

Perseus House, Inc.

Brighter Horizons, Andromeda House ITU,
Andromeda House RTF, Male Enhanced RTF, Girls Enhanced
RTF, CICTP, Boys ITP (7th St.), Boys RTF, Shelter

COVID Pandemic Plan



Updated: 8-29-21

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COVID-19 PANDEMIC PLAN

8-30-21

****PLEASE visit our website www.perseushouse.org for regular updates.****

This plan outlines Perseus House Inc.'s response to **Coronavirus Disease (C19)** and how we are addressing the potential risk to clients, families, employees and stakeholders. Perseus House, Inc. (PH) Pandemic Plan complies with current best practice and regulatory guidance, including but not limited to: National, State and local health officials; CDC; PDE, ARP ESSER; Erie County Department of Health; PEMA; Local School Districts; and Erie County Mental Health/ Intellectual Disabilities. On a regular basis information shall be monitored and modified as warranted; however, the most current version shall be located on the PH website.

C19 MEDICAL PROTOCOLS:

Essential Workers: PH employees should report to work unless directed otherwise. As a healthcare organization we are continuing to provide an essential service as identified by DOH and regulatory guidance, we have obligations to keep operating to the extent possible during this Pandemic. PH continues to make every effort to reduce exposure in the workplace by providing information regarding disease prevention, mandating the use of face masks and the screening questions upon arrival at work.

- C19 test sites can be found here: <https://my.castlighthhealth.com/corona-virus-testing-sites>

ISOLATION & QUARANTINE:

Isolation: Isolation is separating a positive tested staff or client from the general population or milieu, to the best extent possible, for a period of time as directed by the DOH.

- PH may contract with Medical Staffing Network (MSN) to provide 24-hour nursing care if needed to staff and isolate a client.
- PH has, as a contingency plan, an approved DHS facility to actualize as warranted.
- Residents who are isolated must always wear a mask.
- All parents must be notified when any child of their child's facility is isolated.

Quarantine: Quarantine is a separating or limiting contact for those who have been exposed to C19 and are asymptomatic. Residents who are quarantined must always wear a mask.

- All parents must be notified when their child's facility is quarantined.

Residents who are Symptomatic: For when a client displays C19 symptoms.

- Nursing will be contacted for guidance and will assess all symptomatic clients immediately using the "Symptom Screening Tool"
- Nursing will follow up with a physician regarding symptoms.
- The client will be separated from the general milieu while awaiting the nursing assessment.
- Nursing shall work with our physician to determine if testing is needed.
- If testing is not warranted, the nursing department shall inform the Facility Staff and PH School Principal to proceed as a general illness.

- If testing is warranted, the nursing department shall inform the Facility Staff and PH Principal to proceed with the following:
 - The client who is being tested will immediately be isolated pending a negative test result.

Residents who test Positive: – Upon receiving a positive test result, the following will occur:

- Resident would be isolated based on guidance from health department and treating physician.
- The following notifications would be made by the PH:
 - A. Erie County Health Department.
 - B. Parent/guardian of the resident.
 - C. Referral source.
 - D. DHS Western Region.
 - E. Staff and residents who may have been exposed.
 - F. Parent/guardians of residents who may have been exposed.
 - G. Referral source of residents who may have been exposed.
 - H. Host School District.

Staff who are symptomatic: Staff are required to self-report immediately to their supervisor any symptoms that could be related to C19 prior to reporting to work

Staff who test positive for C19: A Facility or PH staff who has contact with any client, facility or department and tests positive for C19 shall engage the following:

- Staff who test positive for C19 must contact his or her direct supervisor and the Director of H.R. immediately
- Said staff would be and prevented from reporting to work based on guidance from health department and treating physician.
- The following notifications would be made by the PH:
 - I. Erie County Health Department.
 - J. Parent/guardian of the residents who may have been exposed.
 - K. DHS Western Region.
 - L. Staff and residents who may have been exposed.
 - M. Referral source of residents who may have been exposed.
 - N. Host School District.

Symptomatic Milieu: If a resident becomes symptomatic, the following shall occur:

- Any symptomatic residents will be tested and isolated immediately.
 - Isolation will end upon confirming negative test results or, if positive, in accordance with medical recommendations.
- The facility will be placed on Quarantine as directed by the Pandemic Coordinator.
 - Residents shall be masked and required to follow social distancing guidelines.
- Residents shall be masked and required to follow social distancing guidelines.
- Education will occur remotely and coincide with host school protocols.

Positive Test Milieu: If a resident test positive, the following shall occur within that facility:

- The resident will remain isolated in accordance with medical recommendations.
- The facility will be placed on Quarantine as directed by the Pandemic Coordinator.
 - Residents shall be masked and required to follow social distancing guidelines.
- Education will occur remotely and coincide with host school protocols.
- Parents and referral sources will be notified.
- Deep Cleaning shall occur within 24hrs.

