



NEW DIRECTIONS

COVID 19 BEST PRACTICES

Guidance for re-opening New Directions Child and Adolescent Partial Hospitalization Program at Chestnut Ridge Counseling Services, Inc.

August 24, 2021

Table of Contents

Goals and Promises	2
General Guidance for Employees	3
General Guidance for Children	5
General Guidance for Visitors	7
Return to Work Criteria for Health Care Providers with Suspected or Confirmed Covid-19.	8
Medication Practices	8
Restraint Practices	8
Food Preparation/Feeding	9
Restroom Practices	9
Cleaning Practices	10
Outdoor Space	10
Transportation by Agency Employee	10
Vehicle Sanitation and Practices	11
How to Wear a Mask Safely	14
How to Don and Remove Gloves Safely	15

New Directions

COVID 19 Policy and Practices

New Directions is a year round program that provides a unique combination of specialized mental health treatment and comprehensive educational services. New Directions is the only licensed partial hospitalization program in Fayette County as well as a private academic school. The purpose of New Directions is to offer a comprehensive mental health treatment program for children and adolescents. The program addresses moderate to severe symptoms.

I. Our Goals and Promises:

1. We will open our doors to a safe, clean facility and adhere to all required Commonwealth of Pennsylvania and, to whatever extent possible, CDC and OSHA guidelines.
2. We will thoroughly deep clean and disinfect New Directions prior to reopening.
3. We will maintain increased level of cleanliness and disinfection upon reopening.
4. We will screen all staff and children upon entry to ensure that no one who is known to be sick or symptomatic enters New Directions.
5. We will embrace and enforce the use of personal protective equipment (masks), and social distancing by staff and visitors, and whenever possible by children

II. General Guidance for Employees

For all staff, regardless of specific exposure risks, it is always a good practice to:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Avoid touching your eyes, nose, or mouth with unwashed or gloved hands
- Practice good respiratory etiquette. If someone coughs or sneezes, they should cover their mouth and nose with a tissue or use the inside of their elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds or use hand sanitizer.
- Avoid close contact with people who are sick.
- Stay home if you are sick.

Workplace practices to follow before and during work hours

Steps for Staff

Do's	Don't
Take your temperature before work if you feel sick.	Stay at work or come to work if you become sick.
Always wear a face mask unless you are by yourself in your private office.	Share headsets or objects used near face.
Practice social distancing	Congregate in the break room or other crowded places.
Open windows and doors whenever possible to make sure the venue is well ventilated.	Keep doors/windows open if the weather does not permit it. If fans are used, take steps to minimize air from fans blowing from one person directly at another individual.

- **Pre-Screen:**
 - Staff should measure temperature and assess symptoms prior to leaving home. They must notify the Program Manager immediately if they have had any of the following symptoms in the past 24hrs:
 - Fever/Chills
 - Shortness of breath
 - Cough
 - Sore throat

- At the discretion of the Medical Director and/or the Program Manager staff who have answered yes to any of the above may be requested to remain home. Any time away from work will be deducted from their PTO or Sick to cover the absence.
- **Wear a Mask**
 - In accordance with the CDC, staff must always wear a surgical face mask while in the workplace. Staff can take their facemasks off if they are alone in their classrooms/group room/offices. If you must leave your area (use the fax machine, use breakroom for lunch, use the restroom, etc.) your facemask must be on and stay on until you return to your work area. Masks will be provided by the Agency, however, staff may also bring their own masks.
- **Social Distancing**
 - Staff should practice social distancing (at least 3 feet apart) . Staff must follow the social distancing guidelines that have been outlined in tape on the floors of the building except in the case of an emergency (e.g. restraint).
- **Disinfect and Clean workspaces**
 - Staff must clean and disinfect all areas that they use such as offices (desks, chairs, doorknobs), shared electronic equipment before, and after their use.
 - Maintenance staff will also be responsible for cleaning and disinfecting common areas (including common restrooms) twice daily. All items should be allowed to dry thoroughly once cleaned/disinfected. The cleaning materials used will be in accordance with CDC guidelines.

