



## **Planning, Prevention and Preparedness Guidelines In response to the Covid-19 Pandemic**

**Date: 10/28/2020**

**Review Date: 1/25/2021**

Oak Grove has implemented enhanced protocols from the original Pandemic Policy that incorporate current recommendations from the CDC, Community Care Licensing, Riverside Public Health Department and Best Practices from lead agencies in the California Alliance. Oak Grove Center will comply with all federal, state, and county COVID-19 guidelines as directed by the Centers for Disease Control and Prevention (CDC) and department of Public Health (*Refer to Policy # 9B14*). Oak Grove procedures and protocols are subject to immediate changes with the introduction of additional governmental and CDC guidelines. Updates by email from the CEO occur for staff on and off grounds. All Managers and Supervisors are responsible for ensuring Employees receive answers to questions about the program in a language they understand. All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment. Oak Grove Safety Awareness program encourages Employees to participate in the identification and evaluation of any safety concerns including COVID-19 hazards and these are reviewed and recorded by the Safety Committee.

### **SCOPE**

Covid-19 Procedures apply to all Oak Grove employees who physically work at the offsite locations or the main campus. The STRTP on the main campus and any in person education that occurs in the school will additionally be subject to enhanced cleaning and safety guidelines given the congregate care setting.

### **PROCEDURE**

The following Guidelines outline the required actions employees should take to protect themselves, Residents/Students and other staff from a potential coronavirus infection. Staff and Resident/Student education regarding Best Practices will occur continuously (at least 2x weekly for Residents/Students along with daily procedures). Basic Guidelines include but are not limited to

- Wash hands frequently, before meals, after activities, as part of ADLs for Residents
- Staff must wash hands at the beginning of the shift, prior to going to designated work area as well as throughout the day
- Staff, Residents and Day Students are screened 2x per day. Residents are screened by Nursing on both the AM and PM shifts, staff are screened prior to starting work and immediately following Break (AM and Day Program) or after Dinner (PM). If any Resident becomes symptomatic, screening occurs 4x daily or hourly depending on symptoms.
- Day Students will have a temperature check and a completed Symptom Check Form prior to transport. If there are any COVID symptoms the Student will not be transported. Students who do not have symptoms but answered “Yes” to other screening questions (i.e., travelled across state lines) will be referred for higher review prior to transport.

- Admissions have been limited and upon admission, a youth will reside in a room alone and must wear a mask the first two weeks on the dorm (in addition to school where wearing a mask is mandatory).
- Logs are maintained on frequency of cleaning. High traffic areas are cleaned 3x per day by Environmental Services. Staff work with Residents to complete additional dorm cleaning throughout the shift. *\*\*Cleaning Schedules and Check Off Sheets available upon request. See separate Work Flow*

**Staff and Residents Students are continuously educated on and reminded to “Prevent the Spread”**

- Wash hands frequently with soap and water.
- Cover your cough.
- Maintain safe “physical distances”
- Sanitize surfaces before and after use.
- Take responsibility for cleaning common areas, it is not the job of Housekeeping alone
- Shared space rooms (Small Conference Room) will be sanitized after each use. A sign will be posted on the door that says **2 Person Limit in this Room.**
- Therapy Offices and rooms utilized for Group Therapy will be sanitized before and after each use and Residents/Students and Staff are required to wear a mask.
  - Maintain a distance of 6 feet or more
  - Disinfect this space between uses
  - Document in Sanitization Log or Check Sheet
- Sanitizing supplies will be provided for use in each office including therapy rooms.

**Mitigation strategies to prevent the spread or exposure and to reduce risk and exposure**

**Oak Grove is utilizing a variety of mitigation practices including but not limited to the following:**

- Oak Grove Center continues to maintain strict guidelines for Residents / Students related to on campus programming and off campus activities. Access to the campus, Residents and Students continues to be minimized. State Orders related to *Shelter in Place* are followed and restrictions are adjusted to meet new orders as they occur.
- Staff have been advised that although they are Essential Employees, “Shelter in Place” is advised when they return to their homes. Staff are reminded of recommendations related to socializing and interacting with those they live with and that interactions with extended family or larger groups are a risk. State orders related to Shelter in Place are followed and Staff are advised of updates to orders as they occur.
- Continuous cleaning throughout the day occurs, including multiple times on all shifts in high traffic areas.
- Processes have been put into place to ensure safety including Temperature Check-in prior to starting work and washing hands prior to starting work.
- Staff have been advised not to report to work if they do not feel well whether or not they have a fever
- Staff must be cleared through H.R. to return to work if they have been out ill.
- Non-Essential Visitors have been prevented from being on campus beginning March 13.
- Oak Grove has been very strict with ensuring that Non-Essential visitors are not coming to campus AND that Essential Visitors and Vendors are being checked in at Admin (temp and hand washing plus absence of other symptoms applies to everyone)

