

RITE OF PASSAGE

IMPROVING THE LIVES OF YOUTH

Updated: March 23, 2020

As we deal with the Covid-19 Pandemic, the goal continues to be the Health, Safety and Welfare of our Staff and Students. The following is a list of Best Practices to be implemented at each site to help contain the virus from entering our programs.

1. Key Control Procedures
 - Control staff will wear protective gloves when handling keys. Gloves will be sanitized throughout the shift and not shared with other control workers.
 - Control staff will sanitize and wipe down all keys and key box throughout the shift.
 - Control staff will sanitize and wipe down the radios prior to issuing and upon return.
 - Control staff will sanitize and wipe down mechanical restraints prior to issuing and upon return.
2. Utilize the Cottage Group System of 1 staff to 8 students.
3. Create smaller living groups (1 to 8) and utilize unused building and /or living units. This will be based on each site's physical plant and logistics.
4. Slow the program down. Adjust schedule to allow more time between program elements (i.e. morning chores/cleaning, campus transitions, meals etc.)
5. Modify open campus movement. Transition in small groups of 8 students or less and have staff and students maintain 6 foot spacing.
6. Exercise in small groups. Non-contact activities only.
7. Have cleaning supplies available on all living units and in each building (Administration, School, Library, Dining Hall, etc.)
8. Conduct sanitation practices after each class and/or program element (Wipe down tables, desks, tables, chairs, door handles, furniture etc.).
9. Staff should report to work 15 minutes prior to their scheduled shift and complete a "huddle" or "information exchange" with outgoing staff to review the day's events and review operational reminders of hygiene and sanitation practices.
10. Conduct regular meetings with students and staff and educate them on the virus as well as keeping them informed of the situation. Remember we are all in this together.
11. Dining Hall Protocol
 - Students should use hand sanitizer upon entering the dining hall.
 - Students should maintain 6 foot spacing and receive trays one at a time.
 - Self-service items should no longer be offered.
 - Meals should be served by food service staff properly trained in food handler protocol.
 - Shared fruit table protocol should be suspended indefinitely throughout the pandemic situation.
12. Increase washing bedding and linens from 1X to 3X weekly.
13. Provide additional phone calls throughout the week to allow more contact with families. This will reinforce the students and families are safe.
14. Utilize video conferencing, when possible, to allow visit with families.
15. The program will identify a living space or area to isolate students if necessary.
16. Students should not share items without proper sanitation practices being followed (computers, tablets, pencils, books etc.).
17. Regional and Site Compliance staff will monitor implementation and verify fidelity daily.