



# Lancaster County Youth Intervention Center Pandemic Plan

Updated: 2-11-21



Please keep in mind that these can be expected to change as more information and guidelines are released by the CDC.

Don't forget about some of the biggest preventative measures:



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## Quarantining/Testing

When a resident presents with a fever, displays symptoms of COVID-19 or has been in contact with someone who has tested positive for COVID-19, the resident should be quarantined. If resident is symptomatic, they will be rapid tested for COVID-19 immediately. If resident is asymptomatic but has been exposed to someone who tested positive, they will be rapid tested 3 days after the last contact with the positive person.

## Post Test

If resident is asymptomatic, has no fever and rapid test was negative, nurse will contact on-call provider to see if resident can be removed from quarantine. If resident has symptoms of COVID-19, has a fever or rapid test is positive then resident will remain on quarantine and be seen by the medical provider at the next available time (will continue quarantine until further notice).

## **I. Detention Program – Resident Housing Adjustments**

- A. In order to maintain the operational need of Unit 1A, affected residents will be quarantined in Unit 1B which consists of 12 individual rooms and restroom facilities. Any unaffected female residents can be housed in rooms 1A1 and 1A2 if Unit 1B is needed for quarantine.
- B. Staff will be provided any necessary protective personal equipment (*PPE*) such as gloves and masks.
- C. Medical staff shall perform assessments of these residents at the beginning of each shift.
- D. Affected residents who leave their room, or the Unit will be issued masks and gloves.
- E. A resident's parent/guardian and probation officer/caseworker will be immediately notified if they are quarantined.
- F. Quarantined residents are permitted to be in the Unit Dayroom area provided that they wear masks and gloves.
  - i. Staff will disinfect any items used in the Dayroom area after each use.
- G. Affected resident's bed linens and clothing will be replaced and laundered daily.
- H. Meals will be delivered to affected residents in disposable meal containers to be eaten in the Unit Dayroom area or in the resident's room if they are very ill.
- I. In order to maintain the continuity of educational services, educators will ensure that they have educational materials prepared for the affected residents.
  - i. Residents are required to complete their schoolwork prior to engaging in free time activities.
  - ii. Residents will be permitted to stay in their rooms if they do not feel well. The resident's schoolwork can be completed at a later time.
- J. Quarantined Unit will have their own visitation period with family unless visitation is suspended.
- K. Alternative recreational activities and psycho-educational programming will be conducted on the Unit.
- L. Affected residents will attend meetings in locations separate from non-affected residents (i.e., quarantine Unit's Quiet Activity Room).
- M. If Detention's affected resident numbers begin to exceed the allotted quarantined space, then Detention will begin utilizing rooms in Unit 1A.
- N. Staff should report any resident who begins to report feeling sick.

## **II. Shelter Program – Resident Housing Adjustments**

- A. Affected residents will be quarantined in Unit 5A.
- B. Staff will be provided any necessary protective personal equipment (*PPE*) such as gloves and masks.
- C. Medical staff shall perform assessments of these residents at the beginning of each shift.
- D. Affected residents that leave their room, or the Unit will be issued masks and gloves.
- E. A resident's parent/guardian and probation officer/caseworker will be immediately notified if they are quarantined.
- F. Quarantined residents are permitted to be in the Unit Dayroom area provided that they wear masks and gloves.
  - i. Staff will disinfect any items used in the Dayroom area after each use.
- G. Affected resident's bed linens and clothing will be replaced and laundered daily.
- H. Meals will be delivered to affected residents in disposable meal containers to be eaten in the Unit Dayroom area or in the resident's room if they are very ill.
- I. In order to maintain the continuity of educational services, educators will ensure that they have educational materials prepared for the affected residents.
  - i. Residents are required to complete their schoolwork prior to engaging in free time activities.

- ii. Residents will be permitted to stay in their rooms if they do not feel well. The resident's schoolwork can be completed at a later time.
- J. Affected residents will have their own visitation period with family unless visitation is suspended.
- K. Alternative recreational activities and psycho-educational programming will be conducted on the Unit.
- L. Affected residents will attend meetings in locations separate from non-affected residents (i.e., quarantine Unit's Quiet Activity Room).
- M. In the event that the Shelter's affected resident numbers exceed their limited quarantined space, Unit 5B will be utilized as the new Shelter quarantined Unit. Unit 5B consists of 12 individual rooms and restroom facilities.
- N. Staff should report any resident who begins to report feeling sick.

