

# Procedures for Case Related Face-to-Face Visits DURING THE PANDEMIC

CASA of West Texas Volunteers and staff may continue to make their case related face-to-face visits virtually. CASA of West Texas is now allowing case related face-to-face visits to be conducted in-person ONLY if the procedures listed below are followed. These procedures are for your safety, as well as the families and stakeholders we serve.

Before making a face-to-face visit, please review the CDC guidelines listed on <https://www.cdc.gov/coronavirus/2019-ncov/index.html> . *If you are included in the high- risk category listed on the CDC website or you feel uneasy making in-home visits, we encourage you to conduct your case related visits virtually. Please communicate any concerns you may have with your Volunteer Supervisor or your immediate Staff Supervisor.*

## Procedures:

### Required PPE's and Safety Measures:

#### Masks:

CASA of West Texas Volunteers and Staff must wear a mask during any face-to-face case related visits. The masks must be worn appropriately over your mouth and nose. If masks are re-usable, they must be cleaned prior to your face-to-face contact. If they are disposable, you must wear a new mask for each visit.

*It is recommended that all those engaging in the face-to-face contact wear a mask including caregivers and children over the age of 2 years old in an effort to protect all involved .*

#### Hand Sanitizer:

Always use hand sanitizer with 60% ethanol or 70% isopropanol before and after any face-to-face visit. Refrain from touching your eyes, nose, mouth, and face before, during, and after your visit. If you need to cough, cover your mouth with your arm instead of your hands.

#### Personal Wellness Check:

**BEFORE** conducting any case related face-to-face visit, ask YOURSELF the following questions:

1. Have I had a fever? *If your temperature was taken in the last 24 hours, was it greater than or equal to 100.4 degrees F?* **Yes No**
2. Do I have any of the following respiratory symptoms: Cough, Shortness of Breath, or Difficulty Breathing? **Yes No**
3. Within the last 14 days, have I had **close contact\*** with a person who has been diagnosed with the Coronavirus/ COVID-19 or is waiting for the results for a COVID-19 test? **Yes No**

*\*Close contact means having cared for, having lived with, or having close physical contact (i.e. within about 6ft.) with someone known to have been diagnosed with the Coronavirus/COVID-19 (including contact by having taken the same plane or train, attended the same event, etc.)*

4. Have I been to a country with known COVID-19 community spread (see CDC Geographic Risk Assessment for COVID-19 Transmission information on <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>) or been in close physical contact with a person from these areas within the last 14 days? **Yes No**

**If you answered YES to any of these questions, DO NOT make a face-to-face visit.** Conduct your visit virtually through Face Time, Skype, Zoom or other means. Alert your Volunteer Supervisor or immediate Staff Supervisor that you answered YES to one of the questions above and you will conduct your visit virtually.

### **Social Distancing:**

Practice social distancing guidelines and allow 6 feet between you and the person with whom you are visiting. On all in-person visits, avoid physical contact. This includes hugging and hand shaking.

### **CASA Office:**

Before visiting our offices, answer the Personal Wellness questions above. If you answered YES to any of the questions, DO NOT visit our office.

All visitors to the CASA Office, including CASA Volunteers, will be required to participate in a temperature check prior to entering the building. Anyone with fever of 100.4 degrees F or above will not be allowed in the Office. All visitors are required to wear a mask while they are in the building. All visitors will also be required to apply hand sanitizer upon entering and exiting the building.

### **CPS Offices:**

Before visiting the CPS office, answer the Personal Wellness questions above. If you answered YES to any of the questions, DO NOT visit the CPS office.

CASA Volunteers and Staff will be required to follow the safety guidelines set out by CPS. In addition to their guidelines, CASA Volunteers and Staff will be required to wear a mask during their entire visit at the CPS office and use hand sanitizer before and after their visit. Wash your hands with soap and water when you arrive home.

### **Court Room Requirements:**

CASA Volunteers and Staff will follow any recommendations made by the court with regards to court room procedures to prevent the spread of COVID-19. Before visiting the Courthouse,

answer the Personal Wellness questions above. If you answered YES to any of the questions, DO NOT visit the Courthouse.

