



Office of Children and Family Services

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MEMO

TO: Facility Directors and Assistant Directors, Facility Managers, All Facility Staff

FROM: Dr. Jim Horne, *Chief of Medical Services*
Dr. Joseph Tomassone, *Acting Associate Commissioner*

SUBJECT: Guidelines for the Use of Personal Protective Equipment / Quarantine and Isolation Protocol

DATE: July 18, 2020

This document supersedes and replaces *Guidelines for the Use of Personal Protective Equipment*, issued April 3, 2020; and *Plan for Quarantine/Isolation due to COVID-19 in DJJOY Operated Facilities*, issued March 12, 2020.

PART ONE: GUIDELINES FOR USING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal protective equipment is designed to protect the wearer and others from exposure to infection or illness **when used properly**. In DJJOY, PPE must remain available for the health and medical care of youth. In general, DJJOY must work reserve PPE for specific uses and preserve its PPE supply against possible disruptions of supply or shortage. As such, facilities must use PPE **only as follows**.

- **Nitrile Disposable Gloves:** Are for providing **close contact health care** to infected individuals **only**. Only in instances where staff are **likely** to come within six (6) feet of, or expect to be in direct physical contact with a youth or their belongings, **should staff use disposable nitrile gloves**.
- **Durable/Reusable Gloves:** To preserve disposable nitrile gloves, direct care staff will be individually issued durable, reusable, and cleanable gloves (DR gloves). Facilities will issue these gloves to each staff and staff must clean them routinely whenever worn or otherwise necessary.
 - Staff must wear DR gloves:
 - When doing routine facility cleaning, and/or
 - When in areas when in general supervision of youth but staff do not anticipate close contact (within 6 feet), and/or
 - When supervising symptomatic youth when close contact is **not** anticipated.
- **Masks/Cloth Face Coverings:** See *COVID-19 Safety: Face Mask/Covering Expectations and PPE for Staff*, issued April 16, 2020 and reissued July 14, 2020. This guidance allows staff to wear their own mask or cloth face covering when on duty in DJJOY programs. Masks/cloth face coverings are generally required for all on-duty staff at DJJOY facilities. **Note:** A “mask” or “cloth face covering” does **not** include N95/KN95 respirators.

- **General Surgical Masks:** DJJOY will have available surgical masks for staff. Facilities have been provided enough masks to give one (1) mask to each staff per day. Currently, each facility has, at least, a 7-day supply and will continue to receive additional masks as they are used or needed.
- **N95/KN95 Respirators:** N95 and KN95 masks are for specific medical procedures **only**. N95 respirators are only effective **if** a wearer has been fit tested. As DJJOY staff do not generally engage in medical procedures, N95/KN95 respirators are not distributed to staff. Staff must continue to routinely and properly wear masks/cloth face coverings per the 7/14/2020 DJJOY guidance.
- **Clothing Covering:** Clothing covering may be issued under certain circumstances. Clothing covering may be a disposable gown, washable durable coveralls, shoe covering, or other DJJOY-authorized and issued covering for an individual to wear.

PART TWO: MEDICAL STATUS (Determined by medical staff)

- **Asymptomatic/Non-Symptomatic:** A person without a fever or other respiratory or COVID-19-related symptoms.
- **Symptomatic:** A person with fever or other respiratory or COVID-19-related symptoms. (The cause could be due to something other than COVID-19 infection.)
- **Suspected COVID-19:** A person with fever or other active respiratory or COVID-19-related symptoms where causes *other than* COVID-19 have been ruled out.
- **Positive COVID-19:** A person who has tested positive for the virus that causes COVID-19 (and has not yet been medically verified as clear of the virus), whether symptomatic or not.

PART THREE: PPE PROTOCOLS

In general, staff will utilize social distancing whenever possible, and promote frequent hand-washing and/or hand-sanitizing for youth and staff.

- **Known Youth:** A youth who is in a facility's general population and does not display a fever, other respiratory or COVID-related symptoms, or health concerns. Although the use of a mask/cloth face covering or gloves in this circumstance is not *medically* necessary, staff **must** comply with 7/14/2020 DJJOY guidance.
- **New/Unknown Youth:** A youth who is new to residence with DJJOY, encountered for initial transport or during facility intake. Staff will be vigilant and will use a mask/cloth face covering for new or unknown youth whose health and COVID-19 status is uncertain.
- **Transport/Pick-Up of a New Youth/Unknown:**
 - **PPE required for transport of a new/unknown youth:** The youth must be provided with a surgical mask. Staff must wear a surgical mask, nitrile gloves, and clothing covering (an OCFS windbreaker jacket and pants **or** PPE coveralls/gown).
 - Prior to taking custody of a new youth, staff must ask the transferring custodian (e.g. detention staff, law enforcement, or transport agent) about the most recent medical assessment of the youth, including their most recent temperature taken and the time, and COVID-19 history/status. Staff will take the youth's temperature with a no-touch thermometer before boarding the transport van.