III. General Guidance for Children

For all children, it is always a good practice to:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Practice good respiratory etiquette. If someone coughs or sneezes, they should cover their mouth and nose with a tissue or use the inside of their elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds or use hand sanitizer.
- Avoid close contact with people who are sick.
- Stay home if sick.

Practices to follow before and during partial sessions

Steps for Children

Do's	Don't
Take your temperature before boarding transportation if you feel sick.	Stay at program or come to program if you become sick.
Always wear a face mask	Share headsets or objects used near face.
Practice social distancing	Congregate in crowded places.
Open windows and doors whenever possible to make sure the venue is well ventilated.	Keep doors/widows open if the weather does not permit it. If fans are used, take steps to minimize air from fans blowing from one person directly at another individual.

- **Pre-Screen:**
 - Children should measure temperature and assess symptoms prior to leaving home and pre-screen whether they have had any of the following symptoms in the past 24hrs:
 - Fever/Chills
 - Shortness of breath
 - Cough
 - Sore throat
 - Parents/guardians must notify the program (724-434-5437) immediately if a child has any of the above. At the discretion of the Medical Director and/or Program Manager, such children may need to be asked to remain home
- **Wear a Mask:** Children should always wear a face mask while in the program as per CDC and PA Department of Health guidelines. Children are encouraged to bring their own masks; however, masks will also be available at the program.

- **Social Distancing:** The child should maintain at least 3 feet and practice social distancing in the building. Children must follow the social distancing guidelines that have been outlined in tape on the floors of the building.

Failure to adhere to any of the COVID-19 program changes may result in a temporary suspension of children from New Directions.

V. Return to Work Criteria for Health Care Providers (HCP) with Suspected or Confirmed COVID-19*

Symptomatic HCP with suspected or confirmed COVID-19 (Either strategy is acceptable depending on local circumstances):

- *Symptom-based strategy.* Exclude from work until:
 - At least 24hrs have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
 - At least 10 days have passed *since symptoms first appeared*
- *Test-based strategy.* Exclude from work until:
 - Resolution of fever without the use of fever-reducing medications **and**
 - Improvement in respiratory symptoms (e.g., cough, shortness of breath), **and**
 - Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens)^[1]. See [Interim Guidelines for Collecting, Handling, and Testing Clinical Specimens for 2019 Novel Coronavirus \(2019-nCoV\)](#).

*Based on CDC Recommendations: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html>

[The criteria above will also apply to children with suspected or confirmed COVID-19.](#)

VI. Medication Practices

- Medications will be administered to New Directions children as prescribed by the New Directions Psychiatrist. Please see New Directions Medication administration policy for details.
- Medication checks will be done with parents/guardians via telephone/televisual or in-person visit as determined by the treatment team.

VII. Restraint Practices

- In the rare event that a physical restraint is needed during the COVID-19 Pandemic the following additional protective measures will be taken:
 - KN95 Respirators are available for staff to use during a restraint.

- When clinically indicated, all staff participating in the restraint will be provided with paper gowns and face-shields.
- Physical restraints continue to be a LAST RESORT and are only used in cases of emergency to ensure the safety of the child and of staff.

