



Treatment Trends, Inc.

24 S. FIFTH STREET P.O. BOX 685 ALLENTOWN, PA 18105

- *Center of Excellence • Confront • Halfway Home of Lehigh Valley • Hope Center*
- *Keenan House • LC TCAP • NC TCAP • Richard S. Csandl Recovery House*

COVID-19 PROTOCOLS

EFFECTIVE: IMMEDIATELY AND UNTIL FURTHER NOTICE—This is a fluid document that is updated and redistributed based on Federal, State and Local Guidelines

STAFF

As of 12/29/21, per Medical Director Dr. Hussein Bharwani:

Please visit the following link for the newest information on the Isolation and Quarantine Period Guidelines from the CDC:

<https://www.cdc.gov/media/releases/2021/s1227-isolation-quarantine-guidance.html>

***Moderna COVID vaccines and boosters are available from the Medical Staff at Keenan House; speak to Debra McCarthy**

****Everyone should wear masks in the facility when there is a confirmed client or staff COVID case. This is mandatory for staff and encouraged for clients. This encouragement needs to come in the form of staff, and clients designated as leaders, demonstrating 100% compliance during mandatory masking.**

- Although temperatures no longer need to be taken and recorded for employees and visitors, employees should still consider the following questions when coming to work for their shift(s):

Are you experiencing any of the following? (As of 2/22/2021, per CDC):

- Fever or chills, Headache
- Cough, Sore throat,
- Shortness of breath or difficulty breathing
- Fatigue, Muscle or body aches
- New loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting, Diarrhea

IF YOU ARE DIAGNOSED WITH COVID-19 OR YOU THINK YOU HAVE COVID 19:

- If you think you have COVID 19, please follow the directions provided in the Coronavirus Self-Checker located at:
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/coronavirus-self-checker.html>
- Schedule an appointment with your primary care provider for evaluation and follow-up with them for return to work clearance.
- The Program or Clinical Director should be immediately informed of the outcome of the self-checker, symptom development, and/or after a COVID test was recommended by a medical professional.
- It is the Program or Clinical Director's responsibility to notify the Medical Director. If there is not a Program or Clinical Director, the employee should email the Medical Director at: huseinbharwani@treatmenttrends.org
- The employee should **CONTACT ADMINISTRATION ASAP, specifically Fiscal Mgr. Kate Donchez and Executive Secretary Tina Dietrich:**
 - They are aware of guidelines and expectations related to payroll and usage of time during the pandemic
 - They will require paperwork in order to process pay but the employee MUST contact them first
- Our medical team has the capability to take over staff evaluations if there is a staff outbreak, including collecting the COVID test, and providing return to work clearance.

PREVENTATIVE MEASURES

- Wash hands for at least 20 SECONDS with warm, soapy water (sing to self: Happy Birthday song twice) frequently. Wash before and after eating, or after sneezing/coughing/blowing nose or using restroom.
- Avoid touching your eyes, nose, and mouth
- Avoid close personal contact with other people, socially distancing when possible
- Wear a mask
- Disinfect the high-touch areas in your office such as keyboards, phones, desks, doorknobs, light switches and thermometers, with an alcohol-based sanitary wipe or a towel sprayed with bleach-based solution frequently.
- Do not share writing instruments

IF AN EMPLOYEE'S FAMILY HAS OR IS SUSPECTED OF HAVING COVID:

- If the employee is staying home to care for a family member, or is being directed by a healthcare professional not to come in, the employee should contact Administration regarding available options for pay. A medical note must be presented when returning to work if more than 3 days providing proof and medical clearance. It is recommended that the employee and their family member adhere to CDC guidelines while in the quarantine period, in order to avoid transmission of the virus.

RETURNING TO WORK AFTER A POSITIVE DIAGNOSIS OF COVID:

- Return to work is possible once the employee is medically cleared by their primary care provider and proper paperwork is submitted.

SCHOOL AND DAYCARE CONSIDERATIONS:

- If employee's child's daycare or school is closed, employee should contact Administration regarding available options for pay. Organization will try to accommodate employees to modify work schedule.