- If the youth is reported to have a fever or shows respiratory symptoms, staff will seek supervisory guidance **prior to taking custody of the youth**. Transport staff will contact facility administration, who will, in turn, contact Classification and Movement to inform them that the transport has been paused. Facility administration will reach out to the Medical Director for guidance on the new youth and will follow the Medical Director's recommendation for continuing or discontinuing the transport.
- Staff will wear nitrile gloves when searching youth's clothing and will place any received clothing or items into a plastic bag and seal it.
- Staff will seat the youth as far away as possible, while maintaining effective supervision, in the transport van.

PART FOUR: FACILITY INTAKE OF A NEW YOUTH

Upon entry to a receiving facility, the youth will be on quarantine or isolation protocol. See 'Part Seven', below for procedures.

PART FIVE: FACILITY PRACTICE

- **Known Youth Who is Symptomatic:** If youth complains of or is observed with a fever or other respiratory or COVID-related symptoms, staff **must**:
 - Direct the youth to their room for bedrest.
 - Immediately contact the medical staff who will to assess the youth **on the unit**. Medical staff will use PPE consistent with presumed positive COVID status, including, but not limited to, gown, nitrile gloves, mask, durable goggles or face shield.
 - If the symptoms are confirmed by medical staff and the youth is assessed with a possible viral infection, direct care staff will follow any additional instructions of medical staff.
 - If the youth requires further assessment in the medical unit, the youth and staff will use PPE per the suspected COVID-positive (Category D below) protocol to move from the unit to the medical suite.
 - If medical staff are not immediately available to assess the youth, the youth should remain in their room on bedrest until they can be assessed by medical staff.
- **Environmental Cleaning and Disinfection:** In general, staff must ensure that all proper cleaning/disinfecting standards are met.'
 - **General Areas and High-Contact Surfaces:** Staff must wear DR gloves and durable goggles/face shield.
 - **Areas Inhabited by Symptomatic, Suspected, or COVID-19 Positive Youth:** Staff must wear: Surgical mask, goggles/face shield, gown, and DR gloves. *Always remove youth from the area before cleaning.*
 - Youth **cannot** clean/disinfect areas that have been inhabited by symptomatic, suspected or COVID-19 positive persons.

PART SIX: PERSONAL PROTECTIVE EQUIPMENT SITUATION CHART

Proximity to Youth or Task	CATEGORY A: Known Youth in General Population, No Symptoms or Health Concerns	CATEGORY B: Unknown/New Youth	CATEGORY C: Known Youth-Symptomatic Youth	CATEGORY D: Suspected or Confirmed COVID-19 Positive Youth
Maintainable social distance greater than 6 feet. No expectation of closer contact.	Staff: Mask/cloth face covering per 7/14/2020 guidance Youth: No PPE	Staff: Surgical mask, DR gloves Youth: Surgical mask in common areas	Staff: Surgical mask, durable gloves Youth: Surgical mask in common areas Medical: surgical mask, nitrile gloves	Staff/Medical: Surgical mask, nitrile gloves Youth: Surgical mask in common areas
Cannot maintain fewer than 6 feet. Expectation or likelihood of close contact	Staff: Mask/cloth face covering per 7/14/2020 guidance Youth: No PPE	Staff: Surgical mask, nitrile gloves, clothing covering, goggles/face shield Youth: Surgical mask	Staff: Surgical mask, nitrile gloves, clothing covering, goggles/face shield Youth: Surgical mask Medical: Surgical mask, nitrile gloves, clothing covering, goggles/face shield	Staff: Surgical mask, nitrile gloves, clothing covering, goggles/face shield Youth: Surgical mask Medical: Surgical mask, nitrile gloves, clothing covering, goggles/face shield
SYTS transport or facility movement of youth	Staff: Mask/cloth face covering per 7/14/2020 guidance Youth: No PPE	Staff: Surgical mask, nitrile gloves, clothing covering, goggles/face shield Youth: Surgical mask	Staff: Surgical mask, nitrile gloves, clothing covering, goggles/face shield Youth: Surgical mask Medical: Surgical mask, nitrile gloves, clothing covering, goggles/face shield	Staff: Surgical mask, nitrile gloves, clothing covering, goggles/face shield Youth: Surgical mask Medical: Surgical mask, nitrile gloves, clothing covering, goggles/face shield
Taking staff or visitor temperatures at entry	Staff: Mask/cloth face covering per 7/14/2020 guidance Youth temps: Medical staff will use PPE per medical protocols	Medical or trained staff: Surgical mask, nitrile gloves, goggles/face shield	Staff or visitor would be turned away from facility based on screening questions.	Staff or visitor would be turned away from facility based on screening questions.