- Social Distancing/Physical Distancing has been taught and the staff are role modeling to our youth and each other. Oak Grove has worked to help ensure that in group meetings, lining up for meals and other activities that youth are spaced out. To achieve this, tape was placed on the floors that provide a visual cue. Sharing of spaces (cafeteria, common areas) is limited between Residents and Day Students on the JWS campus.
- Staff are working to help provide limits around physical distancing in a manner that is nurturing and “fun” but also achieves the goal of “*Stay in Place, Maintain your Space, Cover your Face*”. Guidelines were conveyed by the CEO related to spreading out when in activities and groups, allowing more space than typically and sitting with an empty space between all youth during meetings.
- Washing hands -hourly and cleaning of the high area traffic doors and countertops occur on all dorms
- Human Resources, Accounting and some of our Wraparound, Education, Therapist, and THRIVE staff are working remotely to ensure fewer staff on campus which helps protect our youth by being exposed to less
- When preparing for Distance Learning, the teachers were on site in designated times while following social distancing Guidelines for work that sets us up for distance learning. This falls in the category of “*Educators supporting public and private K-12 schools for purposes of facilitating distance learning or performing other essential functions, if operating under rules for social distancing*”
- The School was approved by RCDPH to provide in-person “limited” instruction and specialized educational and DIS services (LAS, OT, Therapy, etc.) for Students following the Special Education Small Cohort Guidance from the State of California. Oak Grove Center’s (JWS & OGR) hybrid model was approved for implementation as of 09/08/2020 by RCDPH. This model is outlined in the 20-21 Oak Grove Center (JWS & OGR) Reopening Plan. Expectations related to providing a safe environment are also outlined in this plan
- Changes in Master Contracts and Education Law require more specific oversight by LEAs and SELPAs as well as other outside agencies. Protocols have been put in place to minimize potential exposure from these required visitations / observations including wearing of masks, temperature checks, and symptom checks. Visitors maintain physical distance from Students.

### Check In System

- All staff check-in at the Administration Building or designated Education Area.
- Essential Visitors sign-in at Administration Building.
- Students that are transported by their district will have a temperature check before entering the facility.
- **Anyone with a temperature of 99 degrees or higher will be sent home (Designated Temperature Staff may ask staff to wait a few minutes and repeat the test, if the same reading then staff will be sent home)**
- Signs are clearly posted at entrance to alert anyone entering the facility
- No Non-Essential Visitors
- Anyone with chronic health issues are encouraged to stay home.
- **If staff have gone home ill or were sent home ill, prior to return they MUST contact the H.R. Department to be cleared for return.**
- Oak Grove added additional staff to support the Residential Staff who are working to keep youth engaged and busy but maintaining Physical Distance Practices.
- All Training classes were cancelled for the initial four months and are now in large part occurring remotely or on-line. Effective July 1, there are some in person training that occur in the gym where staff can be spread out at 7 feet space increments and the number in attendance is held low.

All Interviews and New Hire appointments were canceled. As of July 1, individual interviews that occur remotely are being scheduled. New Hire Orientation has been modified to include video and individual coaching rather than group.

***Protocol should a youth test positive***

- Upon obtaining a result that indicates a positive COVID test, a youth will immediately be placed on “observation isolation/quarantine”. With the exception of DPSS youth who do not have a family, every effort will be made to send the youth on a Medical Pass with the family until the youth has hit the 10<sup>th</sup> day following the positive result (unless the Doctor Recommendation mandates a longer time). Youth must have no symptoms, no fever and have not utilized fever reducing medicine for the previous 24 hours prior to return to campus. Distance Learning material and access will be provided during this time as well as telehealth and check-ins from the unit and Therapist. Day students who test positive remain home following Quarantine Protocols. Contact Tracing occurs to identify “close contacts” within the school setting and cohorts may be “toggled”\* to Distance Learning to prevent the possibility of spread. (\*Toggle: switching from In-Person Instruction to Virtual Instruction.)
- Oak Grove has a separate supply of linens, cleaning supplies and trash disposal that all can be accessed in the event we had a youth who officially went into a Quarantine Status. The area of the facility that will be used in this event is an observation/isolation room occupied by only one (1) Resident. Food is delivered to the Quarantine area in disposable containers with plastic wear that could then be disposed. Medication will be delivered to the door as well.
- Staff members will wear gloves (in addition to mandatory masks) when delivering items to the door.