VIII. Food Preparation/Feeding

- Breakfast
 - As the child enters the building at New Directions a breakfast cart will be stationed in the main hall for the child to take the items to the room he/she is assigned.
- Lunch
 - (Grab & Go lunches only) will be delivered to children in their assigned rooms.
 - Children are strongly encouraged to bring their own lunches
- When preparing food for children, staff must first wash their hands and then wear food-safe disposable gloves while preparing food. Food service and preparation will follow FDA guidance.
- All children must wash hands before and after eating. Staff who assist children in washing hands should then wash their own hands after assisting a child.
- Prior to meal or snack times, tables must be thoroughly cleaned and disinfected with an EPA registered household disinfectant approved for use against the virus causing COVID-19. Diluted bleach (sodium hypochlorite) (5 tablespoons per gallon of water or 4 teaspoons bleach per quart of water) can also be used for suitable surfaces according to the CDC, following the manufacturer's guidance for usage and ensuring adequate ventilation.
- Children will be prohibited from sharing utensils, food, snacks, or drinks.
- For those children who bring in food from home, It is recommended that each night, parents thoroughly wash all food containers, utensils, and any other feeding items brought from home in hot, soapy water or in the dishwasher.
- Staff must wash their hands after handling food containers/trays.
- Tables will be thoroughly cleaned before and after meal/snack time.

IX. Restroom Practices

- Children who are in group rooms/classrooms with private restrooms will be expected to use those facilities, except in case of an emergency. Restrooms will be cleaned before and after each use.
- Children who are in group rooms/classrooms without private restrooms will use the common area restrooms one at a time. Common area restrooms will be cleaned twice a day.
- Place signs asking clients and staff to wash hands before and after using the restroom.

X. Cleaning Practices of Classrooms/Group Rooms/ Office Spaces and Waiting Room for Ill Children

- Staff is responsible for disinfecting their classroom/group room/office at the beginning and end of their shift (e.g. desks, chairs, door knobs, toys, tools etc.). Disinfecting wipes will be provided and will be stored in each classroom/group room out of reach of the children.
- Toys or any other objects that cannot be routinely cleaned/disinfected will be removed from the classrooms/group rooms. Books and other paper-based materials are not considered a high risk for transmission and do not need additional cleaning or disinfection.
- Maintenance staff will be responsible for disinfecting the floors in classes/group rooms/offices daily.
- Maintenance staff will be responsible for disinfecting common areas (e.g. hallways, restrooms) at the beginning and end of each workday.
- Gloves and any other disposable PPE used for cleaning and disinfecting any space should be removed and disposed of after cleaning; wash hands immediately after removal of gloves and PPE with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available.
- Cleaning and disinfecting practices will follow CDC and PA Department of Health Guidelines.
- All personal protective equipment (PPE) will only be disposed of in close-lid trashcans specifically designated for PPE and ultimately placed in the bio-hazard bin.

XI. Outdoor Space

- Groups can utilize the outdoor grounds at New Directions for recreational activities, at the discretion of the group leader and program manager. While outdoors all staff and children are required to continue to engage in social distancing. As long as social distancing practices are followed then staff and children can remove their masks.

XII. Transportation by Agency Employee

- New Directions children will either be transported by School buses, FACT Buses or by New Directions staff in Agency vehicles. For FACT transportation please see MATP requirements.
- If a New Directions staff person is scheduled to pick up and/or drop off a child, the child's temperature will be taken upon entering the vehicle and will be recorded in the child's medical record upon arriving at New Directions. Please see above regarding temperature policy. Children and staff will be required to wear masks at all times while in vehicles.
- Whenever possible, windows will be opened to ensure adequate ventilation.
- Staff will avoid using the recirculated air option for the car's ventilation during passenger transport; instead staff will use the car's vents to bring in fresh outside air and/or lower the vehicle windows.
- New Directions staff will be disinfecting and cleaning Agency Vehicles before and after each use.
- Each vehicle will have masks, gloves, ~~disinfecting spray~~ disinfecting spray wipes and trash bags for waste disposal. As per OSHA guidelines, compressed air or water sprays to clean potentially contaminated surfaces will not be used, as these techniques may aerosolize infectious material.

XIII. Vehicle Sanitation and Practices

The coronavirus can survive for 72 hours on a surface before dying if the surfaces is not cleaned. It is important to wipe down with a sanitizer and or disinfectant frequently touched vehicle surfaces.