PART SEVEN: PLAN FOR COVID-19 QUARANTINE/ISOLATION IN DJJOY-OPERATED FACILITIES

Definitions:

- **Isolation:** Confining an individual who is sick with a **suspected or confirmed** case of COVID-19 to a single room(s) and/or by cohorting them with other youth **suspected of having or confirmed** to have COVID-19. Isolation for the purpose of COVID-19 is **not** room confinement under the parameters of the room
- **Quarantine:** Separating an asymptomatic individual who has had contact with a person who is suspected or confirmed to have COVID-19. (In DJJOY, quarantine applies to a new youth's first 14 days of admission and/or a youth who is new to a facility awaiting the results of a COVID-19 test.)
- **Infected:** Contaminated with a disease-causing organism or pathogen. A person may be infected and asymptomatic.
- **Infectious:** Able to spread a disease, such as COVID-19. A person infected with COVID-19 may spread the infection for up to 14 days prior to developing symptoms.

Plan:

To promptly identify youth who are sick or potentially infected with COVID-19 and confine or separate them from youth who have not been infected. Further, to limit exposure by youth who are well and have not been exposed to those who are infectious, although not observably sick.

Preparation:

OCFS facilities will identify areas within the facility to use to either isolate or quarantine youth. This will include a dedicated bathroom for the exclusive use of youth in isolation or quarantine.

Monitoring and Response:

- **General Population (Known Youth):** The facility medical staff will be trained to recognize both the characteristics of a person who may be at risk of developing COVID-19 and to recognize signs and symptoms suggestive of COVID-19 based on the guidelines provided by the New York State Department of Health (NYSDOH).
- **Unknown/New Youth:** All youth transferred to residence at DJJOY-operated facilities will be screened using questions provided by the NYSDOH for possible contact with COVID-19, and for signs and symptoms consistent with COVID-19 infection. Youth will be screened for signs and symptoms of COVID-19 using the sick call protocols already in place at OCFS facilities.
 - Youth in the following categories require a fourteen (14) day quarantine upon admission to a DJJOY facility:
 - Any temporary arrival or intake youth transported by law enforcement
 - Any youth who arrives directly from the community
 - Any youth who has been transferred from a Voluntary Agency
 - Any youth arriving from detention

Identification of Youth:

- Youth identified as either having symptoms consistent with COVID-19 **or** as having had contact with a person **suspected** or confirmed to have COVID-19 will be quarantined at the facility. The facility will give a youth a surgical mask to prevent any spread of the infection. **Note:** the mask should be disposed

of and replaced **daily**. Where youth receive a mask with any plastic or metal part (nosepiece), staff must monitor the youth should they attempt to engage in self-harm with the piece.

- The staff will immediately alert the Chief of Medical Services. The nursing staff will call the Department of Health in the county where the facility is located for further guidance.

Continuity of Operations and Chain of Command Communication:

If a youth is identified as potentially having been in contact with someone that is a **suspected or confirmed** case of COVID-19, facility reporting procedures apply. This includes notifications via the chain of command to the Facility Director, Facility Manager, Chief of Medical Services, Associate Commissioners for DJJOY and Deputy Commissioner for DJJOY. A confidential RIR will also be generated. Additional instructions may be found in facility-specific Red Books.

Isolation or Quarantine Protocol:

- Based on the recommendations of the local health department, each facility will be prepared to either quarantine or isolate a youth.
- Once the local department of health has verified that a youth is infected with COVID-19 or has had significant exposure, the facility will move the youth to the area identified for quarantine or isolation.
- Asymptomatic quarantined youth may not share a room or space with a youth who is symptomatic and in isolation. If there are multiple youth suspected of COVID-19 infection, or under current assessment for COVID-19 status, they should be “cohorted” and quarantined together.
- Facilities will implement practices to reduce the likelihood of viral spread at the facility and reduce the number of physical/in-person contacts a youth has with others. Contact should be limited to a youth’s own unit to the extent possible.
- Facilities should make every effort to assign the same staff to the supervision of these youth in order to minimize the potential for facility spread.
- Each facility must identify a bathroom for youth who are either quarantined or isolated. If a youth needs to move through the facility to use the bathroom, they will be supplied with a surgical mask. The bathroom identified for use by quarantined or isolated youth will be disinfected **no less than of twice daily**.
- Youth will remain in isolation or quarantine until released by the local department of health, their health status is determined and reviewed by the Bureau of Health Services, **or** they have successfully completed a 14-day quarantine as noted above.

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