

# Collier Youth Services

Collier Group Home  
180 Spring Street  
Red Bank, NJ 07701

Collier Transition House  
386 Maple Place  
Keyport, NJ 07735

**March 10, 2020**

## **Collier Residential Programs Health Related Preparedness Plan**

Collier Youth Services has developed a comprehensive plan related to possible community transmission of Coronavirus Disease 2019 (COVID-19).

Sr. Deborah Drago, Executive Director of Collier Youth Services has been in contact with Enrico Cabredo, MPH, Public Health Epidemiologist, from the Monmouth County Health Department. He has been advising us on specific scenarios and how to respond. We will continue to seek his counsel to ensure that we are following proper protocols when handling this and other health related issues.

**March 10, 2020**

We have formed an emergency response (COVID-19) team consisting of:

- Sr. Debbie Drago, Executive Director
- Stacie Lesko, Fiscal Director
- Joe McMerty, Technology Director
- Joyce Ruiz, Human Resource Manager
- Cynthia D'Arcy, School Assistant Executive Director
- Maureen Kale, Residential Director
- Will Colbert, Facilities Manager
- Russell Gartz, Development Director
- Christine DelCuore, Executive Administrative Assistant

**March 10, 2020**

Meeting with all residents and staff to go over General Prevention Strategies and educate how COVID-19 is transmitted:

- Cover mouth and nose with tissue when coughing or sneezing and discarding it in trash can (in the absence of a tissue, cough or sneeze into your shirt sleeve or bent arm).
- Keep hands clean - washing hands often using soap and water for at least 20 seconds.
- Use an alcohol-based hand sanitizer, especially if soap and water are not available.
- Avoid touching eyes, nose or mouth with hands.
- Avoid close contact with people who are sick.

- Stay at home if you are sick.
- Report to staff if you have the following symptoms: fever, cough or shortness of breath

### Mitigation/Prevention

- **March 6, 2020** - staff stepped up cleaning and disinfecting high use surfaces and will continue to do so regularly
- **March 10, 2020** - cleaning company came in and cleaned all bathrooms in the Group Home
- **March 10, 2020** - Presentation was delivered to all residents and staff educating residents and staff about the COVID-19, how it is transmitted and steps one can take as preventive measures
- **Calls will be made to families** to inquire about any members who may be sick or have flu like symptoms to determine if resident should go home
- **Visitors will be asked** if they have flu-like symptoms or have been in close contact with anyone exhibiting flu like symptoms prior to entering the home

### Preparedness

- **March 10, 2020** - Area of the Group Home has been designated as a “quarantine area” - at present 2 bedrooms
- **Extra supplies on site:**
  - Alcohol Based Hand sanitizer
  - Lysol wipes
  - Cleaning supplies
  - Antibacterial Soap
  - Toilet Paper
  - Tissues
  - Paper towels
  - Clorox Disinfectant
  - Medical Goggles on order
  - Medical Mask on order
  - Disposable Gloves
- **Monmouth County Health Department contact information**
  - Phone: 732-431-7456 during office hours, Mon-Fri, 9am-5pm
  - Phone: 848-231-1645 after hours on call - Enrico Cabredo MPH, Public Health Epidemiologist
  - NJ Health 24 Hour Hotline: **1-800-222-1222** Trained healthcare professional standing by to answer questions about coronavirus.
  - Center for Disease Control: **1-800-232-4636** web: <https://www.cdc.gov/>

- 911 for emergency

### Communication

- **March 11, 2020** Letter to be sent to all families of residents and community partners (CMO's, DCP&P, CASA Workers and others) and copy of the emergency response plan to the COVID-19 (Coronavirus)
- **Regular Updates** to be shared with families as indicated

### Housekeeping:

- Clean facilities routinely and effectively.
- Clean frequently touched surfaces, such as doorknobs, door handles, handrails and telephones, as well as non-porous surfaces in bathrooms, sleeping areas, kitchens, dining and living rooms and offices Using EPA registered hospital disinfectant that is active against viral pathogens.
- Place wastebaskets in visible locations and empty regularly.
- Ensure that TV rooms have adequate ventilation (open windows if practical)
- Laundry - do not hold dirty laundry close to your body or shake clothes out before putting them into the washer. Wash hands with soap and water or a alcohol-based hand sanitizer immediately after handling laundry that you believe may have been infected.