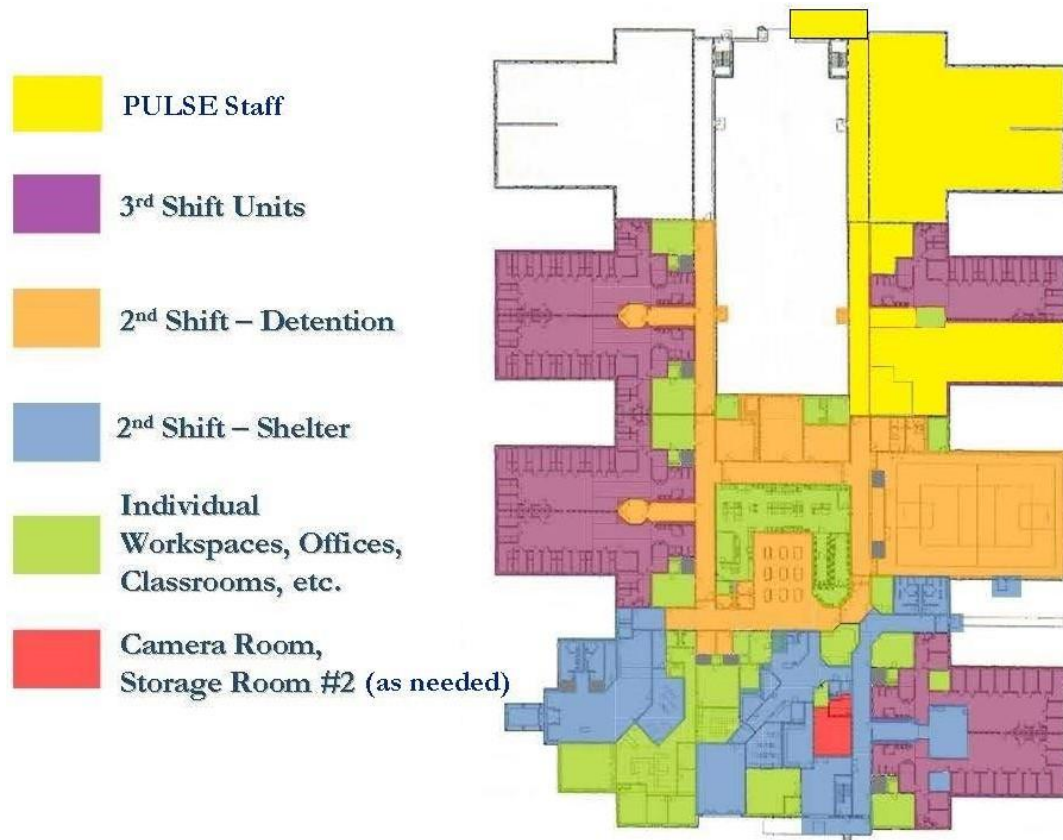
#### **IV. PULSE and ETC Programs**

- A. All participant involvement will be placed on hold if necessary.