***Oak Grove has prepared additional reserves of food, cleaning supplies, and protective gear. Current standing vendors include the following:***

Oak Grove’s Dietary Department primarily obtains food, cleaning supplies and protective gear, and service from 4 vendors, 3 on a weekly basis, and 1 water filtration monthly.

- Shamrock Foods Company - (951) 290-9753
  - Delivery 2x a week - Monday and Thursday, Previously Wednesday. Delivery day was changed per Shamrock procedure during this time.
  - Two double orders of product were placed and received in March.
- Alta Dena Dairy Company (800) 533-2427
  - Delivery 1x a week - Tuesday.
  - Dietary ordering 1-2 cases more weekly to ensure adequate quantity. Should delivery be delayed, or change of delivery day.
- Alliance Produce - (951)304-8455
  - Delivery 2x a week as needed, delivery day varies, but never more than 2x a week.
- Culligan Water Filtration- (909) 390-8455
  - Change out water filtration tanks (located in Kitchen) monthly.
  - Next scheduled visit April 14, 2020

The Dietary Manager contacted each vendor to confirm and ensure Essential Services deliveries. They were informed of Oak Grove procedures for social distancing and deliveries would be unloaded onto our dock area so that they are not entering our facility. Culligan Water Filtration, however, does enter the facility to change water tanks. They have been informed of our procedures of check in at Administration including taking temperatures for any essential visitors to Oak Grove. They confirmed that all drivers have been notified for their scheduled date, and the Driver will call upon arrival to Dietary Department to ensure that the procedure is followed. Dietary Manager has been re-assured by each of our vendors that they too are taking action and protection of their employees with social distancing, masks and gloves, and that no changes in service are expected at this time. These practices remain in place until updated, lifted or modified by the C.E.O.

Dietary Staff are diligent in cleaning daily per the leaning schedule. Dietary Staff clean with bleach and water for all kitchen surfaces, dining room tables and chairs. No added measures in frequency have been added in kitchen area, as this has been our cleaning procedure of doorknobs, bathroom etc. However, Environmental Services Staff have been assigned to clean and sanitize doorknobs and bathrooms several times a day over Dietary Staff cleanings in cafeteria.

Oak Grove Environmental Services Department receives cleaning supplies and Personal Protective Equipment from three vendors once every 2 weeks and as needed.

Waxie Sanitary Supply- Cindy Price-909-942- 3100 ext 466

HD Facilities Maintenance – Delivery days vary as ordered and as needed

The Environmental Services Manager contacted vendors to confirm and ensure Essential Services Deliveries. The Manager contacted all vendors to ensure that all Delivery Drivers had been informed of the procedures on social distancing. All deliveries are being left outside in front of the Maintenance Building. The drivers have been observed wearing masks and gloves.

***Frequency of sanitizing common areas, products, roles and responsibilities:***

Oak Grove Environmental Services Department receives cleaning supplies and Personal Protective Equipment from three vendors once every 2 weeks and as needed.

Waxie Sanitary Supply- Cindy Price-909-942- 3100 ext 466

HD Facilities Maintenance – Delivery days vary as ordered and as needed

The Environmental Services Manager contacted vendors to confirm and ensure Essential Services Deliveries. The Manager contacted all vendors to ensure that all Delivery Drivers had been informed of the procedures on social distancing. All deliveries are being left outside in front of the Maintenance Building. The drivers have been observed wearing masks and gloves.

***Medical services for the youth/NMDs, telehealth capabilities and confidentiality***

With regard to medical services for youth, Oak Grove evaluates the urgency and need individually. Oak Grove has nursing staff on-site who can perform triage and also consult with our two MD psychiatrists to minimize sending out youth who do not have an urgent medical need. Oak Grove is requesting any medical appointments be conducted via video or telephonically if possible. Oak Grove does have telehealth capabilities, and are currently utilizing Doxy for MD psychiatrist sessions and any medical appointments as requested. TBS has agreed to also utilize Doxy, GoToMeeting or Microsoft Teams for remote sessions with the youth who are in our care receiving TBS. Social Workers and other essential visitors are also utilizing Doxy for face to face sessions. For meetings that are larger than one to one, we are utilizing GoToMeeting or Microsoft teams. All of these formats are HIPAA compliant. Oak Grove continues to have Mental Health Therapists providing MHS on-site, conducting in person Individual therapy sessions, Group therapy sessions and Telemedicine Family Therapy sessions, as well as CFTMs.