In addition to any court room regulations set, CASA Volunteers and Staff will practice social distancing guidelines and use hand sanitizer before and after entering the courthouse and before and after entering the courtroom. CASA Volunteers and Staff will be required to wear masks during hearings in the courtroom and while they are in the courthouse. Wash your hands with soap and water when you arrive home.

### **Home Visits:**

CASA Volunteers and Staff will be allowed to make face-to-face visits in a caregiver's home ONLY if the following procedures are followed:

#### **Before, During and After Face-to-Face Home Visits:**

Remember to refrain from touching your eyes, nose, mouth, and face before, during, and after your visit. If you need to cough, cover your mouth with your arm instead of your hands. Avoid touching surfaces or items in the home during your visit. Appropriate gifts are allowed, but arrangements are to be made for the caregiver to sanitize prior to the child receiving the gift. Do not take gifts of food to your visit. Note: Face-to-Face visits are not allowed with children who are considered medically fragile.

#### **Before Your Visit:**

Conduct the **Personal Wellness Check** listed above. **If you answered YES to any of the questions, DO NOT make a face-to-face visit.** Conduct your visit virtually. Make you Volunteer Supervisor or Staff Supervisor aware that you will not conduct your visit in-person because you answered yes to one of the Personal Wellness questions.

Conduct a **Caregiver Wellness Check:**

- **BEFORE** entering a home or facility, ask the following questions of the CAREGIVER, Relative, and/or Facility:
    5. Do you have a fever? If your temperature was taken in the last 24 hours, was it greater than or equal to 100.4 degrees F? **Yes No**
    6. Do you have any of the following respiratory symptoms: Cough, Shortness of Breath, or Difficulty Breathing? **Yes No**
    7. Within the last 14 days have you had **close contact\*** with a person who has been diagnosed with the Coronavirus/ COVID-19 or is waiting for the results for a COVID-19 test? **Yes No**
- \*Close contact means having cared for, having lived with, or having close physical contact (i.e. within about 6ft.) with someone known to have been diagnosed with the Coronavirus/COVID-19 (including contact by having taken the same plane or train, attended the same event, etc.)*

8. Have you been to a country with known COVID-19 community spread (see CDC Geographic Risk Assessment for COVID-19 Transmission information on <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>) or been in close physical contact with a person from these areas within the last 14 days? **Yes No**

**If the caregiver answered YES to any of the questions above, DO NOT make a face-to-face visit.** Conduct your visit virtually. Make your Volunteer Supervisor or Staff Supervisor aware that the caregiver answered YES to one of the above and you cannot conduct your visit in-person.

**Hand Sanitizer:**

Volunteers and Staff must use hand sanitizer with immediately before their face-to-face visit or entering a visit.

**During Your Visit:**

**Masks:**

Follow the guidelines listed above. Masks are mandatory and must be worn by CASA of West Texas Volunteers and Staff during the visit.

**Social Distancing:**

Allow six feet of distance between you and everyone in the home during the visit. If feasible, take your visit outside the home to allow for more space or taking a walk with your foster youth. Masks must still be worn outside.

**After your visit:**

**Hand sanitizer:** Directly after your visit, use hand sanitizer. When you return home, wash your hands with soap and water.

**Report illnesses:** If you fall ill within 48 hours of your visit, please alert the CASA of West Texas and the caregiver.

**Travel Outside our Seven Counties:**

Currently, our State has opened up to Phase 3, but some counties in Texas are still in Phase 1 of re-opening due to outbreaks in their community.

No face-to-face visits will be made to children in communities that remain in Phase 1 of re-opening. No out of State travel for visits will be permitted at this time.

***Until further notice, if you travel internationally to a country at Level 4 (not allowed to enter US) for any reason which includes personal or work related, you will need to quarantine for 2 weeks after returning home before making face-to-face case related CASA visits. Make your Volunteer Supervisor or Staff Supervisor aware that you will need to quarantine due to your***

**international travel. Please visit the CDC website regarding advisories for travel to other countries:** <https://wwwnc.cdc.gov/travel/notices/warning/coronavirus-global>)

If you have any questions or concerns regarding these procedures, please contact your Volunteer Supervisor, Program Director, Volunteer Coordinator, or the Executive Director.

My signing below, I affirm that I understand and will follow these procedures and any guidelines set out by the CDC with regards to COVID-19.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Staff/Volunteer Signature

\_\_\_\_\_  
Date