CLIENTS

ADMISSIONS FOR ALL TTI PROGRAMS:

At time of referral over phone:

Screening questionnaire:

1. Are you experiencing any of the following (updated 2/22/21 by CDC):
 - a. Fever or chills
 - b. Cough
 - c. Shortness of breath or difficulty breathing
 - d. Fatigue
 - e. Muscle or body aches
 - f. Headache
 - g. New loss of taste or smell
 - h. Sore throat
 - i. Congestion or runny nose
 - j. Nausea or vomiting
 - k. Diarrhea
 2. Have you been in close contact with anyone diagnosed with COVID-19 or anyone awaiting test results for COVID-19 in last 14 days?
 3. Have you been tested for COVID-19 within the past 14 days?
- **If individual answered yes to any questions, medical clearance must be provided by individual and/or referring agency.**
 - **These screening questions/answers must be documented in the chart and dated.**

At time of entry into facility:

Screening questionnaire to be administered once again; temperature to be taken:

- If temperature of 100.0° or higher the referral will be provided with a surgical mask and sent to the hospital via non-emergency ambulance or own transportation. While awaiting transportation, the person shall remain in an isolation room with the surgical mask on.
- If individual answered yes to questions 2-3 and no fever is present, a medical review must be initiated with medical director prior to admission decision being rendered.
- For any suspected positive cases COVID-19, the referral admission will be denied. Referral source will be contacted and responsible for placement of individual.
- At Confront, TCAP, and COE, any individual exhibiting symptoms will be instructed to seek immediate medical attention and provided with a surgical mask.



- **The COVID-19 screening should be repeated at the time of admission, temperature taken, and documented again.**

CURRENT RESIDENTS:

- Mask wearing is required for all residents during times of elevated risk.
- At Keenan House, depending on a new admission's prior placement (jail, rehab, home, homeless, etc.), they are assessed for risk and housed in a designated room.
- If current residents of Keenan House or the Halfway Home of the Lehigh Valley are symptomatic or exposed to suspected COVID cases, they will be swabbed and quarantined. If one turns out to be positive in a room, they should all complete the isolation period together. Quarantine rooms should not mix with each other without masks and social distancing. In Keenan House, individuals who room together should be eating together.
- The MSS Staff at the KH and HHLV have been trained by our Medical Team as to how to swab an individual.
- Only the people who are having trouble breathing need to go to the ER. The rest can be swabbed and follow the above protocol.
- If confirmed case, we will accelerate aftercare planning to assist in their transfer to the appropriate facility or home plan.
- An incident report should always accompany any medical concern for clients, as well as ER paperwork when a client visits the hospital. The Program or Clinical Director will inform the Medical Director of any positive cases/pending test results for clients. The Medical Director will work with the Program or Clinical Director on how to proceed further.
- If a client is experiencing symptoms and refuses to comply with our procedures, they cannot remain in residential treatment. Their aftercare recommendations will be to get evaluated before they can be reconsidered for readmission.

MOVEMENT/ACTIVITIES IN THE COMMUNITY/TCAP Urines/CRS OUTREACH/JAIL PROGRAMS:

- Mask wearing is required in TTI facilities due to elevated risk of COVID-19.
- TTI employees are to follow the mask wearing expectations of any organization that they visit (community partners, jail, business, etc.).
- As of 7/1/21, these activities have resumed/will resume:
- Residents working and job-searching/ Passes (HHLV)
- Outside support group meetings and Services of worship
- Volunteering/Alumni activities/Yoga/HHLV Gym use for KH clients
- Nursing students and Non-essential Dr. appointments
- Visits from family and outside agencies
 - At KH and HHLV, visitation within the facility is permitted once approved by their individual counselors, in designated areas, on a weekly basis. For HHLV clients, family passes will be approved once clients are promoted to phase three and have discussed their proposed whereabouts with their counselors. Clients will be expected to participate in a family session prior to inside or outside family visitation.

CONFRONT/TCAP/COE

GROUP/INDIVIDUAL ATTENDANCE/ASSESSMENTS/INTAKES

- Mask-wearing is required for clients, visitors, and staff.
- During times of elevated risk of COVID-19, telehealth options are to be considered and offered to all clients (either full or hybrid approach for group settings), and mask wearing will become mandatory. Any meeting or contact that is completed via telehealth needs to be documented in the client chart.
- Assessment/intakes will continue operating in Confront setting at regularly scheduled times (when telehealth, this must be documented in the client chart).
- A screening questionnaire should be posted by the sign-in sheet for all clients/visitors to consider. Any individual exhibiting symptoms should be instructed to leave to seek immediate medical attention.
- Confront and COE staff will continue to communicate procedures to clients, in order to be proactive in preventing the spread of the virus.
- Client must still use normal call off procedures. If reason for call off is symptoms are present or someone in their home has symptoms, they will then need to provide medical documentation to return to the program or they will be discharged.