***COVID-19 pandemic protocols to monitor staff and youth symptoms***

***Protective gear for staff and/or youth to utilize. Method of utilizing, changes in gear should a youth or staff be symptomatic or test positive for the virus.***

- Staff are mandated to wear masks. Staff are allowed to wear masks they have made or purchased that meet COVID Standards and additionally many have been supplied masks from Oak Grove. Masks are worn inside AND outside the buildings
- Staff must report to work in a mask for Temperature Check prior to going to their designated dorm, office, class or work area.
- Environmental Services, Dietary and Nursing staff have been given the Medical Grade masks. They are to keep in a plastic bag and or paper bag with their name on it and take home with them and to wash bandana and neck gaiters daily after use.
- Staff have been notified that a Face covering should be worn anytime a person is outside of their home, even in offices of essential businesses.
- Residents are supplied with 2 masks upon admission, many have enjoyed making their own. Residents are strongly encouraged to wear a mask and reinforced for their show of support of other peers as well as the staff who are required to wear them. Safety is stressed.
- Posters are throughout campus including 4 places in Living Units that stress:
  - Stay in Place
  - Cover your Face
  - Maintain your Space

Should a staff become symptomatic they are screened through HR for clearance to return to work. Staff are to report to work with a Mask, their temperature is taken and anything 99 or above the staff is sent home and unable to return to work until cleared by HR. Staff may not return to work until fully recovered.

Staff are provided with additional protective gear and or the option of wearing protective clothing should there be a youth that tests positive. Youth who have parents are sent on a coordinated “medical pass” so that they may Quarantine and recover at home. In the event that a youth does not have a family and they must Quarantine while at Oak Grove, staff may choose to wear double masks for extra protection. Currently the CDC is recommending that two masks or a mask and a shield offer additional protection. Day Students who are positive for COVID will only attend via Distance Learning.

Oak Grove has the following items for Enhanced Protective gear:

- Antiviral Medical Masks
- Bandanas are permitted only if folded in multiple layers and worn close to the face.
- Thick Scarf Face Covers
- Body/painter Isolation Suits
- Cots
- N95 masks if an outbreak occurred AND if Oak Grove has been able to have Public Health “fit test” Residential Staff so that the mask is worn correctly. This option has not been necessary but if an “outbreak” occurred would be coordinated either on or off grounds. Use of an N95 mask is completely optional but any staff that have respiratory issues will not be assigned to any area of supervision where a

positive case existed. Staff who have respiratory issues are always encouraged to follow the recommendations from their health care provider.

- Face Shields (worn along with face coverings)
- Barriers available for further separation in classrooms (permanent and removable)

### ***Waivers and plan for symptomatic staff***

Oak Grove has not requested a waiver as the current plan is to over-staff. As a result of this process, when a staff calls off with any sort of illness (cold, flu, non-Covid-19) they are able to be replaced through the extra staff we have on schedule.

Staff members who may have been exposed to COVID 19 due to someone they live with or have been in close contact with are asked to schedule a test for COVID 19. Once results are negative, Human Resources reviews for return to work as long as they have not been quarantined by a medical professional and are able to avoid ongoing contact with the positive case.

### ***Locations-S.T.R.T.P Main Campus versus Remote work for Distance Learning, Wraparound and THRIVE***

Oak Grove is on one location for the Residential. Given the gravity of the situation, Oak Grove implemented a remote work schedule beginning March 13 for our Community Based (Wraparound and THRIVE), and Education staff. Staff members that work at Oak Grove at the Ranch and our desert location and non-residential departments do not come to campus. There were a few residentially trained staff from the Ranch that were incorporated into our Residential schedule to enhance staffing. Staff who work at other locations such as Respite care were asked to not work both Oak Grove along with the other location. Screening continues to attempt reducing exposure from staff who may work two locations.

Education staff returned to in-person attendance for the 20-21 school year on 09-08-2020 and follow Oak Grove Center (JWS & OGR) Reopening Plan requirements. Hybrid model is implemented and “limited instruction” / Special Education Services are implemented. Small, separate cohorts are maintained to help prevent spread should someone test positive. Schools work closely with RCDPH and are proactive in “toggling” cohorts to Distance Learning should there be “close contact” noted.

