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| DYS Seal | **Commonwealth of Massachusetts** |
| ***Executive Office of Health and Human Services*** |
| **Department of Youth Services** |
| **COVID-19 Screening Protocol** |

COVID-19 Screening Protocol – Updated April 26, 2020

General visits for all Department of Youth Services facilities have been suspended due to COVID-19 pandemic.

**Single Point of Entry:**

All individuals must successfully pass an entrance screening prior to access being granted.

* Each facility must reduce access points to one Single Point of Entry (SPE).
* At the SPE, a Screener must be assigned to conduct an entrance screening of every individual seeking entrance into the facility that includes youth, state and provider staff, managers, cooks, maintenance, DCF Social Workers, lawyers representing youth, medical personnel, relief staff, and authorized contractors.
* Please allow 6 feet (Social Distancing) of space between anyone being screened as this is a safe distance as recommended by the CDC.
* Access to all points of entry other than the one designated SPE must be deactivated or closed, with the exception of the sally port or supply loading docks. State and provider employees, social workers, medical personnel, relief staff, contractors, and attorneys shall not be allowed to enter a facility through these alternative areas. Closed areas can be accessed in the event of an emergency to Police Officers, Fire personnel and Emergency Medical Services if needed. In the event of a fire the program will continue to follow their previously determined evacuation routes.
* Screening must consist of a series of health-related questions that will be filled out prior to entering the SPE and a temperature check that will be conducted prior to entering the work location. Screening questionnaires and individual temperature check results must be collected and recorded at the SPE in a Covid19 sign in log. Entries for state and provider employees, social workers, medical personnel, relief staff, contractors, and attorneys representing youth, must be retained for health care professionals to review.
* Protocol to safely check an individual’s temperature:
	+ Perform hand hygiene
	+ Put on a face mask, gown/coveralls, and a single pair of disposable gloves
	+ Check individual’s temperature
	+ **If performing a temperature check on multiple individuals, ensure that a clean pair of gloves is used for each individual and that the thermometer has been thoroughly cleaned in between each check.** If disposable or non-contact thermometers are used and the screener did not have physical contact with an individual, gloves do not need to be changed before the next check. If non-contact thermometers are used, they should be [cleaned routinely as recommended by CDC for infection control.](https://www.cdc.gov/coronavirus/2019-ncov/infection-control/control-recommendations.html#infection_control)
	+ Remove and discard PPE
	+ Perform hand hygiene
* Proper Personal Protective Equipment (PPE) should be assigned to SPE staff as required by CDC guidelines.
* Any person who fails to comply with this protocol or does not meet the requirements for entry will not be allowed into the facility.
* The Screener who is assigned to conduct the screenings shall complete an entry into the log of any person who does not meet the requirements for entry with a notation as to why the person was not admitted in. They shall complete an incident report and notify Regional management immediately or report to the on-call manager for after hours.

**Once staff and others who are cleared to enter the building facilities**

* Staff and others who complete the COVID-19 screening and enter a DYS facility should have their movement limited while in the building.
* Staff working in the facility shall not visit another program or area of the building unless there is an emergency or Code called for assistance.
* Socializing in other areas of the building (bubble, transportation etc.) is strictly prohibited.
* All designated areas used for attorney visits shall be cleaned per DYS COVID-19 Cleaning and Disinfection Protocol before and after every visit.
* Staff shall make every effort to allow for safe visitation of attorneys and DCF Social Workers ensuring a safe environment for youth by limiting physical contact with others while in the facility, practicing social distancing that includes no physical contact of any kind by ensuring that all individuals maintain a six feet distance.

STANDARD PROCEDURE

1. All individuals seeking entrance to a facility must be screened per DYS COVID-19 Screening Protocol.

2. Once staff, attorneys representing youth, contractors, or visitor enter state property, they should park in one of the approved parking areas and walk to the SPE. Personnel should not drop off employees directly in front of the SPE.

3. Once at the SPE the person will be greeted and screened by a Screener.

4. The Screener will commence with the screening process by first reviewing the questionnaire. If the person being screened has satisfactorily answered the question a temperature screening will then take place and those results will be documented in the COVID19 sign in log.

5. Verbal screening for symptoms of COVID-19 and contact with COVID-19 cases should include the following questions:

* Today or in the past 24 hours, have you had any of the following symptoms?
* Fever
* Cough other than what you normally experience
* Shortness of breath or difficulty breathing
* Chills
* Repeated shaking with chills
* Muscle pain
* Headache
* Sore throat
* New loss of taste or smell
* In the past 14 days, have you had close contact with a person known to be infected with the novel coronavirus (COVID-19)?

“Close contact” is defined as living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for about 15 minutes, or has been in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, **while that person was symptomatic or in the 48 hours prior to illness onset .** Decisions about who had close contact and implementation of legal quarantine are done through the Local Board of Health.

6. Individuals with any of the conditions described in the questionnaire are not allowed to enter the facility. Individuals with body temperature 100.0F or higher are not allowed to enter the facility. Additionally, any person refusing to answer the designated screening questions or take the temperature scan shall be denied access to the facility.

7. In the event that a person is exhibiting symptoms and or unsuccessfully completing the questionnaire or has exhibited a high fever through the use of the thermometer, they must take the following steps:

* Return home and self-quarantine
* Immediately contact your physician
* Notify your immediate supervisor or manager on your status. You will be asked about any co -workers, youth, visitors that you had “close contact” for a period of 48 hours prior to developing symptoms
* You may return to work if you meet the criteria set forth in the *EOHHS Agency Guidance Regarding COVID-19 Cases at the Workplace* published on April 24, 2020.
* In all cases, **follow the guidance of your healthcare provider and local health department.** The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments.

8. The screener will be responsible for the safe handling and sanitation of all equipment used for the COVID 19 screening. A count of the thermometers will be included in the Security Officer’s equipment count which will be counted and recorded at the start and end of each shift.

9. The screener will be responsible for the COVID 19 Screening Entrance Log. This log will be secured in the Institutional Security Officers command space.

10. During shift changes, existing staff working will remain in their program space while the incoming shift is being screened to enter the facility to relieve them.

11. It is strongly recommended that all personnel show up 30 minutes prior to the start of their shift in order to be thoroughly screened. Staff will be compensated for their early arrival via overtime.