CLEANING

- TTI facilities should be cleaning high traffic and frequent touch areas regularly.
- During times of elevated risk of COVID-19, cleaning times and instances will be expected to increase, to keep virus(es) at bay.
- The following would be expected in those instances:
 - A bleach/water solution will be utilized to clean the facilities (1:9 ratio)
 - Solution will be sprayed on the following items and NOT wiped off:
Knobs/Bannisters and Handrails/Light switches/Tables/Bathrooms/Desks
 - Use sanitized wipes or a towel sprayed with alcohol-based or bleach-based solution.

TRAINING INSTITUTE

- In-person TTI Trainings will occur, with expectations followed that align to current CDC and PaDOH guidance.
- DDAP in-person trainings in Lehigh County are resuming in Fall of 2021.
- Staff will continue to be notified about available training including on-going virtual opportunities.

ADDENDUMS (as of 6/26/2020)-found in Pandemic Binders

- COVID-19 Safety Procedures for businesses (posted at all locations)
Identified Pandemic Officer is Sarah Falwell, BS, CADC 610-432-7690
sarahfalwell@treatmenttrends.org
- Stop the Spread of Germs Flyer from CDC (posted at all locations)
- COVID-19 Time clock Sheet (posted at all locations)

- Guidance for Businesses Permitted to Operate During the COVID-19 Disaster Emergency to Ensure the Safety and Health of Employees and the Public
- COVID-19 Reopening Phases
- National Restaurant Association COVID-19 Reopening Guidance
- COVID-19 Guidance for Shared or Congregate Housing
- Interim Guidance on Management of Coronavirus Disease 2019 (COVID-19) in Correctional and Detention Facilities
- Considerations for Outreach Staff-Interim Guidance on Unsheltered Homelessness and Coronavirus Disease 2019 (COVID-19) for Homeless Service Providers and Local Officials

ADDENDUMS (as of 8/20/2020)-found in Master Pandemic Binder in Administration and emailed on 8/20/2020

CDC guidelines (found on <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>)

- Public Health Guidance for Community-Related Exposure
- What to Do If You Are Sick
- When to Quarantine
- People with Certain Medical Conditions
- When You Can be Around Others After You Had or Likely Had COVID-19

ADDENDUMS (as of 9/2/2020)-found in Master Pandemic Binder in Administration and emailed on 9/02/2020

- Symptoms of Coronavirus
- PA DHS OMHSAS Memo 8/18/2020
- Gov. Wolf: Sec. of Health Signs Expanded Mask-Wearing Order

ADDENDUMS (as of 12/7/20)-found in Master Pandemic Binder in Administration and emailed on 12/8/20

- Updated Timeclock Sheet

VACCINE BINDERS PLACED AT BOTH RESIDENTIAL PROGRAMS FOR CLIENTS (as of 2/12/2021)/Information below emailed to all staff on 2/11/2021

- FAQs about Vaccines:
<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/faq.html>
- Myths and Facts:
<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/facts.html>
- Moderna Vaccine:
<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/different-vaccines/Moderna.html>

- New Variants:
<https://www.cdc.gov/coronavirus/2019-ncov/transmission/variant.html>

ADDENDUMS (as of 7/1/21)-found in Master Pandemic Binder in Administration and emailed on 7/1/2021

- Updated Order of the Secretary of the Pennsylvania Department of Health Requiring Universal Face Coverings: Frequently Asked Questions:
<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Guidance/Universal-Masking-FAQ.aspx>
- COVID-19 Acknowledgment for Clients (updated 7/1/2021)

ADDENDUMS (as of 8/27/21)-found in Master Pandemic Binder in Administration and emailed on 8/19 & 8/27/2021

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

ADDENDUMS (as of 12/29/21)-found in Master Pandemic Binder in Administration and emailed on 12/29/21

- <https://www.cdc.gov/coronavirus/2019-ncov/variants/omicron-variant.html>
- <https://www.cdc.gov/media/releases/2021/s1227-isolation-quarantine-guidance.html>