### ***Contingency plans should a staff become sick or symptomatic during their shift***

- Staff are informed they are not to report to work if feeling ill regardless of whether they have a fever or not (in place since March 16)
- All staff report to Administration at the beginning of their shift and temperatures are taken
- If staff has even a low grade fever, they are sent home
- All staff are required to wash their hands at the beginning of and throughout each shift
- Staff remain off work if sent home and or if they called in until cleared by Human Resources and or the CEO.

### ***Symptomatic Youth***

No youth are currently or have been symptomatic. Oak Grove has actually had a lower incidence of illness on campus. The Nursing Department and psychiatrists feel this may be because the majority of our foster and probation youth who typically attend large public schools have been “Shelter in Place” since March 13 and all of our youth have not been going into the community.

All pre-screening procedures are implemented in an attempt to minimize Students with symptoms from attending school. If a Student develops symptoms during the school day, they are separated, assessed by nursing, and may be sent home. (Type(s), severity and number of symptoms is taken into account to determine most appropriate response). Students may return to school when significant symptom improvement has been noted and / or they have a return to school note from a doctor. Students who had a temperature may return to school once they have been temperature free for 24 hours without the use of fever reducing medications. Parents may request Distance Learning opportunities in order to allow Students to remain home when not feeling well without any penalty. Cohorts will be monitored closely if a Student within the cohort demonstrates potential symptoms. More restrictive protocol will occur should a Student test positive for COVID-19.

***Protocol for off campus returns/AWOLs and measures taken to ensure safety***

The CEO met with Residents related to the importance of what Shelter in Place means and how to ensure safety for themselves, staff and the community they live in. The importance of not having episodes of AWOL during this time was conveyed. Although there have been instances of AWA, there have not been instances of AWOL. If staff are following a youth and can account for where a youth was it is less serious than AWOL that was over an extended period of time. In these instances, there is greater risk as the youth could have been exposed to community members positive for Covid-19. In the event that the Resident has family, the feasibility of utilizing a 14 day Quarantine at home period of evaluation will occur. This is considered as a means of keeping youth in our care safe. For youth returning to the facility, our plan if an AWOL occurs is that upon return a temperature would be taken as well as assessment for any other symptoms by our Nursing team. The Nursing department takes temperatures of all youth twice daily so ongoing temperature would continue to be taken. An interview related to where the youth had been will occur. If the youth presents with any symptoms, they will be put on Bedrest (and placed in a room by themselves versus having a roommate). Depending upon the severity of symptoms the need for use of an Isolation room (or room off the dorm) will be evaluated. Please note use of an Isolation Room is in no way meant as a punitive measure and care would be taken to not interpret in this manner. An Isolation Room would be used in cases where a dependent had tested positive for Covid-19 or was showing potential symptoms. Discussion with Riverside Public Health will occur for guidance and coordination.

**Communication:**

Oak Grove strives to ensure effective two-way communication with our employees, in a form they can readily understand which includes the following information:

- \*Report any COVID-19 symptoms and possible hazards to the Director of Human Resources/Operations and or CEO
- \*Employees can report symptoms and hazards without fear of reprisal including if they have medical or other conditions that put them at risk for severe COVID-19 illness.
- \*Human Resources will communicate assistance with COVID 19 testing at the workplace or offsite in response to required surveillance testing by the CDE or in response to any required quarantine due to exposure.
- \*Ensuring that COVID-19 cases are excluded from the workplace for 10-14 days after the last known exposures
- \*Continuing and maintaining the employee's earning, seniority and all other employee rights and benefits utilizing any sick leave benefits, payments from public sources or other means of maintaining earnings, rights and benefits, where permitted by law.
- \*Provide employees at the time of exclusion with information on available benefits.



**Reporting, Recordkeeping and Access**

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the department.
- Report immediately to Cal/OSHA any COVID-19 related serious illnesses or death, as defined under CCR Title 8 section 330(h) of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the implementation of our program.
- Make our written Plan available to workplace employees, authorized representatives and to Cal/OSHA upon request.
- Information regarding COVID 19 cases will be made available as required by law, with personal identifying information removed.

Oak Grove is responsive to Best Practices, recommendations from the Governor, Cal/OSHA as well as Riverside Public Health, and CDSS. Practices have evolved as recommendations have changed. We will continue to adapt and remain flexible, creative and diligent as we work to ensure the best possible health and outcomes for the youth we serve and that staff that are making sacrifices with their own families during this time.