Expedited Testing: PH provides testing to all staff and clients as warranted. The test allows those with a negative to be identified within 24 hrs. Those who report as positive for C19, via the test, must seek out an additional non-expedited C19 test.

ADMISSIONS:

Residential Admissions:

- The admissions team shall continue to evaluate each referral and decide the best plan for admission based on the health, safety and welfare of our staff, clients and families. All interviews for potential admission will occur via phone or web conferencing. All C19 protocols will be followed.
- All potential admissions will be screened by utilizing the “Symptom Screening Tool”. In addition, admissions to residential care must have:
 - A negative C19 test administered within 5-7 days prior to admission.
 - Upon being tested, the client should immediately be quarantined until he or she is admitted.
 - Upon admission the client should continue a quarantine period for a total of 7 days from date of test. (ex. client tests on Monday, begin quarantine. Client receives results Wednesday and admits to PH Thursday, continues quarantine at PH until Tuesday)
 - During the quarantine period the client should be masked.
 - A prior positive test.
 - Must have completed 10 days of isolation from the initial date of the test and are symptom free without use of fever reducing medication during the previous 24 hours (prior to arrival).
- Clients who have tested “positive” for C19 within the past 90 days do not require testing as they meet the criteria for ending community transmission precautions.
- Only one (1) parent/legal guardian are permitted to accompany clients during the intake process. When applicable, the intake process will occur outdoors in designated areas around the facility.

Shelter Admissions: Shelter Admissions process shall adhere to following criteria:

- Upon arrival the PH staff will screen the client using the “Symptom Screening Tool”.
- PH Nursing staff will be notified immediately if the screener reveals the presence of C19 Symptoms.
 - Any admission with the presence of symptoms will be isolated immediately. As soon as possible, a nurse will administer a C19 test. The client will remain isolated until:

- Negative test is confirmed
- Recommended isolation period is completed, if positive.
- Upon arrival, a Shelter staff member will meet the client and the transporter at entrance.
- Clients who are symptom free will be provided masks and will be expected remain masked for 7 days.

COMMUNICATION:

Perseus House will communicate with all of our stakeholders via the following mechanisms.:

- PH website www.perseushouse.org, the most recent up to date PH C19 plan will be found on the home page
- Internal protocols via the POA
- Email and phone contact
- U.S. Postal service
- Web-conferencing and teleconferencing
- Monthly conference calls with parents/guardians

EDUCATION:

The 2021-2022 school year shall begin with in-person learning, with the understanding that remote education may need to take place depending upon the health and safety of all Perseus House clients and staff members. Perseus House will continue to follow all recommendations from PDE, the CDC as well as the Host School Districts in the geographic location of the facilities. Perseus House will apply the Host School District guidance within their Pandemic Plan, which must comply with PDE requirements. Each PH facility and the link to the home school pandemic plan is in the table below:

Facility	Host School District	Link to Home School Plan
PH – Brighter Horizons	General McLane SD	General McLane School District
PH – A.H.I.T.U.	Union City Area SD	COVID-19 Information (ucasd.org)
PH – A.H.R.T.F.	Union City Area SD	COVID-19 Information (ucasd.org)
PH – Enhanced Male RTF	Erie SD	Parent Portal / Back to School Info (eriesd.org)
PH – Girls Enhanced	Erie SD	Parent Portal / Back to School Info (eriesd.org)
PH – CICTP	Erie SD	Parent Portal / Back to School Info (eriesd.org)
PH – Boys ITP	Erie SD	Parent Portal / Back to School Info (eriesd.org)
PH – Shelter	Erie SD	Parent Portal / Back to School Info (eriesd.org)
PH – Boys RTF	Erie SD	Parent Portal / Back to School Info (eriesd.org)

PH must comply with the ARP ESSER Guidance, which is the same compliance standards that each of the Host School’s must apply. This Health and Safety Plan will remain in effect and may be updated as warranted. This plan addresses the following requirements identified by ARP ESSER guidance, which includes:

- The LEA meets bi-weekly with PH and addresses any issues that arise relative to C19. The LEA is also available as needed.
- The LEA and PH have identified a Pandemic Coordinator for both entities. Due to the relationship of the LEA and PH, communication and mitigation efforts are acted on swiftly. The results may lead to process, protocol and/or policy application changes. This

pandemic plan shall be updated to ensure the most current information is contained within the document.

- All clinical and educational services shall remain as prescribed, via IEP, Clinical, or Medical direction and indicated in the PH service descriptions. The only current modification is the application of technology relative to telehealth or synchronous learning.
- Masking protocols, physical distancing, hand-washing, cleaning, isolation, quarantine, diagnostic testing, vaccines, coordination with public officials, and accommodating clients with disabilities are all identified herein.

FACILITY MAINTENANCE:

A cleaning schedule has been put in place at all PH facilities that follows the guidance from CDC and PDE. We will contact the property manager and contracting agencies/ school districts to request disinfection by any facility not maintained by PH. PH has also entered into a contract with Service Master to provide industrial deep cleaning and disinfecting if needed.

