

## Procedure for Relaxing of COVID 19 Restrictions at Grafton

Although the incidence of new COVID-19 cases in Virginia has begun to decline in aggregate, it continues to increase in certain areas of the Commonwealth, including the Lord Fairfax Health District where two of our major operations are operating. The Richmond region has also been significantly impacted.

The Governor of Virginia has proposed a phased “re-opening” beginning on May 15. The only phase that he has detailed is Phase I, in which there should be continued social distancing, continued telework, no gatherings of more than 10 people, but easing the restrictions on the operation of business, faith communities, and parks.

The COVID-19 Monitoring Team, which has operated throughout the crisis to ensure adequate PPE (personal protective equipment), communication, and recommended steps for restricting activities, is proposing the following process to “re-open” Grafton. As a reminder, to date we have:

- Quarantine regions from each other
- Stopped non-urgent medical services by external providers
- Stopped all outside contractors from visiting Grafton facilities
- Stopped all corporate travel
- Stopped use of the cafeteria for any other than our food services contractor, Metz employees
- Stopped on-site visits to our facilities by anyone other than Grafton staff
- Stopped therapeutic passes
- Mandated the use of masks
- Stopped community outings
- Closed Adult Day sites
- Closed Private Day School sites (other than Berryville Psychiatric Residential Treatment Center, per the Governor’s clarification)

We recommend a similar phased process of reversing these actions, based upon relevant data from the Virginia Department of Health, the Governor’s actions, and the Centers for Disease Control. **We would recommend that the COVID-19 Monitoring Team move from a “reporting” to a “regulating” body, providing guidance on the movement from one phase to the next, and deciding upon certain eventualities as discussed below. The group will continue to meet daily, and any requests for variances as discussed below can be forwarded to [communications@grafton.org](mailto:communications@grafton.org) for inclusion in the daily agenda.**

Please note that [Ukeru®](#), as a division of Grafton that provides services to external customers, will decide on travel to and from external providers on a case-by-case basis based upon community spread and health department guidance in the vicinity of those with whom it is working. They will then remain separate from other personnel at the corporate office upon return, and continue to practice social distancing, hand hygiene, and self-monitoring daily.

### PHASE I ACTIVITIES – BEGINNING ON MAY 18, 2020

#### Quarantined regions from each other

Medical staff, the COVID-19 Monitoring Team, Managers, Directors or Executives, or those cleared by the COVID-19 Medical Team *only* can move between sites beginning on May 16. Direct care staff, as

they are directly in contact with clients on a daily basis, will not be able to move between sites. Visitors to other sites are to be *masked throughout their visit, and maintain hand hygiene, social distancing, and self-monitoring for any symptoms.*

We have already begun to reintegrate the various teams that had been held in reserve, and we would recommend that all teams can return to work directly on-site. Corporate teams may continue to telework at the direction of their leaders.

### **Non-urgent medical procedures by external providers**

We will allow certain medical providers (mobile dentist or health department staff) on-site if they have been cleared by the COVID 19 Monitoring Team. Specialty appointments may be attended with the approval of the COVID 19 Monitoring Team. We believe this should remain generally in place until we have better data from the Governor's reopening plan and its impact.

### **Outside Contractors**

Outside contractors may restart with the approval of the COVID 19 Monitoring Team. We will prioritize urgent maintenance issues. Contractors should be masked at all times when inside a structure or building. Outside contractors might include haircuts, onsite specialist visits, and any other contracted services.

### **Corporate Travel**

Travel via plane should remain stopped. Travel by corporate staff to other programs and sites throughout the region should be reported to the COVID 19 Monitoring Team for tracking.

### **Berryville Cafeteria Use**

We recommend that use of the cafeteria at Berryville restart with no more than two groups, of no more than 10 individuals each, at either end of the cafeteria building at any one time.

### **Shawnee**

Corporate employees will return to work at the corporate office. Variances will be granted by the leadership team as required or needed. Corporate employees should no longer travel to program sites, but only report to work at the Shawnee location.

