

*Rite of Passage
Policy and Procedure*

Policy Number:	700.118
Policy Name:	Epidemic & Pandemic Virus Plan
Program Type:	All

Policy:

In an effort to maintain safe and healthy facilities Rite of Passage has an epidemic and pandemic virus response policy. The intent of this policy is to guide staff and students in preventing and responding to viruses at our juvenile care facilities.

Definitions:

An epidemic is defined as an infectious outbreak that affects a disproportionate amount of people within a population, community, or region.

A pandemic is defined as an infectious outbreak that occurs over a wide geographic area, and affects an exceptionally high proportion of the population.

A virus is defined as an infective agent that is able to multiply within the living cells of a host. Examples include, but are not limited to: Influenza and Coronavirus / COVID-19.

Procedures:

1. Prevention:

- A. **Vaccination:** If there is a vaccination available and recommended by the Center for Disease Control (CDC) the staff and students should be offered a seasonal vaccination.

- B. **Good Health Habits:** Staff and students should be educated in the prevention of viruses on a regular basis – staff upon hire and students upon admission. Good health habits include;
 - a. Regular hand washing – especially after sneezing, coughing, or touching the face.
 - b. Respiratory etiquette – sneeze or cough into sleeve, tissue, or elbow and avoid touching eyes, nose, or mouth.
 - c. Signage – facilities should post signs, posters and other visuals about good health habits.
 - d. Discourage the use of courtesy and ceremonial hand shaking or high fives between students, staff, and staff to students.
 - e. Discourage contact with persons with virus symptoms – fever, cough and sore throat.

C. **Disinfection of high touch surfaces.** Viruses can live on hard surfaces for extended periods of time. The US EPA has published a list of over 500 products for use against influenza A on hard surfaces. Desks, counters, bathrooms and any communal areas need to be cleaned and disinfected on a regular basis by the janitorial staff. The site medical department shall be responsible for supplying the dormitories and classrooms with the proper disinfectants for daily use. ROP facilities should clean the following surfaces on a daily basis with appropriate disinfectant solutions:

- a. Door knobs
- b. Hand rails
- c. Weights and workout equipment
- d. Telephones
- e. Radios
- f. Keyboards
- g. Desk tops
- h. Counter tops
- i. Table tops
- j. Sinks
- k. Public water fountains

2. **Control Measures:**

A. **Screening staff and students:** Rite of Passage shall screen potential staff through a health screen conducted by a trained medical professional. Potential students shall meet the program specific intake screening criteria per policy 700.121 New Admission Acceptance and Monitoring COVID-19.

B. **Restrictions on student off-site activities, including home passes and off-site employment:** All staff and student travel and activities should be reviewed for risk of exposure to infectious outbreaks. Weekly each site management team shall review all of the planned off campus travel and activities (on and off campus). If there is risk of exposure, the events and trips should be cancelled or rescheduled.

C. **Screening of students after home passes:** Every student returning from a home pass should be checked by the on-site medical staff or designated individual to be evaluated and questioned whether or not they have been exposed to someone with flu-like symptoms or traveled to locations that are known to have a current virus issue.

D. **Screening visitors:** All Rite of Passage programs shall screen facility visitors through observation of obvious virus related health symptoms (coughing, sneezing, appearance of a fever) and a questionnaire. The questionnaire will include questions that are CDC recommended and in accordance with all local/regional guidelines. Visitors that divulge information or show signs of

having been exposed to a virus shall not be permitted to enter the facility until cleared by a medical professional. Visitors include, but are not limited to:

- a. Parents, friends, relatives
- b. Facility vendors
- c. Contractors
- d. Visiting placing agency officials

D. Staff with symptoms: The CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. To protect the staff, students, and public the following procedures should be followed notice relating to employees at their work location:

1. Employee will report to medical or be directed by a supervisor if employee displays signs of fever, cough and/or shortness of breath.
2. The on-site medical team will assess the condition of the employee and confirm the typical symptoms related to the virus and isolate the employee. If there is no on-site medical team the staff will be sent to a local medical facility (hospital, urgent care, etc.)
3. The medical staff will advise the Program Director (PD) or designated employee who then will send the employee home.
4. The PD or designated representative will:
 - a. Advise the employee that they must not come to work until the symptoms disappear and a doctor has confirmed that they are not contagious.
 - b. Advise the employee to seek medical care right away.

E. Staff illness or exposure to illness: If an employee becomes ill or suspects exposure to respiratory illness and or fever and/or a supervisor suspects the employee has been exposed to someone with the virus, the PD or designated representative will:

1. Instruct the employee to stay home for up to 14 days to ensure the employee does not show symptoms of the virus.
2. Instruct the employee to obtain a fitness-for-duty/return-to-work notice from their physician.

F. Time off due to illness: Affected employee(s) will be granted applicable Paid Time Off (PTO), Leave of Absence (LOA), Family Medical Leave (FMLA) and/or protections of the Americans with Disabilities (ADA) in accordance with ROP policies during the period the employee is unable to report back to work.

1. Human Resources will be notified of all incidents related to employee health in the work place and will advise and assist all employees on issues related to the time of polices identified above.
2. The right to privacy related to affected employees will be protected as required by ROP Policies and Federal, State, and Local Laws.

G. Students that exhibit symptoms of a virus or have been exposed to someone with the virus: Shall be quarantined in their assigned living area and notification to the appropriate medical staff shall be made immediately. Quarantine is the separation from exposure to others that may have not come in contact with that person. Despite being on health quarantine status, students are still afforded their personal rights as long as they do not put others in danger of exposure.

H. Facility Food Service: All staff shall follow proper hand washing and glove procedures as prescribed in local and national food service standards. All surfaces will be cleaned and sanitized after each use. Sanitizing solutions shall be monitored via litmus test at the intervals recommended by the manufacturer. Visitors to the food service and preparation areas shall be limited to authorized food service personnel only.

3. Communication:

A. Communication with health officials: The facility Ranking Administrator in Charge (RAC) is responsible for remaining in contact with state health officials in order to stay apprised of the latest information regarding the potential of a virus pandemic. The Director of Student Services (or designee) shall be responsible for semi-annual contact with state health officials.

B. Communication with staff: site management teams shall anticipate potential fear and anxiety of the staff and students. This shall be managed through regular communication at shift change and all team meetings. This is the responsibility of the Ranking Administrator in Charge.

C. Communication with students: Students shall be educated about communicable diseases upon admission and on a regular basis. When there is a suspected outbreak, the case management department is responsible to work the medical department in ensuring the students understand the benefits of healthy habits and the dangers of illness caused by viruses.

Policy Version History and Reference Information

Date & Version #	Details	Approved By:
10/26/09 v1	Policy created	BH
03/09/20 v2	Updated policy	Rusty Alexander
03/18/20 v3	Updated home pass procedures	Rusty Alexander

Reference Type (Accreditation, regulation, etc...)	Number, Section, ...
CARF	1H.9.f(5)