



NEW JERSEY DEPARTMENT OF
CHILDREN AND FAMILIES

**Agency Afterschool Respite and Agency Weekend Recreation
Facility Readiness Tool**

October 21, 2020

In light of the COVID-19 pandemic and the need to protect the health of children, families, and service provider staff, in March 2020 the Department of Children and Families (DCF) Children’s System of Care (CSOC) temporarily suspended the delivery of Agency Afterschool Respite and Agency Weekend Recreation services, herein after referred to as group respite. In preparation for the re-opening of these programs, each program must develop a plan to resume services with appropriate precautions in place to ensure the safety of participants and staff.

The total number of individuals on site at one time at a CSOC funded group respite program, excluding staff, shall not exceed 25% of the established Certificate of Occupancy for a location or the number of individuals who can be served while maintaining social distancing, whichever is less.

Providers shall initiate a planning process in order to safely re-open their programs and services, understanding that many individuals who they serve are highly vulnerable as it relates to contracting COVID-19 and its complications.

This readiness tool has been developed to provide a guide for CSOC providers to initiate a conversation and process about plans for re-opening. The State is experiencing wide variability related to the impact of COVID-19. This readiness tool is intended to facilitate discussion and planning based on youths’ safety and needs as related to each provider location and circumstances that complies with CSOC’s [Agency Afterschool Respite and Agency Weekend Recreation Day COVID-19 Pandemic Guidance](#).

One facility readiness tool shall be completed in advance of reopening for each group respite facility. A completed [Agency Afterschool Respite and Agency Weekend Recreation Re-Opening Attestation](#) **must be submitted to DCF at least 48 hours before a facility reopens**. The Attestation shall not be submitted to DCF until the facility has successfully met all of the requirements outlined in this readiness tool and has documented actions taken to ensure compliance with all requirements. All copies of the readiness tool shall be kept on site at the facility and available for review by staff from the Department of Children and Families at any time. Electronic signatures are acceptable.

This document has been completed for the following location:

Agency Name:	
Address of Facility:	
Person Completing Form:	
Contact Number:	
Date of Completion:	

Provider Supply Requirements:

- Sufficient supply of Personal Protective Equipment (PPE), including items to address personal care needs of participants;
- Sufficient supply of face coverings for all staff and participants (for participants, face coverings are used as they are tolerated/medically advisable for the individual);

- Sufficient supply hand sanitizer that is at least 60 percent alcohol;
- Vehicle sanitizing supplies and safeguards;
- Availability of social distancing program markers/stickers;
- Disposable utensils, additional furniture, materials for activities, etc. to support cohorting of participants.

HEALTH & SAFETY/SCREENING and ADMITTANCE

Follow CDC/DDD Requirements

- Occupancy for location, excluding staff, shall be the lower of 25% of the current Certificate of Occupancy for the site **OR** the number of individuals who can be served while maintain social distancing.
- Screening of Individuals, Visitors and Staff.
 - a. Visitors and staff pass COVID-19 screening before entering the building as described in the [Agency Afterschool Respite and Agency Weekend Recreation COVID-19 Pandemic Guidance](#);
 1. If being transported by provider, the individual passes COVID-19 screening before getting on agency transportation; **Or**
 2. If not being transported by provider, the individual passes COVID-19 screening before entering facility.
- A method for recording screenings has been established/incorporated into operational procedures.
- Hand washing/sanitizing stations are designated upon arrival.
- Face coverings are required for all staff and compliance is monitored regularly.
- Individuals are required to wear face coverings whenever feasible and not medically contraindicated.
- Meetings with staff, parents, and caregivers may be completed virtually when feasible and appropriate.
- Follow CDC Guidance on how to protect from COVID-19
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
- Procedures for modified/abbreviated programming due to COVID-19 level increase:
 - a. Expand and incorporate COVID-19 plan of action into Communicable Disease Policy and Procedures.
 - b. Plan must include requirement to contact/communicate action plan to those impacted.
 - c. Plan must include stipulation that there can be no return to the program unless:
 1. If a person tested positive for COVID-19, his/her healthcare professional has cleared him/her for return to program (Doctor's note required).

