



Adoption • Camp North Homes • Chemical Dependency Assessment & Outpatient Treatment
In-Home Services • Foster Care • Outpatient Mental Health Services • School Based Services
Residential Programs: *Treatment Cottage, Boys Program, Boys Teens in Transition & Boys Next Step, Girls Winnie Sisu House & Girls Transitional Programming* • ITASKIN Center: *Stabilization Unit, 35 Day Evaluation, Intensive Residential Treatment & Secure Detention Unit*

North Homes Children and Family Services Coronavirus Organizational Response Plan

North Homes Children and Family Services is taking a proactive approach in our response to the coronavirus. The coronavirus, also called COVID-19 has made its way to the United States. In the US, the Centers for Disease Control and Prevention (CDC) is advising people to be prepared for disruptions to daily life that will be necessary if the coronavirus spreads within communities. We are taking a three pronged approach to the plan for our defense related to the prevention, containment and/or treatment of COVID-19 for our clients, employees, foster parents and visitors.

One of the first things we are asking each program to do is **find the number for their local health department**. This will be the resource you will need to use if there is a confirmed or suspected case of the coronavirus.

As you will see in this document we mention both quarantine and isolation. The difference in quarantine and isolation is related to the condition of the client. With quarantine you are monitoring for symptoms and with isolation the diagnosis is confirmed. The process for both quarantine and isolation are essentially the same, but we are dividing them out into two levels.

Level 1 – Prevention

Hand Hygiene:

Wash your hands often with soap and water for at least 20 seconds. If it is available you can clean your hands with an alcohol-based hand sanitizer that contains 60 to 95% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially in all cases, but particularly if hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

Cover your coughs and sneeze:

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can; immediately wash your hands using the method described above. If a tissue is not available, please cough into your elbow.

Actively encourage sick employees to stay home:

Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4 degrees F [37.8 degrees C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick. We kindly ask employees to get tested if they have any of the symptoms of COVID-

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19. Employees should call the human resources (HR) department if they test positive so we can support work duty coverage.

Perform routine environmental cleaning:

Routinely cleaning frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs is one of the best defenses to controlling the spread of disease, Use the cleaning agents that are usually used in these areas and follow the directions on the label.

We are recommending that all residential areas where client's routinely congregate (program area) to be wiped down with normal household disinfectant at least twice a shift, to include eating areas.

School classrooms should be wiped down once daily, and foster homes should be providing routine house cleaning.

We are recommending that all outpatient programs wipe down waiting rooms, lobbies and offices that accommodate clients, at least twice daily using a normal household disinfectant.

No additional disinfection beyond routine cleaning that is described is recommended at this time.

Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.

Visitors

No outside visitors will enter our residential programs.

Programming outside of the facilities will be restricted to on-site options and Camp North Homes only.

Level 2 – Containment

Suspected Case of the Coronavirus (Quarantine)

If there is any suspicion that a client may have the coronavirus, it is recommended we quarantine the individual in a single room with a closed unlocked door and consult with your local health department.

If a client is quarantined in a residential facility or a foster home, then the agency must inform the client's family and referring agent and provide education related to the need to be quarantined. It will be explained that this is not seclusion related to their treatment, but for their safety and the safety of others in the facility to prevent the spread of disease. Clients will continue to receive all possible in room routine care and privileges, including meals, rest and bathroom access. For a residential facility, safety will continue to be a priority. If a client is quarantined to their room, a staff person must be located in the hallway of the bedroom area at all times and staff must do an eye check every 15 minutes while the client is quarantined. If the client is on suicide precaution, continue to follow the suicide prevention protocol. If for some reason a client is not able to be quarantined related to their safety, we will need a medical provider's order. The agency will need to assess the situation and evaluate other care options that may be necessary.

Quarantine lasts no longer than is necessary to ensure that quarantined persons do not become ill. Its maximum duration would be one incubation period from the last known exposure to the virus. Current estimates suggest that symptoms of COVID-19 usually appear within around five days or less in most cases, but the range could be between one and 14 days.

Quarantine is used in conjunction with other interventions, including –

- Disease surveillance and monitoring for symptoms in persons quarantined.
- Rapid diagnosis and timely referral to care for those who become ill.

Level 3 – Treatment

Confirmed Case of the Coronavirus (Isolation)

Most patients with confirmed COVID-19 have developed fever and/or symptoms of acute respiratory illness (e.g. cough, difficulty breathing). We need to consider other causes of respiratory illness, including infections such as influenza. If we have a confirmed case of COVID-19 we will want to isolate the client.

Isolation refers to the separation and restricted movement of ill persons who have a contagious disease in order to prevent its transmission to others. It typically occurs in a hospital setting, but can be done at home (foster care) or in a special facility (residential). Usually individuals are isolated, but the practice may be applied in larger groups.

If a client is in isolation in a residential or foster care setting, the agency must inform the client, family and the referring agent and provide education related to the need for isolation. It will be explained that this is not seclusion related to their treatment, but for their safety and the safety of others in the facility to prevent spread of disease. Clients will continue to receive all possible in room routine care and privileges, including meals, rest and bathroom access. For a residential facility, safety will continue to be a priority. If a client is quarantined to their room, a staff person must be located in the hallway of the bedroom area at all times and staff must do an eye check every 15 minutes while the client is quarantined. If the client is on suicide precaution, continue to follow the suicide prevention protocol. If for some reason a client is not able to be isolated related to their safety, we will need a medical provider's order. The agency will need to assess the situation and evaluate other care options that may be necessary.

In the outpatient setting, clients should be encouraged to stay home if they are sick and resume treatment when they are symptom free for 24 hours or based on the advice of their healthcare provider.

In summary

Please locate your local health department contact information. Level one steps should start immediately. This is an ever changing situation and as it develops we will keep you informed of other measures.

If there is suspicion of, or a confirmed case of COVID-19 with a client, you should immediately contact the Director of Quality Improvement, Heidi Seaton.

If there is suspicion of, or a confirmed case of COVID-19 with an employee, you should immediately contact the Human Resources Director, Hilary Emerson at 218-322-4153.

Remember prevention is the best medicine. Remind clients and staff to wash their hands often.