### Signage:

- Prominently and strategically display signs that remind residents to:
  - Avoid close contact with people who are sick
  - cover their mouths when coughing or sneezing with a tissue and then throw the tissue in the trash
  - wash hands often with soap and water for at least 20 seconds
  - avoid touching eyes, nose and mouth
  - clean and disinfect frequently touched objects and surfaces
  - Stay home when sick, except to get medical care

### Social Distancing:

Limiting the number of people who congregate and interact with one another within the home and allowing more physical space between people can help to curb spread of this infection. Staff will communicate and explain how this can be helpful and why they are doing some things as preventive means.

The following are some ways to create more social distance to curb spread of the virus:

Sleeping Arrangements	<ul style="list-style-type: none"> <li>• Increase spacing of beds as possible</li> <li>• Arrange beds so individual lay head-to-toe (or toe-to-toe), or use neutral barriers to create barriers between beds</li> <li>• Move resident with symptoms into separate rooms with closed doors (quarantine and get tested)</li> </ul>
Mealtimes	<ul style="list-style-type: none"> <li>• Space residents out so they are not real close to one another at the table</li> </ul>
Bathrooms and Bathing	<ul style="list-style-type: none"> <li>• Create a staggered bathing schedule to reduce amount of people using the facilities at the same time</li> <li>• If a resident is infected no one else should use the shower or toilet stall or sink they use</li> </ul>
Common Areas	<ul style="list-style-type: none"> <li>• Spread out in the rec room or when in the dining room so there is some space between people</li> </ul>
Transport	<ul style="list-style-type: none"> <li>• When possible transport fewer people at a time to ensure passengers have more space between one another</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Reduce the amount of face-to-face interactions with residents for simple informational purposes</li> <li>• Consider posting notices on a common bulletin board or leaving a note on the dining room table</li> </ul>
Staff Activities	<ul style="list-style-type: none"> <li>• Reduce unnecessary assembly of staff (ie: large meetings where information can be communicated otherwise - in the log or via email)</li> <li>• Where appropriate, opt for conference calls instead of in-person meetings</li> </ul>

**Quarantine - Room Isolation:**

What should someone do if they have a flu like illness or have been diagnosed with COVID-19?

- Stay in your room or designate area except to get medical care - Do not go to work, school or public areas and do not use public transportation. Ideally travel in a private car, wear a facemask and sit in the back seat to go to the Doctor or hospital.
- As much as possible stay in a different room from others or stay in your bedroom.
- Wear a facemask when you are in the room with other people and when you visit a healthcare provider.
- Cover your coughs and sneezes with a tissue and discard immediately after use. Wash hands with soap and water for 20 seconds or use alcohol-based hand sanitizer. Avoid touching eyes, nose and mouth with unwashed hands.
- Avoid sharing common items - dishes, drinking glasses, cups, eating utensils, towels, bedding or other items with other people.
- Monitor symptoms and notify staff if illness is worsening.
- Call ahead before visiting the doctor. This helps the healthcare provider's office take steps to keep other people from getting infected.

#### **Caregiver Guidance:**

How to care for a person who is sick with a flu like illness or has been diagnosed with COVID-19:

- Help with basic needs - Help person adhere to instructions for medication and care and provide emotional support and reassurance.
- Limit the person to one room - only someone providing care for the person should enter the designated area.
- Wash your hands often with soap and water for 20 seconds or use alcohol-based hand sanitizer. Avoid touching eyes, nose and mouth.
- Avoid sharing common items
- Clean all "high-touch" surfaces
- Wash laundry thoroughly - do not hold dirty laundry close to your body or shake it out
- Monitor the person's symptoms. Call healthcare provider if symptoms worsen. Call before taking the sick person to the doctor and make sure to let the provider know the person has or may have the COVID-19 virus.
- Monitor yourself - caregivers in close contact with the person should monitor their own health for signs or symptoms of a flu like illness.

