is responsible for assessing the person taking responsibility for the resident using the Health Check and Exposure Assessment. Other household members and persons the resident will be in close contact with should also be considered for assessment.
2. If any person that will be in close contact with the resident has any COVID-19 symptoms or had known exposure, the visit must be denied for 14 days.
3. The person taking responsibility for the resident must agree to travel guidelines, social distancing expectations, and personal hygiene requirements that are outlined by CDC and required by the county in which they live.
4. The Program Director or Group Home Manager may end a visit early if there is evidence to believe guidelines are not being followed. If the resident does not have any symptoms or known exposure, the resident should return immediately and self-quarantine for 5 days. See #5 if the resident has symptoms or had known exposure.
5. The Case Manager or designee will complete the Health Check and Exposure Assessment with the resident prior to returning to the home. If the resident has any COVID-19 symptoms or has known exposure, the resident will not be allowed to return to the house until a safety plan is developed. The Program Director should be notified immediately to develop a plan for the next steps.
6. Upon returning to the house, the resident must wash or sanitize their hands. The residents' clothing should immediately be placed in the laundry room and washed as soon as possible. Other personal belongings should be cleaned or sanitized.
7. The Program Director or Group Home Manager may deny a visit for any other known risks or factors that are not noted above. If a visit is denied, a denial of rights form must be completed.

Group Home Off-Grounds Recreation

1. Off-ground recreation and community activities are permitted so long as social distancing can be followed, and the activity is allowed by the county the activity is taking place in.
2. Examples of approved activities include going to the park, walking, fishing, hiking, bike rides, swimming. Social distancing requirements must be followed.

3. Staff and residents must wear a mask during activities when any member of the group is closer than 6 feet from any individual not in our group. Staff members must follow masks and socially distancing policy above.
4. Activities that are close to the group home are preferred when possible.
5. Staff members must wear masks when transporting clients.
6. In the event you travel a long distance to an activity, avoid making stops at stores and gas stations when possible.
7. If possible, bring hand sanitizer and use it throughout the activity.
8. Staff and residents must immediately wash or sanitize their hands upon returning to the house.
9. Activities may be canceled or adjusted if a safety risk to staff or residents is identified. The Program Director, Group Home Manager, or on-call must approve canceling a scheduled activity.
10. Residents that refuse or do not follow guidelines listed above or other expectations may be denied participation in off-ground recreation activities.

Group Home Off-Site Appointments

Video conferencing and virtual visiting is the preferred method of services during phase two. When critical to a youth's well-being and treatment needs, off-site appointments may be permitted. Examples of allowed appointments include therapy, mentoring, medical appointments, and haircuts. Youth will be expected to social distance when able and must wear a face mask when within six feet of other individuals, including during transport. All other policies above apply, including the screening of the youth for symptoms upon returning, changing clothing, and handwashing upon return. The Program Director or designee is responsible for approving off-site appointments.

Community-Based Services-In-Person Meetings

1. Day Supervision will not operate in phase II. Mentoring and Supervised Visits may resume in-person meetings utilizing guidelines below. The referral source, the client, and the client's parent/guardian must be supportive of and approve in-person services resuming. Any requirements by one or more of the entities must be followed. For instance, telehealth is the preferred service method for some CCS consortiums, although in-person meetings may be approved as needed.
2. Prior to meeting with a client, the Case Manager is responsible for assessing the client using the Child Health Check and Exposure Assessment or the Adult Health Check and Exposure Assessment. Other household members and persons the client is in close contact with should also be considered. If the Child Health Check and Exposure Assessment or Adult Health Check and Exposure Assessment cannot be completed prior, the meeting must be canceled.

3. If any person that has been in close contact with the client has any COVID-19 symptoms or had known exposure, in-person meetings must be postponed for 14-days. The Program Director must approve face-to-face meetings resuming.
4. The Case Manager and clients two years of age and older are expected to wear a mask during the entire meeting. A mask will be provided, or clients should be asked to wear their own.
5. Supervised Visit guests are prohibited in this phase.
6. In-person meetings should be held outside whenever possible.
7. The Case Manager may cancel or end a visit early if there is evidence to believe guidelines are not being followed.
8. The Program Director or Lead Case Manager II may deny a meeting for any other known risks or factors that are not noted above.

Community Based Services-Community Activities

1. Community activities are allowed so long as social distancing can be followed, and the activity is permitted by the county the activity is taking place in.
2. Examples of approved activities include going to the park, walking, fishing, hiking, playing catch, board games, and cards. Additional activities must be approved by the Program Director or Lead Case Manager II.
3. The Case Manager and client should stay 6ft away from others during activities as much as realistically possible.
4. As much as possible, utilize activities that are close to the client's house.
5. In the event a longer distance is traveled for an activity, avoid making stops at stores and gas stations.
6. If possible, bring hand sanitizer and use it throughout the activity.
7. The client must be encouraged to wash or sanitize their hands upon returning to the house.
8. A Trace Tracking Log must be completed for each in-person meeting in addition to regular documentation requirements.
9. Activities may be canceled or adjusted if a threat to the safety to the Case Manager or client is identified. The Program Director must be notified that the activity was canceled.
10. If the client refuses or does not follow all guidelines, in-person meetings may be canceled until further notice. The Program Director and Case Manager will evaluate when it is safe to return to in-person meetings.
11. During phase 2, we ask that certain activities and destinations be avoided to reduce chances of COVID-19 exposure, including stores, dining in at restaurants and coffee shops, and other locations that draw larger crowds with close contact.

Further Guidance

This plan may be edited to provide further guidance as necessary. Not all areas of guidance will advance phases together. Regular updates and future versions of this plan will be distributed, as needed. The health of all employees, visitors, and clients is important to us. Please communicate if you have any questions or concerns regarding these guidelines. We are here to support you! Positive Alternatives' programs are essential to our community, and we cannot do this work without a collaborative effort from all parties involved in making our services possible. ! We will continue to monitor, adjust our guidance, and keep you updated.

If you have questions regarding this policy or any Covid-19 related guidance, please contact any member of our leadership team, including Kelli Kamholz, Jeremy Hernandez, Tia Walker, or any Program Director. Each can be reached via email and contact information may be found on our website: positive-alternatives.org.

***Known exposure is defined as having sustained close contact with a person known or suspected to have COVID-19.**

***COVID-19 symptoms as defined by CDC are cough, shortness of breath, fever, chills, muscle pain, sore throat, and/or new loss of taste or smell.**

Thank you,

A handwritten signature in black ink that reads "Kelli Kamholz". The signature is written in a cursive, flowing style.

Kelli Kamholz, President/CEO