Results of Assessment

- Requirements have been met.

- Areas still need to be addressed:
Please indicate plan to address requirements not currently met:

<p><u>Containing Illness</u></p> <ul style="list-style-type: none"> • Require a process for self-reporting of household exposure for individuals and staff. • Require a process for returning to program/work after illness for individuals and staff. • Restrict and limit staff and participant mobility/rotation in order to reduce exposure. • Determine a designated area to quarantine staff/individuals who become ill or symptomatic while in the facility. • Response procedures for any confirmed or suspected exposure to COVID-19 have been established and incorporated into operational procedures. • A procedure is in place to respond to individuals who fail to pass the intake screening and need to return home without exposing other participants or staff. 	<p><u>Results of Assessment</u></p> <p><input type="checkbox"/> Requirements have been met.</p> <p><input type="checkbox"/> Areas still need to be addressed: Please indicate plan to address requirements not currently met:</p>
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FACILITY

<p><u>Physical modifications or updates:</u></p> <ul style="list-style-type: none"> • HVAC systems are maintained and filters changed regularly according to manufacturer guidelines. • Touch free bathroom and kitchen faucets and dispensers have been considered. • Eating areas have been established that limit contact, maintain cohorted groups in designated areas and disposable eating materials are in place. • Individuals are encouraged bring their own food. Those who do not bring their own food will be provided an individually served meal by the program as no buffet or family-style meals are allowed. • Utilize onsite laundry services if available; designate area for soiled clothing/linens. • Hand sanitizer with at least 60 percent alcohol is readily available for use throughout the day and safeguarded from improper use, including accidental ingestion. • Hand sanitization stations are available throughout the facility. 	<p><u>Results of Assessment</u></p> <p><input type="checkbox"/> Requirements have been met.</p> <p><input type="checkbox"/> Areas still need to be addressed: Please indicate plan to address requirements not currently met:</p>
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<p><u>Operational layout and supplies</u></p> <p>Restrict on-site visitors as outlined in the Agency Afterschool Respite and Agency Weekend Recreation Day COVID-19 Pandemic Guidance.</p> <ul style="list-style-type: none"> • Markers/stickers have been used in program space to re-enforce social distancing requirements (Ex. Stickers on floor indicating six feet of separation) • Hang signage and informational bulletins throughout building. • Consider process to mitigate risks if a face covering cannot be used including social distancing, frequent hand washing, and cleaning and disinfecting frequently touched surfaces. See https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html for more information. • Ensure evacuation sites support social distancing requirements. • Utilize space not typically used for programming to optimize activity space and social distancing. • Assess need for additional tables, or space dividers. • If not a safety issue for clients served, such as settings that support individuals with elopement behavior, doors should be propped open to reduce door-handle touching and aid in ventilation. • Provide an indoor or outdoor screening station that is separate from the program area of the facility. • Provide some form of barrier for receptionist area, if applicable. • Ample activity supplies are available to decrease the need for sharing items. 	<p><u>Results of Assessment</u></p> <p><input type="checkbox"/> Requirements have been met.</p> <p><input type="checkbox"/> Areas still need to be addressed: Please indicate plan to address requirements not currently met:</p>
<p><u>Cleaning and Sanitizing</u></p> <ul style="list-style-type: none"> • Protocols are in place to clean and disinfect frequently touched surfaces (e.g., door handles, sink handles, drinking fountains) within the facility between uses and as much as possible during the day, as well as at the end of each program day. Use of shared objects shall be limited when possible or cleaned between uses. • Clean restrooms frequently (at least 2 times per day). • Deep cleaning after a confirmed positive case. 	<p><u>Results of Assessment</u></p> <p><input type="checkbox"/> Requirements have been met.</p> <p><input type="checkbox"/> Areas still need to be addressed: Please indicate plan to address requirements not currently met:</p>

