

*Rite of Passage  
Policy and Procedure*

<b>Policy Number:</b>	<b>700.118 ADDENDUM</b>
<b>Policy Name:</b>	<b>PHASED APPROACH TO SAFE OPERATIONS</b>
<b>Program Type:</b>	<b>ALL</b>

**Policy:** As the COVID-19 pandemic continues to present a threat in varying degrees across the country, some states and jurisdictions have begun to open and resume more activities, Rite of Passage programs shall implement a gradual and phased resumption of managed interactions and activities. The continual health, safety and welfare of youth and staff shall be paramount, and ROP’s phased-back approach shall be aligned with all safety and health requirements defined by local public health authorities, licensing standards, the ROP Epidemic and Pandemic Plan and Protocol for COVID-19 (Policy 700.118) as well as ROP operational best practices for hygiene and sanitation.

It is the policy of Rite of Passage that the Senior Medical Committee shall review, and approve, each site’s individual phased-back plan prior to its implementation. This process acknowledges that each local ROP program has a unique set of factors and variables that impact its phased-back approach that cannot be universally applied across all ROP programs.

**Definitions:** The resumption of managed interactions within ROP programs shall be guided by a phased approach, as defined below:

**Phase 0:** Youth quarantined to their personal living area with no interaction outside their cottage group due to being exposed or positive COVID-19 cases.

**Phase 1:** Youth shall operate in cottage groups with tightly controlled and limited interaction outside their cottage group.

**Phase 2:** Youth shall operate in cottage groups with interaction among staff, students and parents outside their cottage group acceptable but minimized to the greatest extent possible.

**Phase 3:** No restrictions on interaction of staff, students and parents outside of student cottage groups while maintaining social distancing and hygiene practices.


**Senior Medical Committee:** The Senior Medical Committee shall be comprised of the Medical Health Authority consultant and selected ROP leadership from the COVID-19 Task Force, including the Regional Executive Directors and/or their appointees. This Committee shall meet weekly to review site status.

**Procedure:** Each ROP program shall follow the procedures outlined below as it gradually advances from one phase to another. Increasing community interaction will increase the risk of reinfection and ROP will work diligently with its partners and stakeholders during the duration of the pandemic to implement policies and procedures aimed at decreasing the likelihood of staff or student infection until a safe and effective therapeutic or vaccine becomes available. The phased-back plan shall be implemented responsibly, and in gradual steps based on the risk of reinfection, as described below:

- 1. Phased-Back Plan:** Each site shall compile an individual phased-back plan, based on ROP’s operational best practices, as provided herein.

- Operational phased-back plan shall be specific to each site/program and each plan shall include all three phases.
  - Each site/program shall implement all practices and protocols for its current phase, as defined in its phased-back plan
  - Each staff member shall be trained on all required practices and protocols of the current phase, as defined in its phased-back plan.
- 2. Gating Criteria:** Individual programs and sites shall meet the following gating criteria prior to advancing to a new phase. Assessment of the potential impact and spread of infection should be integrated into the decisions regarding the phased resumption of managed interactions.
- No active COVID-19 cases at the facility for youth at the ROP program.
  - No active COVID-19 cases for staff at the ROP program. This shall be defined as no active cases of a staff physically working on an ROP site, or otherwise in close proximity with ROP staff or youth, during a period when he/she may have been contagious.
  - Analysis of the local community and/or placing agency jurisdiction to ensure there are no community or placing agency “hot spots” of likely contagion. The community may also present a “flattening of the curve” or downward trajectory of positive cases (or percent of positive tests) within the applicable community.
  - Site operational fidelity to epidemic and pandemic policies and protocol.
  - Review and approval by Senior Medical Committee and other applicable agencies as required (e.g., local public health authorities)
- 3. Continual Monitoring and Evaluation:** Each ROP program shall continue to evaluate and assess for risk regarding the likelihood of transmission. Should a significant risk be presented (including, but not limited to, an active COVID-19 case at an ROP program), that program may be required to move back to a Phase 0, 1, 2 or 3 based on the information available, to ensure the continued safety of youth and staff. Additionally, this case may be staffed by the Senior Medical Committee for a recommended course of action.