#### **V. Housekeeping**

- A. Normal Unit housekeeping procedures will continue to be completed each day as outlined in Policy #101 (*Unit Housekeeping Procedures*).
- B. Staff on each shift should conduct sanitation inspections of their Unit's living areas and shower areas.
- C. Prior to the end of each 2<sup>nd</sup> shift, a Detention staff member will be responsible for disinfecting all "high touch" surfaces in the facility (i.e., *all door handles, telephones, computer keyboards, handrails, etc.*) using the prescribed disinfectant spray. Refer to facility map for responsible areas.
- D. Prior to the end of each 2<sup>nd</sup> shift, a Shelter staff member will be responsible for disinfecting all "high touch" surfaces in the facility (i.e., *all door handles, telephones, computer keyboards, handrails, etc.*) using the prescribed disinfectant spray. Refer to facility map for responsible areas.
- E. 3<sup>rd</sup> shift staff will be responsible for disinfecting all "high touch" surfaces in their assigned Unit (i.e., *all door handles, telephones, handrails, etc.*) using the prescribed disinfectant spray.
- F. The Administrative Area will be disinfected on a daily basis by a designated individual from the Administrative Team.
- G. Each individual will be responsible for disinfecting their own workspace/office (i.e., *educators, custodial, maintenance, supervisory, administrative, etc.*).
- H. Residents will be responsible for disinfecting their room each day and classroom desk prior to the end of school each day.
- I. The Camera/Alarm Room and Loading Dock Storage Room #2 will be disinfected as needed.
- J. Quarantined Unit areas (*Dayroom, Bathroom, Quiet Activity Room, etc.*) will be disinfected by staff after each resident use.
- K. Staff will disinfect any items used in the Dayroom area after each use.
- L. Disinfecting vacated resident rooms due to releases or resident room changes per Policy #101 (*Unit Housekeeping Procedures*).
  - i. Take a spray bottle containing "Virex" cleaning product from the Janitorial Closet and spray the mattress (*all sides*), pillow (*all sides*), entire bunk area, floor, walls, door, nightstand (*Shelter only*). Apply a light mist. Do not over saturate.
- M. The Supervisor On-Duty will disinfect all keys, radios, and batteries prior to returning them to their storage locations and prior to assigning them to the upcoming shifts using the prescribed disinfectant spray (*keys*) and wipes (*radios and batteries*). Staff will utilize the Unit's disinfectant wipes to disinfect their radio prior to equipment exchange at shift change.

- N. “High touch” surfaces (*i.e.*, all door handles, telephones, computer keyboards, handrails, etc.) in the following locations will be disinfected daily using a spray bottle containing “Virex” cleaning product from a Unit’s Janitorial Closet. The product should be sprayed on and then wiped off.



## VI. Hygiene

- Residents will be required to wear face masks whenever they are out of their rooms. Anyone refusing to wear their face mask will be placed on Unit Restriction or Separation Status (in Rooms 1 or 2).
- Residents will be given the opportunity to wash their hands whenever they return to their Units.
- Residents are provided hygiene education upon admission. Reminders are also posted throughout the facility and in the housing units.
- Employees should frequently wash and disinfect their hands.
- Employees should use gloves when handling any resident laundry, bed linens, hygiene items, etc. and wash their hands before and after use.

## VII. Staffing

- A. Staff are required to wear a face mask during their shift.
- B. Staff should ensure that they stay home if they have influenza symptoms. If an employee becomes sick at work, they should immediately report this to the Supervisor, go home, and following the recommended self-quarantine guidelines.
- C. Prior to the start of your workday (*staff, educators, kitchen, chaplains, etc.*), must report to the Medical Office for a screening (*temperature check*) by medical staff. Anyone arriving after 11:00pm will need to be screened by the Supervisor On-Duty. Please arrive a little earlier than usual so you can get screened and still be on time for your shift.
- D. Updates regarding the latest developments of the pandemic will be emailed to everyone who works in the facility as they become available.
- E. Facility Policy #209 (*Staffing, Scheduling, Break Schedules, and Staff Request Forms*) and AFSCME Agreement detailing staff mandating procedures which will be utilized if necessary.
- F. Sleeping and food accommodations will be provided for anyone who needs to remain at the facility for any reason as a result of staffing shortages.

## VIII. Staff Testing

- A. Anyone working in the facility can request a test at their temp. check if they have 3 or more of the listed symptoms or have a fever and 2 of the listed symptoms.
- B. Employees can request a drive-up test if they have 3 or more of the listed symptoms, have a fever and 2 of the listed symptoms, calling off work due to illness, or have been exposed to someone who tested positive for COVID. If any of these apply, employees should email me ([frederid@co.lancaster.pa.us](mailto:frederid@co.lancaster.pa.us)). I will then coordinate a time with PrimeCare for them to meet the employee in the Sallyport in order to conduct the test.

## IX. Outside Visitors

- A. Family and professional visitations can be scheduled via Lifesize or Zoom video conferencing platforms.
- B. The facility will limit/screen visitors, volunteers, professional visitations, contractors, etc., and request all to wash their hands/use hand sanitizer. Visitation could be postponed if necessary. **FAMILY VISITATION HAS BEEN POSTPONED.**
- C. Affected residents will have their own visitation period with family.
- D. If family visitation is postponed, then increased telephone calls will be approved.
- E. Outside programming could be postponed if necessary. **OUTSIDE PROGRAMMING HAS BEEN POSTPONED.**
- F. Outside programming which would normally occur in the Shelter Unit will either be relocated or cancelled for both Unit 6A and Unit 6B. **OUTSIDE PROGRAMMING HAS BEEN POSTPONED.**
- G. Affected residents will attend meetings in locations separate from non-affected residents (i.e., quarantine Unit's Quiet Activity Room).