AUTHORIZED DRIVER RESPONSIBILITIES:

- Before and after each trip...wipe down steering wheel, seatbelts/seatbelt buckles, grab handles, keys/fob, gear shifter, radio, armrest, center console, cup holders, power, buttons, light and air controls, interior/exterior door handles, windows, handicap equipment “when used”, etc. When cleaning and disinfecting, staff should wear disposable gloves. As per OSHA guidelines, compressed air or water sprays to clean potentially contaminated surfaces will not be used, as these techniques may aerosolize infectious material.
- Gloves and any other disposable PPE used for cleaning and disinfecting the vehicle should be removed and disposed of after cleaning; [wash hands](#) immediately after removal of gloves and PPE with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer with at least 60% alcohol, if soap and water are not available.
- Agency staff conducting the cleaning must ensure that cleaning and disinfection procedures are followed consistently and correctly, including the provision of adequate ventilation when chemicals are in use. Doors and windows should remain open when cleaning the vehicle.
- Encourage respiratory etiquette by coving a cough or sneeze with a tissue or sleeve to avoid expelling viral secretions on the vehicle surfaces.
- Per individual program policy requirements, if an authorized driver is scheduled to pick up and/or drop off a consumer, the consumer’s temperature may be required to be taken upon entering the vehicle and will be recorded in the consumer’s medical record upon the next available opportunity. Please refer to specific program policy regarding the requirement to take temperatures and how to take consumer temperatures.
- The authorized driver is also responsible for screening the consumer for COVID-19 symptoms either prior to transport or at the time of transport. Please see COVID-19 screening questions below.
- After entering the agency vehicle and prior to having contact with consumer, consider wearing glasses versus contact lenses, consider tying hair back, and removing jewelry. Use Hand sanitizer (apply 1-2 pumps to palms of hand and for 15 seconds rub front, back, in between fingers and nail bed) until dry.
- Initial on designated place of entry on the “Mileage Log” that you have sanitized/disinfected frequently touched surfaces in the vehicle before and after your trip.
- Report any shortage of COVID 19 supplies to your Manager and restock “COVID 19 - Vehicle Travel Pack” ASAP.

COVID 19 – Vehicle Travel Pack:

- Each fleet vehicle will be provided with a COVID 19 Travel Pack.
- The COVID 19 Vehicle Travel Pack will be kept at the assigned program or residential site and not left in the vehicle.
- Whenever an authorized driver takes out a fleet vehicle, they must also pick-up the COVID 19 Travel Pack, in order to address sanitizing and disinfecting the frequently touched vehicle surfaces.

COVID 19 Vehicle Travel Pack Supplies:

- Latex gloves
- Hand sanitizer
- Cleaning disinfecting products
- Kleenex tissues
- Paper towels
- Extra face masks
- Thermometer (depending on program policy requirements and need)
- Trash bags for waste disposal
- Plastic and paper bags for mask disposal

FACE MASK:

- Staff are required to wear a face mask whenever there is another passenger in the vehicle.
- If you are alone in the vehicle, you do not have to wear a mask.
- Staff will require clients to wear a face mask in the vehicle. If the client has a medical condition that is aggravated by wearing the mask, they are excused from wearing the mask.
- Face masks will be made available to clients that do not have a face mask.
- Please follow guidelines on how to wear a medical mask properly and safely.

SOCIAL DISTANCING:

Fleet vehicle passenger occupancy will be restricted based on the size of vehicle:

- Cars: 1 Passenger
- Mini-Vans: 2 Passengers

- 12 & 15 Passenger Vans: 3 Passengers

Passengers should be encouraged to spread-out in the vehicle to allow for social distancing.

AIR VENTS, HEATING, AND AIR CONDITIONING:

- Keep interior air-vents open while vehicle is in use, allowing fresh air into the vehicle. Do not use recirculating air. Whenever possible and weather permitting, windows will be opened to ensure adequate ventilation.

FUELING TIPS:

Help avoid cross-contamination at the pump:

- ✓ Wear disposable gloves and discard before getting back in the vehicle.
- ✓ Maintain a safe distance from other people while at the pump.
- ✓ Avoid touching your face.
- ✓ Use hand sanitizer once back in the vehicle.