**Policy Version History and Reference Information**

Date & Version #	Details	Approved By:
06/10/20 v1	Addendum created	Rusty Alexander
07/24/20 v2	Added Education Addendum	Rusty Alexander
10/26/20 v3	Modified Home Pass Criteria	Rusty Alexander
12/06/20 v4	Quarantine timeframes updated	

Reference Type (Accreditation, regulation, etc...)	Number, Section, ...
N/A	

## ROP's Best Practices for a Phased Approach to Safe Operations During a Pandemic

Item / Activity	Phase 1 Procedures	Phase 2 Procedures	Phase 3 Procedures
<b>Program Intakes</b>	<ul style="list-style-type: none"> <li>All receive COVID clearance</li> <li>New students in designated areas</li> <li>Students receive daily symptom monitoring</li> </ul>	<ul style="list-style-type: none"> <li>All receive COVID clearance</li> <li>New students in designated areas</li> <li>Students receive daily symptom monitoring</li> </ul>	<ul style="list-style-type: none"> <li>New students receive daily symptom monitoring for 72 hours upon intake.</li> </ul>
<b>Staff Screening</b>	<ul style="list-style-type: none"> <li>Staff utilize central entrance/exit.</li> <li>Staff required to complete screening tool daily.</li> <li>Staff temperature monitored 2x per day.</li> </ul>	<ul style="list-style-type: none"> <li>Staff utilize central entrance/exit.</li> <li>Staff required to complete screening tool daily.</li> <li>Staff temperature monitored 2x per day.</li> </ul>	<ul style="list-style-type: none"> <li>Staff instructed to self-monitor for symptoms.</li> </ul>
<b>PPE (Personal Protection Equipment)</b>	<ul style="list-style-type: none"> <li>N95/KN95 mask, face shield, gown and gloves used by staff when providing care inside of 6ft directly with students who are symptomatic or have tested positive; surgical masks can be utilized if 6ft of Social Distancing can be maintained</li> <li>Unique/individual situations shall be staffed with the Infectious Disease Physician.</li> </ul>	<ul style="list-style-type: none"> <li>N95/KN95 mask, face shield, gown and gloves used by staff when providing care inside of 6ft directly with students who are symptomatic or have tested positive; surgical masks can be utilized if 6ft of Social Distancing can be maintained</li> <li>Unique/individual situations shall be staffed with the Infectious Disease Physician.</li> </ul>	<ul style="list-style-type: none"> <li>N95/KN95 mask, face shield, gown and gloves used by staff when providing care inside of 6ft directly with students who are symptomatic or have tested positive; surgical masks can be utilized if 6ft of Social Distancing can be maintained</li> <li>Unique/individual situations shall be staffed with the Infectious Disease Physician</li> </ul>
<b>Masks</b>	<ul style="list-style-type: none"> <li>Donned &amp; Doffed in accordance with recommended CDC mask guidelines.</li> <li>Staff wear surgical mask or cotton facial covering when working directly with students.</li> <li>Front Entry staff wear surgical mask or facial covering.</li> <li>Students wear surgical mask or cotton facial covering at all times, when directed by placing agency or licensing.</li> <li>Symptomatic students in medical isolation wear surgical mask; staff providing care inside of 6ft wear N95/KN95 masks.</li> <li>Individuals confirmed to have been exposed to the virus wear surgical mask or N95/KN95 masks, as recommended by our Infectious Disease Physician.</li> <li>Unique/individual situations shall be staffed with the Infectious Disease Physician.</li> </ul>	<ul style="list-style-type: none"> <li>Donned &amp; Doffed in accordance with recommended CDC mask guidelines.</li> <li>Staff wear surgical mask or cotton facial covering when working directly with students, or until otherwise directed by Executive Director.</li> <li>Front Entry staff wear surgical mask or facial covering.</li> <li>Students wear surgical mask or cotton facial covering at all times, when directed by placing agency or licensing.</li> <li>Symptomatic youth in medical isolation wear surgical mask; staff providing care inside of 6ft wear N95/KN95 masks.</li> <li>Individuals confirmed to have been exposed to the virus wear surgical mask or N95/KN95 masks, as recommended by our Infectious Disease Physician.</li> <li>Unique/individual situations shall be staffed with the Infectious Disease Physician.</li> </ul>	<ul style="list-style-type: none"> <li>Donned &amp; Doffed in accordance with recommended CDC mask guidelines.</li> <li>Symptomatic students in medical isolation wear surgical mask; staff providing care inside of 6ft wear N95/KN95 masks.</li> <li>Individuals confirmed to have been exposed to the virus wear surgical mask or N95/KN95 masks, as recommended by our Infectious Disease Physician.</li> </ul>

