

JPD Probation Services

Resumption of RFA and Placement Visits

Date: June 23, 2020

On June 17, 2020 and June 18, 2020, the California Department of Social Services (CDSS) issued the attached All County Letters (ACL) 20-70 and 20-71 respectively reinstating all monthly caseworker visits, RFA complaint investigations and all relevant activities that were previously modified by ACL 20-25 and ACL 20-43. **ACL 20-70 and ACL 20-71 advises all Juvenile Probation Departments to resume in-person requirements related to caseworker visits for children, wards and Non-Minor Dependents that were in place prior to the COVID-19 pandemic effective July 1, 2020.**

On a case by case basis and with Supervisor approval, the department may utilize ACL 20-25 and ACL 20-43 under the following circumstances:

- a. If the San Francisco Department of Public Health provides directions and/or shifts back to Stage 1. In order to determine if the county is currently in Stage 1, use the California Department of Public Health County Variance information page. www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/County_Variance_Attestation_Form.aspx
- b. If the County Health Department where the minor resides provides directions and/or shifts back to Stage 1. In order to determine if the county is currently in Stage 1, use the California Department of Public Health County Variance information page. www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/County_Variance_Attestation_Form.aspx
- c. The family or caregiver refuses entry due to their own health and safety concerns related to the risk of COVID-19 infection. In this case, please identify additional means for accomplishing the visit, such as conducting visits outdoors with appropriate physical distancing or utilizing video conferencing. Staff should consult with their Supervisor for the appropriate measures and actions needed to facilitate contact.
- d. The family, caregiver, child, or someone else in the household been exposed to, is experiencing symptoms of, or has tested positive for, COVID-19. Staff should consult with their Supervisor for the appropriate measures and actions needed in these circumstances to facilitate contact and ensure proper care is being provided to the children in care.

In the event that in-person contact is not a viable option based upon the exceptions and additional considerations detailed above, the provision of waivers and flexibilities specified in ACL 20-25 and ACL 20-43 relative to remote methods of conducting monthly caseworker visits may be reinstated, on a case-by-case basis and with Supervisor approval, to accomplish the monthly visit. This additional temporary case-by-case use of the ACL 20-25 and ACL 20-43 flexibilities for remote monthly caseworker visits may be utilized through August 14, 2020 or sooner if determined by the Department. All remote contacts must be documented in accordance with the instructions set forth in ACL 20-31. As a reminder, only video conference contacts will be a sufficient substitute to meet state and federal face-to-face monthly visit requirements.

JPD Expectations

Wear your PPE when traveling in a vehicle with others, within airports and by airline when social distancing of six feet is limited or not possible.

Step 1: Using the checklist below, perform this screening at home prior to reporting to work or traveling to conduct a placement visit, answering each question and using your own personal thermometer, if available.

Step 2: Upon completion of the screening, email your supervisor or supervisor lead [on-site supervisor] with the subject "Daily Screening" in the subject line. In the body of the email, please indicate only "Passed" or "Not Passed." *Note: In either instance, do not send a copy of the checklist or disclose any personal health information to your supervisor other than "Passed" or "Not Passed".*

Step 3: If "Passed," proceed to the workplace or proceed with your planned travel. If "Not Passed", contact your personal health provider and do not report to work. After contacting health provider, consult with the Department's HR representatives on return to work procedures.

1. Do you currently have or have you in the past 24 hours had any one of the following symptoms which is new or not explained by another reason:

- Fever at or above 100.40F (38.0C)
- Chills
- Cough
- Shortness of breath
- Difficulty breathing
- Sore throat
- Unusual weakness or fatigue
- Loss of smell or taste
- Muscle aches
- Headache
- Runny nose different from your allergies
- Diarrhea

2. Have you had close contact with anyone in the last 14 days at home or in the community who has been confirmed to have COVID-19? Close contacts include:

- People in your home
- Sex partners
- People who you take care of or who take care of you
- People who were within 6 feet of you for more than 10 minutes while they were not wearing a face cover; or with whom you had contact with their body fluids or secretions while you were not wearing a face cover or sufficient protective equipment

3. Within the past 10 days, have you been diagnosed or tested positive for COVID-19?

Preventative Practices

- Practice physical distancing when visit a Short-Term Residential Therapeutic Program (STRTP) or RFA home – stay six feet away from people when possible in order to accomplish the purpose of the visit.

- Wear the your PPE – mask and gloves. If you need replacement PPE, please contact your Supervisor.
- Caseworkers may ask youths, Short-Term Residential Therapeutic Program (STRTP) staff and RFA caregivers to wear a mask during an in-person visit, but they cannot require it.
- Frequently wash hands with soap and water for at least 20 seconds. If this is not feasible, use an alcohol-based hand sanitizer as previously issued by the department. Hand sanitizer refills are available upon request.
- Avoid touching eyes, nose or mouth.
- Cover your cough or sneeze with a tissue or your elbow. Wash hands afterwards. If this is not feasible, use an alcohol-based hand sanitizer as previously issued by the department. Hand sanitizer refills are available upon request.
- Follow guidance from public health officials.
- Do not share phones, facial coverings, PPE, pens or other common office equipment with youths, Short-Term Residential Therapeutic Program (STRTP) staff, RFA caregivers or members of the public. Should you need additional office supplies or replacement PPE, please see your Supervisor.

Prior to conducting any in-person visits, staff should ask the youth and RFA caregivers the following questions:

- 1) Has anyone in your home/facility tested positive for COVID-19 in the past 14 days?
- 2) In the past 14 days have you, your children, and/or anyone else in your household had any of the following symptoms?
 - o Fever
 - a) Cough
 - b) Shortness of breath
 - c) Chills
 - d) Repeated shaking with chills
 - e) Muscle pain
 - f) Headache
 - g) Sore Throat
 - h) New loss of taste or smell
- 3) Have you, your children, and/or anyone in your household/facility had close contact with a person who tested positive for COVID-19 with a laboratory-confirmed test in the last 14 days?

If someone answers “yes” to any of the questions, they should be encouraged to contact their doctor and let them know about their symptoms and/or exposure. If someone in the household has been exposed to COVID-19 or is experiencing symptoms, the caseworker should obtain proper Essential Protective Gear (EPG)² before going on an in-person visit, and utilize the preventative practices described below.

Wear your PPE when traveling in a vehicle with others, within airports and by airline when social distancing of six feet is limited or not possible.