Deep Cleaning Process: The deep cleaning process will be followed upon the awareness of a symptomatic staff or client or potential exposure. The Deep Cleaning Process will require temporary displacement or evacuation of the Facility. The additional steps include:

- Staff shall inform the Pandemic Coordinator, who will direct the Facilities Manager (FM) to engage the process.
- The FM will coordinate the process with the Facility to provide:
 - Widespread facility disinfecting, inclusive of all spaces in the facility.
 - Use of additional C19 products that are in addition to the “Disinfecting and Cleaning Measures”
 - Possibly enact Service Master contracted protocol

PERSONAL PROTECTIVE EQUIPMENT (PPE):

PH requires staff and clients to wear masks in accordance with guidance provided by CDC and PDE. PH has provided masks as needed. Other forms of PPE have been secured and are available to staff and offered as needed.

PH STAFF PROTOCOLS AND SUPPORT:

- Staff are required to monitor symptoms and self-report immediately to their supervisor any symptoms that could be related to COVID or any direct exposure.
- All staff are to follow the CDC and Pa DOH C19 precautions as well as the PH Plan of Action (POA) to support the operations.
- Handwashing shall be permitted for staff and clients throughout the day as needed.

Training: Due to regulatory requirements and best practice standards, training must be provided. Efforts are ongoing to provide safe opportunities to do so that include remote options.

TRAVEL:

Any non-essential travel will be under the guidelines of the State of Pennsylvania recommendations. Court hearings may be requested through video or tele conferencing practices. All travel and travel restrictions will be guided by the recommendations from the CDC and the Pennsylvania Department of Health.

<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx>

A. Travel Guidelines:

- Masks will be worn by staff.

A. Transportation of residents for Therapeutic Leaves:

- Staff will adhere to internal travel protocols identified during C19.

VISITATION:

On-site Visitor Safety Protocol: Family therapy and visitation will still be available via on-line platforms. Clients not visited shall be provided 30 minutes of virtual time with families per week, using teams. On-site visitation will resume 3/29/21 for families and for professionals under the following conditions:

- Visits must be scheduled in advance with one of the following:
 - Case Mgr.
 - Director
 - Receptionist-Shelter/CLC
 - If scheduled with Res. Facility and visit is to take place at school, facility MUST coordinate with School Supervisor or Interventions Coordinator.
- Must be screened and cleared using the “Symptom Screening Tool”. If a visitor answers “YES” to any of the questions on the form or if the visitor presents with a temperature 100.3 degrees or higher, the visit may be rescheduled to a later date.
- Must wear a mask and maintain social distancing.
- Visits will be encouraged to occur outdoors if possible and weather permits.
- Visits occurring indoors will be limited to designated areas.
- Restrooms: visitors will be encouraged to use restroom prior to visiting if possible. If used, restroom must be disinfected by PH staff prior to and after usage. Follow the guidance from the “Shift Cleaning Checklist”
- Visitors will be expected to use hand sanitizer upon arrival.
- Only necessary items may be brought to the facility and need to be approved prior with a disinfecting plan.

Off-site Visitation:

- Therapeutic Leaves will resume for all sites by 4/2/21.
- They will be therapeutically indicated by Dr. and initially for those nearing discharge.
- Process
 - Exiting Facility
 - a. Resident will be escorted out of facility to awaiting transportation.
 - b. All documentation will be exchanged/signed outside. Proper disinfecting of equipment is required.
 - c. If PH is transporting, same process followed at meeting point.

d. Resident and staff must be masked.

During Leave:

- e. Resident, family, and PH staff are expected to comply with expectations and treatment goals.
- f. Residents and family are expected to refrain from large gatherings, wear masks outside the home, practice safe hygiene, and monitor for symptoms. Additionally, all will be expected to follow CDC, DOH, and PH guidelines pertaining to C-19.
- g. During check in calls staff will screen for symptoms using the “Visitation and Therapeutic Leave Screening tool”. (Depending on screening, may need to refer to P.O.A. “Off Site Visitation” guidance).

Returning from Leave:

- If transported by family, staff will meet outside and exchange any paperwork/medication, etc. Proper disinfecting of equipment is required.
- If transported by PH staff, same process will be followed at meeting point.
- Resident and staff must be masked.
- Resident will be monitored daily for symptoms
- 5-7 days after return, resident will be C-19 tested.
- Resident will be masked at all times upon return until “negative” test results are received. If resident becomes symptomatic or tests “positive” please refer to and follow PH C-19 “Plan of Action”
- All clothing should be bagged and laundered as soon as possible.
- **Parent Group** – All parent Groups are suspended until further notice. Virtual parent groups resumed in February 2021.

PH CONTACTS:

Pandemic Coordinator
CEO
COO
Nursing Coordinator
Director of HR

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