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Item / Activity	Phase 1 Procedures	Phase 2 Procedures	Phase 3 Procedures
<b>Athletics &amp; Activities</b>	<ul style="list-style-type: none"> <li>• Interscholastic and off campus sports suspended.</li> <li>• Activities in cottage group (&lt; 10 only)</li> <li>• Activities are limited to individual activities with no contact (touch) with others.</li> <li>• Team skills and drills permitted</li> <li>• Equipment wiped down pre/post use between students</li> </ul>	<ul style="list-style-type: none"> <li>• Interscholastic and off campus sports suspended.</li> <li>• Activities allowed for multiple cottage groups from same dorm (&lt; 40 only)</li> <li>• Activities are limited to individual activities with no contact (touch) with others.</li> <li>• Equipment wiped down pre/post use between students</li> </ul>	<ul style="list-style-type: none"> <li>• All team sports and public off campus activities permitted in accordance with local guidelines and ordinances.</li> </ul>
<b>Education</b>	<ul style="list-style-type: none"> <li>• Coursework focused on English, Math, Science, Social Science.</li> <li>• Online CTEs may be provided.</li> <li>• Distance learning or blended model of education to minimize group interaction.</li> <li>• Direct instruction reporting to facility</li> <li>• Pull outs for IEP students, behavioral, and academic deficiencies</li> </ul>	<ul style="list-style-type: none"> <li>• Coursework includes core classes and some electives.</li> <li>• Online and direct instruction CTEs may be provided.</li> </ul>	<ul style="list-style-type: none"> <li>• Education is provided to every student, including core classes, electives and CTEs.</li> <li>• Off-campus learning activities provided.</li> <li>• Local educational guidelines and directives will be followed.</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>• Conducted in consistent cottage groups (&lt; 10).</li> <li>• No teacher rotation.</li> <li>• Norms include designated spacing and marked boundaries.</li> </ul>	<ul style="list-style-type: none"> <li>• Conducted in cottage groups with various teachers and staff.</li> <li>• Movement between rooms permitted.</li> <li>• Norms include designated spacing and marked boundaries.</li> </ul>	<ul style="list-style-type: none"> <li>• Norms include designated spacing and marked boundaries.</li> </ul>
<b>Treatment Groups</b>	<ul style="list-style-type: none"> <li>• Treatment groups structured by cottage group.</li> <li>• Social distancing measures in place for groups.</li> <li>• Off campus treatment groups not permitted unless required by placing agency.</li> </ul>	<ul style="list-style-type: none"> <li>• Treatment groups may include students in same dorm/living unit.</li> <li>• Social distancing measures in place for groups.</li> <li>• Off campus Treatment groups permitted.</li> </ul>	<ul style="list-style-type: none"> <li>• Treatment groups assignment based on individual student need; housing not a factor.</li> <li>• Off campus Treatment groups permitted.</li> </ul>
<b>Dining Room (Group)</b>	<ul style="list-style-type: none"> <li>• Staff and students sit in socially appropriate distances with minimum numbers at each table (2-4 people).</li> <li>• Lines spacing a priority.</li> <li>• Dining room numbers limited to similar dorms/buildings only.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff and students sit in socially appropriate distances with minimum numbers at each table (2-4 people).</li> <li>• Lines spacing a priority.</li> <li>• Dining room numbers limited to similar dorms/buildings only</li> </ul>	<ul style="list-style-type: none"> <li>• Dining room maintains socially appropriate serving lines.</li> <li>• Dining rooms utilize designated "traffic" patterns to maintain separation.</li> </ul>
<b>Meals</b>	<ul style="list-style-type: none"> <li>• Meals are prepared and served in packaged boxes.</li> </ul>	<ul style="list-style-type: none"> <li>• Students verbally select food items they desire and are served meals in a packaged box or served by food service staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Students select food options buffet style including salad bar and drinks.</li> </ul>