## **PHASE II ACTIVITIES – DATE OF IMPLEMENTATION TO BE DETERMINED**

### **On-Site Visits, Children's Services**

We recommend that the regional operating teams be the approval mechanism for on-site visits **for children's services only**, prioritizing these visits appropriately. We recommend that visits with guardians should be the first priority – no extended family, at least initially. Some suggestions for prioritization:

- Discharging Clients
- Agency monthly visits
- Legal Guardians (to include parents)
- Foster Family or Transition placement interviews
- Medical visits

The regional operating team will designate specific visitation days, and limit the number of visits during those days to a number that is feasible for the region, given the need to transport the client to/from the visit. We recommend that no more than two individuals visit one client at a time. This could include a guardian (Department of Social Services) and a parent for example. We propose that visits occur at the following sites due to separation from the rest of programming, and the ability to clean them easily between visits:

- Berryville: the second room on your right as you enter the residential building main entrance
- Winchester: the ADAPT conference room, and the gym areas at the Elm Street campus
- Richmond: the Integrations space
- Loudoun: the Conference Room in the back hallway of the shelter

Upon arrival, the visitor will be screened against the determined set of questions for any symptoms or potential exposures. Should a visitor be determined to have had exposure, they will not be able to visit with any Grafton client. Hand sanitizers must be available at the visit site, and all visitors should be asked to wash their hands prior to entering the visit area. They will be asked to use masks, and we will provide a mask for those who do not have one. We will ask that they maintain social distancing to the greatest extent possible. The visit will be time-limited. Following each visit the surfaces must be disinfected with disinfecting wipes, or bleach solution.

Grafton's maintenance team is preparing plans to completely fumigate and disinfect these areas prior to the resumption of any other services (other than visits) occurring there.

### **New Employee Orientation**

Grafton will no longer limit class-size for new employee orientation. New employees will be screened as per current procedure.

### **PHASE III ACTIVITIES – DATE OF IMPLEMENTATION TO BE DETERMINED**

#### **On Site Visits for Adult Services Clients**

The on-site visit procedure outlined above for children will begin for adult services clients. **Off site visits will begin at a later date** as determined by Grafton's leadership in consultation with the Covid-19 Monitoring Group. Many adult services clients have medical conditions that render them at high risk from Covid-19. Determinations about off site visits will be based upon the risk profile of the group home, the intended length and location of the visit, and current conditions throughout the Commonwealth. Any off site visit will follow the protocols under "Therapeutic Passes" below.

#### **Therapeutic Passes – Children's Services Clients**

Only day passes will be allowed at the outset. No visits will occur off-site in areas of high community spread such as Loudoun, Fairfax, Chesterfield and Henrico counties. Families should maintain social distancing from others at all times throughout the visit and refrain from going to any place with a high density of people.

Prior to the visit, families will be screened per our current process, and their temperature will be taken by nursing or group home staff, preferably not using an oral thermometer. If any of the screening

questions are positive or the individual is symptomatic in any way, the pass will be cancelled and the COVID-19 Monitoring Team will be notified.

Upon return, the youth will be asked to thoroughly wash their hands and will be screened back in as per current procedure.

### **Masks**

The determination to stop mandating masks will be made upon the recommendation of the COVID-19 Monitoring Team based upon information from the Governor's Office, the CDC and the Virginia DOH.

### **Community Outings for Adults and Children**

We recommend that any community outings occur in groups of no more than 10 individuals, that social distance be maintained, and that sites with low density of people be selected only. We will utilize outdoor activities only to start. All community outings must be approved by the regional Executive Director, and we recommend high accountability – no variances will be tolerated.

Community activities should be two or less hours in duration. The Monitoring Committee will provide a list of approved activities that are appropriate, and deviation from this list or additions must be approved by the Executive Director of the region.

Upon return, the van will be completely cleaned and sanitized by staff, using gloves, masks and appropriate cleaning products.

### **On-Site Interviews and In-Program Experiences.**

On site interviews and in-program experiences will resume.

### **PHASE IV – DATE OF IMPLEMENTATION TO BE DETERMINED**

Self-monitoring and special hygiene procedures will no longer be required.

### **OTHER CONSIDERATIONS**

#### **Adult Day Sites and Private Day Schools**

We cannot project when these should open, and expect that guidance will be forthcoming from the Governor, or the Virginia DOH. We will recommend action once clarity is received from the government sector. We are forbidden from opening our day school programs (except Berryville) until at least June 10.

#### **Additional Guidance**

If there is a presumptive or confirmed case of COVID-19 in a group home or at Berryville, location will return to full restrictions for a two-week period at least, cleared only with the approval of the Monitoring Team, and after guidance from the Health Department.

The Loudoun County Shelter will operate in conjunction with County stakeholders for movement through the phases. They will enter phase I with the rest of the organization (based upon current operational status) on May 18, 2020.

We recommend that the high level of medical scrutiny for call outs continue indefinitely. We believe that this has been essential in lessening the risk of exposure at Grafton.

Please direct any questions regarding this procedure to your Executive Director. The Covid-19 Monitoring team can be reached at [communications@grifton.org](mailto:communications@grifton.org). Please understand that we will move through these phases as quickly as possible, but will not authorize exceptions to these for any reason other than those outlined in the CMS “Guidance for Infection Control and Prevention of Coronavirus Disease 2019 in nursing homes (revised)”.