COVID 19 VEHICLE EXPOSURE:

Whenever a fleet vehicle has been exposed to a confirmed COVID 19 individual the fleet vehicle will be taken “out-of-service” immediately and will remain quarantined for up to 5 days. The vehicle will be sanitized and disinfected prior to being placed back into service.

HOW TO WEAR A MEDICAL MASK SAFELY

who.int/epi-win

Do's →



Wash your hands before touching the mask



Inspect the mask for tears or holes



Find the top side, where the metal piece or stiff edge is



Ensure the colored-side faces outwards



Place the metal piece or stiff edge over your nose



Cover your mouth, nose, and chin



Adjust the mask to your face without leaving gaps on the sides



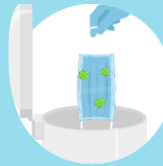
Avoid touching the mask



Remove the mask from behind the ears or head



Keep the mask away from you and surfaces while removing it



Discard the mask immediately after use preferably into a closed bin



Wash your hands after discarding the mask

Don'ts →



Do not Use a ripped or damp mask



Do not wear the mask only over mouth or nose



Do not wear a loose mask



Do not touch the front of the mask



Do not remove the mask to talk to someone or do other things that would require touching the mask



Do not leave your used mask within the reach of others



Do not re-use the mask

Remember that masks alone cannot protect you from COVID-19. Maintain at least 1 metre distance from others and wash your hands frequently and thoroughly, even while wearing a mask.

EPI·WIN

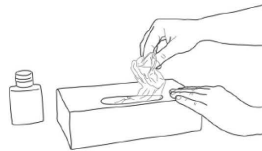


Annex 4.

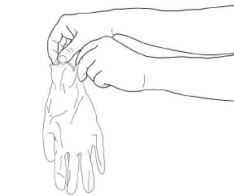
Technique for donning and removing non-sterile examination gloves

When the hand hygiene indication occurs before a contact requiring glove use, perform hand hygiene by rubbing with an alcohol-based handrub or by washing with soap and water

I. HOW TO DON GLOVES:



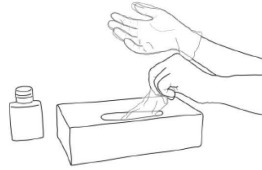
1. Take out a glove from its original box



2. Touch only a restricted surface of the glove corresponding to the wrist (at the top edge of the cuff)



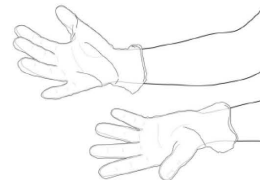
3. Don the first glove



4. Take the second glove with the bare hand and touch only a restricted surface of glove corresponding to the wrist

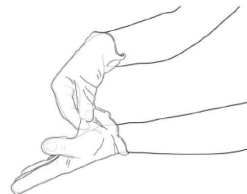


5. To avoid touching the skin of the forearm with the gloved hand, turn the external surface of the glove to be donned on the folded fingers of the gloved hand, thus permitting to glove the second hand

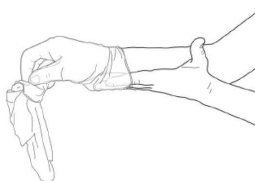


6. Once gloved, hands should not touch anything else that is not defined by indications and conditions for glove use

II. HOW TO REMOVE GLOVES:



1. Pinch one glove at the wrist level to remove it, without touching the skin of the forearm, and peel away from the hand, thus allowing the glove to turn inside out



2. Hold the removed glove in the gloved hand and slide the fingers of the ungloved hand inside between the glove and the wrist. Remove the second glove by rolling it down the hand and fold into the first glove



3. Discard the removed gloves

4. Then, perform hand hygiene by rubbing with an alcohol-based handrub or by washing with soap and water

Source: Glove Use Information Leaflet. World Health Organization, Geneva, 2009. Available from: http://www.who.int/gpsc/5may/tools/training_educational/en/