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<b>Hygiene</b>	<ul style="list-style-type: none"> <li>• Hand washing before/after: bathroom use, eating, and sneezing/coughing.</li> <li>• Paper towel use as much as possible</li> </ul>	<ul style="list-style-type: none"> <li>• Hand washing before/after: bathroom use, eating, and sneezing/coughing, visitation, athletics &amp; activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Hand washing before/after: bathroom use, eating, and sneezing/coughing, visitation, athletics &amp; activities.</li> </ul>
<b>Cleaning and Sanitizing</b>	<ul style="list-style-type: none"> <li>• All areas and rooms cleaned and sanitized after each individual or group use.</li> <li>• No shared items without cleaning in between use (pens, paper, etc...)</li> </ul>	<ul style="list-style-type: none"> <li>• All areas cleaned after each use and sanitized daily.</li> </ul>	<ul style="list-style-type: none"> <li>• All areas cleaned after each use and sanitized as scheduled depending on the type of room and use (Daily, weekly, or monthly).</li> </ul>
<b>Laundry/Linens</b>	<ul style="list-style-type: none"> <li>• Socks/underwear/t-shirts washed after each use.</li> <li>• Linens washed 3x per week.</li> </ul>	<ul style="list-style-type: none"> <li>• Socks/underwear/t-shirts washed after each use.</li> <li>• Linens washed 2x per week.</li> </ul>	<ul style="list-style-type: none"> <li>• Socks/underwear/t-shirts washed after each use.</li> <li>• Linens washed weekly.</li> </ul>
<b>Deliveries (Mail, Food, Supplies)</b>	<ul style="list-style-type: none"> <li>• All deliveries completed outside the buildings.</li> <li>• Staff washes hands after handling all packages.</li> </ul>	<ul style="list-style-type: none"> <li>• Deliveries permitted inside buildings at designated central locations.</li> <li>• Staff washes hands after handling all packages.</li> </ul>	<ul style="list-style-type: none"> <li>• Deliveries permitted inside buildings at designated central locations.</li> </ul>
<b>Home Passes</b>	<ul style="list-style-type: none"> <li>• Use of video conferencing as alternative as much as possible.</li> <li>• ROP staff advocate for home pass postponement.</li> <li>• If student is close to discharge date, consider discharging student in lieu of home pass.</li> <li>• Upon return student is isolated with daily symptom monitoring. After 5 days a PCR test may be administered with release from isolation after 7 days with a negative test <u>or</u> release from isolation after 10 days without a PCR test if student remains symptom-free.</li> </ul>	<ul style="list-style-type: none"> <li>• Use of video conferencing as alternative as much as possible.</li> <li>• ROP staff advocate for home pass postponement.</li> <li>• If student is close to discharge date, consider discharging student in lieu of home pass.</li> <li>• Upon return student is isolated with daily symptom monitoring. After 5 days a PCR test may be administered with release from isolation after 7 days with a negative test <u>or</u> release from isolation after 10 days without a PCR test if student remains symptom-free.</li> </ul>	<ul style="list-style-type: none"> <li>• Home passes evaluated for safety on a case-by-case basis.</li> <li>• Home passes limited to/from areas which are exhibiting high infection rates or rising infection rates.</li> </ul>
<b>Visitors On Grounds</b>	<ul style="list-style-type: none"> <li>• Individual visits permitted only for mental health or regulatory reasons.</li> <li>• Visitors required to complete screening tool.</li> </ul>	<ul style="list-style-type: none"> <li>• Visitors limited from areas which CDC designates as "hot spots."</li> <li>• Visitors required to complete screening tool.</li> <li>• Visits conducted by family in small groups.</li> </ul>	<ul style="list-style-type: none"> <li>• Visits managed in small groups using appropriate social distancing.</li> </ul>