## X. Court Hearings

- A. The Director will contact the Sherriff Office's Court Sergeants and the resident's assigned probation officer/CYA caseworker regarding any affected resident that is scheduled for court.
- B. Court hearings could be conducted via video conferencing if necessary.
- C. Residents attended an off-site court hearing will be required to wear their face mask. Upon return, the resident will be screened by Medical Staff and receive a new face mask.

## XI. Off-Site Shelter Hearings/Outings

- A. Residents attending a supervised off-site event such as court, school, outings with their caseworker will be required to wear their face mask, social distance, and avoid high risk

scenarios as recommended by the CDC. Upon return, the resident will be screened by Medical Staff and receive a new face mask.

- B. Residents returning from an unsupervised outing, such as a home pass, will be screened by Medical Staff, shower, and receive new clothes and a new face mask upon their return.

## **XII. Intake Process**

- A. All admissions will enter via the Sallyport. Coordination and communication between the Detention and Shelter programs will be paramount in order to ensure availability.
- B. All admissions will be screened by medical personnel or 3<sup>rd</sup> shift staff prior to being accepted.
- C. Upon arrival, staff will take each admission's temperature using the handheld thermometer on the medication cart (*thermometer covers are in the top righthand drawer of the Admission Area desk*) and asking a series of symptomatic related questions (*attached*). Any admission who is symptomatic will be issued a mask and gloves. Admissions who refuse to answer the screening questions or have their temperature taken will be considered affected, issued a mask and gloves, and housed in the quarantined Unit after the intake process. Medical staff will then assess the resident when they arrive on 1<sup>st</sup> shift.
- D. Residents will be provided a face mask.
- E. Residents will be provided COVID-19 education and sign an acknowledgment form.
- F. A COVID-19 rapid test will be administered by PrimeCare staff on all new admissions.

## **XIII. Van Disinfecting**

- A. After van use, staff should put on gloves and clean the interior of the van using the Virex II 256 all-purpose disinfectant. The cleaning product caddy can be found in Central Control. Always spray the disinfectant on the rag and not directly on the surface. Cleaning should start in the back of the van, working your way to the front. Interior areas to clean include:
  - i. Seats
  - ii. Seat belts
  - iii. Arm rests/side compartments
  - iv. Back of seat pockets
  - v. Plastic dividers
  - vi. Interior door handles and surrounding areas
- B. Staff will clean the side and front windows with Virex II 256. Then, use a new rag and clean the windows again using the Glance Window Cleaner.
- C. Staff will use a microfiber cloth and clean the areas along the dash using the Virex II 256 spray, which include:
  - i. Steering wheel and all other driving controls
  - ii. Dashboard/Air Vents
  - iii. Entertainment/Temperature control center
  - iv. Glove box
  - v. Mileage book
- D. Staff will wipe down the exterior door handles with the Virex II 256 spray, which include:
  - i. Driver's door
  - ii. Passenger's door
  - iii. Driver's side back door
  - iv. Passenger's side back door
  - v. Trunk door
- E. Once all surfaces have been disinfected, staff will place the used rags in a small trash bag or bucket.

#### **XIV. Kitchen Operations**

- A. Kitchen staff are required to wear face masks.
- B. The kitchen has approximately 2 weeks' worth of food. Aramark will also be ordering 20 cases of bottled water that will be stored on the Loading Dock as a backup.
- C. The kitchen has approximately 1.5 weeks' worth of alternate staff meals in case staff are unable to leave the facility for any reason.
- D. Kitchen staffing. Tim and Sue stated they would come in if kitchen staff are unable to report to work. If all kitchen staff are unable to report to work, then the meals would need to be prepared by facility staff. The kitchen has the menus posted, a menu book containing ingredients, prep instructions, and cooking instructions for all the meals. All necessary ingredients are labeled and can be found in the refrigerated and dry storage areas.