TRANSPORTATION

<ul style="list-style-type: none">• Commonly touched surfaces in the vehicle shall be cleaned and disinfected at the end of each run and thoroughly cleaned after each round of pick up and drop off, especially after the last use of the day.• Encourage caregivers (e.g., family, group-home, etc.) providing transportation to and from programs to optimize universal precautions.• Limit the number of people transported in the day program vehicle to one per row, skipping rows.• Drivers and any other staff in the vehicles must wear face coverings at all times.	<p><u>Results of Assessment</u></p> <p><input type="checkbox"/> Requirements have been met.</p> <p><input type="checkbox"/> Areas still need to be addressed: Please indicate plan to address requirements not currently met:</p>
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PROGRAMMING/LOGISTICS

<p><u>Conduct Risk/Benefit assessment for all individuals prior to opening</u></p> <ul style="list-style-type: none">• Group Sizes and Social Distancing<ul style="list-style-type: none">○ Group sizing has been established with 15 or less individuals and consistent staff.○ Group location within the facility has been established and designated.○ Protocols for maintaining client and staff cohorting during outdoor activities and community outings are established and incorporated into operational procedures.• Consideration made to adapting how program will operate during COVID-19 pandemic to promote health/safety:<ul style="list-style-type: none">○ Assessing the number of people that may return.○ Smaller groups and individualizing program supplies where possible.○ Staggering program times and/or shortening program days to accommodate more people.○ Alternating days (M, W, F and T, Th groups) or AM/PM groups.○ Further discussions that may be needed with the planning team to determine safe engagement.	<p><u>Results of Assessment</u></p> <p><input type="checkbox"/> Requirements have been met.</p> <p><input type="checkbox"/> Areas still need to be addressed: Please indicate plan to address requirements not currently met:</p>
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TRAINING/EDUCATION

<p><u>Staff Training – MUST BE DOCUMENTED AND RETAINED BY PROVIDER</u></p> <ul style="list-style-type: none">• Education and training on policies/protocols for staff at all levels.• COVID-19 (e.g., symptoms, how it is transmitted, observation of individuals for symptoms).• Adherence to CSOC’s reporting requirements and procedures for suspected or positive cases of COVID-19.• Sick leave policies and importance of not reporting or remaining at work when ill.• Return of staff/individuals to a facility post recovery from COVID-19.• Adherence to recommended infection, prevention, and control (IPC) practices including:<ul style="list-style-type: none">○ Hand hygiene.○ Donning and doffing of PPE.○ Storage of equipment.○ Social distancing.• Adherence to recommended guidance for cleaning and disinfection of the following:<ul style="list-style-type: none">○ Hard (non-porous) surfaces.○ Electronics.○ Soft (porous) surfaces.○ Linens, clothing, and other items that can be laundered.• Any changes to usual policies/procedures in response to PPE or staffing shortages.	<p><u>Results of Assessment</u></p> <p><input type="checkbox"/> Requirements have been met.</p> <p><input type="checkbox"/> Areas still need to be addressed: Please indicate plan to address requirements not currently met:</p>
<p><u>Individual/Caregiver Education</u></p> <p>Agency has a plan to educate individuals and caregivers about the following:</p> <ul style="list-style-type: none">• COVID-19 (e.g., symptoms, how it is transmitted).• Importance of staff immediately informing management if they feel feverish or ill.• Actions they can take to protect themselves (e.g., hand hygiene, covering their cough, maintaining social distancing, wearing face coverings).• Actions the agency is taking to keep individuals safe (e.g., visitor restrictions, use of PPE, policies on social distancing, following OSHA guidelines).• Agency has a process to assist individuals to acquire the skills needed in order to maintain their personal safety and safety of other community members from COVID-19 as local communities re-open.	<p><u>Results of Assessment</u></p> <p><input type="checkbox"/> Requirements have been met.</p> <p><input type="checkbox"/> Areas still need to be addressed: Please indicate plan to address requirements not currently met:</p>

CEO or Designee (Print): _____

Signature: _____

Date: _____

RESOURCES

<https://www.osha.gov/Publications/OSHA3990.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf#page=49>

<https://www.osha.gov/Publications/OSHA3990.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html>

<https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/mental-health-non-healthcare.html>

<https://www.nj.gov/humanservices/ddd/documents/covid19-universal-masking-policy.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-disabilities.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>