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<b>Off Campus Student Travel</b>	<ul style="list-style-type: none"> <li>• Student travel off campus discouraged except for medical and family requirements/ emergencies and court appearances as ordered.</li> <li>• Opportunities for students to engage in off-campus activities are not permitted.</li> <li>• Students and staff must wear facial coverings.</li> <li>• Vehicles contain PPE and hygiene supplies.</li> </ul>	<ul style="list-style-type: none"> <li>• Student travel off campus limited to include medical and family requirements, emergencies and court appearances as ordered.</li> <li>• Limited opportunities are presented for students to engage in off-campus activities.</li> <li>• Public activities should focus on events that involve limited public interaction.</li> <li>• Public outings may occur in accordance with CDC guidelines for public events.</li> <li>• Public group size limited to &lt; 50 people in a venue.</li> <li>• Students and staff must wear facial coverings.</li> <li>• Vehicles contain PPE and hygiene supplies.</li> </ul>	<ul style="list-style-type: none"> <li>• Opportunities are presented for students to engage in off-campus activities and appointments.</li> <li>• Public outings may occur in accordance with CDC guidelines for public events.</li> <li>• Public group size limited to &lt; 250 people in a venue.</li> <li>• Vehicles contain PPE and hygiene supplies.</li> </ul>
<b>Staff Travel</b>	<ul style="list-style-type: none"> <li>• Only essential travel is authorized, with travel by car or van preferred over airline travel (when applicable)</li> <li>• ROP events requiring travel are rescheduled (e.g. QA) or restructured (e.g., run by site staff)</li> <li>• For those who travel, a self-quarantine period is required before returning to an ROP site</li> <li>• Follow best practices in hygiene, use of masks and limiting person-to-person contact</li> </ul>	<ul style="list-style-type: none"> <li>• Limited travel allowed with travel by car or van preferred over airline travel (when applicable)</li> <li>• ROP events requiring travel shall be reviewed and a safety plan developed</li> <li>• Follow best practices in hygiene, use of masks and limiting person-to-person contact</li> </ul>	<ul style="list-style-type: none"> <li>• Travel approved by supervisor</li> <li>• Continue to follow best practices in hygiene and all airline safety requirements (e.g., use of masks)</li> </ul>

- Please note any situation that does not fall within the phased above should be discussed with the ROP Medical Coordinator.

## ROP EDUCATION PLAN TO RE-ENGAGEMENT

While ROP schools never officially closed, the path to re-engagement outlines how ROP might begin to fully re-engage on campus. We will move to each phase as quickly as and carefully as possible.



	Phase 0	Phase I (Intercession)	Phase II	Phase III
<b>Instructional Staff</b>	On-campus	On-campus	On-campus	On-campus
<b>Academic Courses/CTE</b>	Cottage Groups	Cottage Groups	Delivered face-to-face only with Director of Education and Executive Director approval (rotation of teachers not students)	Return to traditional delivery method
<b>Size Guidelines for ALL Experiences/Events (including groups, courses, meetings, etc.)</b>	0	Limited to 10 people	Limited to 15 people	Limited to 22 people
<b>Social Distancing Standards in Effect</b>	Yes	Yes	Yes (when possible)	Yes (when possible)
<b>Mask Usage</b>	Yes	Required	Strongly Required	Strongly Recommended
<b>Student Clubs and Organizations</b>	Closed	Face-to-face, per size and social distancing guidelines	Restricted: approval necessary from Executive Director	No restrictions
<b>Sports</b>	No	No	Intramural Sports with CDC guidelines	Yes, with CDC guidelines
<b>Student Facilities (Gym, Library, Lounges, etc.)</b>	Closed	Open, per size and social distancing guidelines	Open, per size and social distancing guidelines	Open
<b>Dining Services</b>	Grab and Go	Grab and Go only	Dining open: limited to 80 people	Dining resumes normal operations
<b>Field Trips and Guest Speakers</b>	Not permitted	Not permitted	Restricted: approval necessary from Executive Director	No restrictions