Guidance for DCS Staff
COVID-19 (Coronavirus)
July 20, 2021

The following guidance is based on the most current Centers for Disease Control (CDC) and Tennessee Department of Health (TDH) recommendations for the prevention of the spread of COVID-19. This guidance is not intended to address every potential scenario that may arise as this event evolves.

**Guidance for employees at Wilder Youth Development Center**

- Following guidance from the CDC, Wilder should continue to pose COVID-19 screening questions to all employees and other essential personnel (such as attorneys visiting youth and contract nurses) prior to entry into Wilder.
  
  a. Have you had contact within the last fourteen days with any person under investigation for COVID-19, or with anyone with known or suspected COVID-19?
  b. Have you been exposed to anyone who has been tested for COVID-19? If so, have results been received? If no results received, then visitation should not occur until after the appropriate quarantine period.
  c. In the past 72 hours have you had nausea/vomiting, diarrhea, cough, sore throat, fever over 100.4, chills, shortness of breath, fatigue, muscle/body aches, headache, loss of taste or smell, congestion, or runny nose?

- Individuals who refuse to respond to the screening questions will not be allowed to enter the facility and will be required to use personal leave for the missed shift.

**Guidance for employees making face-to-face home visits**

Effective May 1, 2021 all program areas resumed normal in-home face to face visits in accordance with departmental policy. This includes policies governing CPS, Juvenile Justice, Child Programs, Foster Parent Support and Private Provider agency staff.

- If arrangements other than a face to face visit need to be made, prior approval is required through the appropriate chain of command to include Team Coordinators.

- For scheduled visits, staff should call the family home in advance of the visit to complete the following health questionnaire with the family to determine any potential risk factors.
  
  a. Have you had contact within the last fourteen days with any person under investigation for COVID-19, or with anyone with known or suspected COVID-19?
  b. Have you been exposed to anyone who has been tested for COVID-19? If so, have results been received? If no results received, then visitation should not occur until after the appropriate quarantine period.
  c. In the past 72 hours have you had nausea/vomiting, diarrhea, cough, sore throat, fever over 100.4, chills, shortness of breath, fatigue, muscle/body aches, headache, loss of taste or smell, congestion, or runny nose? If so, document the results of the inquiry, complete a videoconferencing visit, and schedule a face-to-face visit for later in the month.

- Staff should adhere to standard safety practices during home visits such as social distancing and wearing masks if indicated.
Guidance for employees making face-to-face visits with youth in DCS or provider facilities

- For youth placed in congregate care settings in state, DCS FSWs resumed monthly visitation per department policy effective May 2021. Out of state visitation should continue via video conferencing until further notice. Health Department guidance for face-to-face visitation will be followed if there are active positive cases of COVID in a congregate care facility. Central Office Network Development and the Child Health Unit will apprise regions when visits should not be made to facilities for precautionary reasons. When DCS staff are making face to face visits at a facility, they must follow the agency’s requirements regarding whether a mask is necessary.

Guidance on reporting

- Staff will immediately report to Deputy Commissioner of Child Health, Dr. Deborah Lowen if any staff or visitors to a DCS office have tested positive for COVID-19. This includes children, parents, foster parents and DCS staff.

Guidance for visitors in DCS offices

- All visitors should complete a health questionnaire to determine risk prior to visitations or meetings.
  - Have you had contact within the last fourteen days with any person under investigation for COVID-19, or with anyone with known or suspected COVID-19?
  - Have you been exposed to anyone who has been tested for COVID-19? If so, have results been received? If no results received, then visitation will not be permitted.
  - In the past 72 hours have you had nausea/vomiting, diarrhea, cough, sore throat, fever over 100.4, chills, shortness of breath, fatigue, muscle/body aches, headache, loss of taste or smell, congestion, or runny nose?

- Appropriate social distancing should occur with visitors in the office and masks should be worn if indicated.

Guidance for travel

- Staff non-essential work-related out-of-state travel continues to be suspended until further notice.
- Travel requests for foster children to accompany foster parents out of state is to be reviewed by Regional Administrator/JJ Directors for approval/denial.

Guidance for meetings

- While remote video meetings are still encouraged, large or small group face to face meetings are acceptable with adherence to local guidelines and appropriate social distancing
- New Employee Orientations and Pre-service will continue under guidelines issued by the Training Division until further notice.

General guidance for staff

- Keep hands clean
- Put six feet of distance between yourself and others, when possible
- Cover coughs and sneezes and immediately wash or sanitize hands
- Clean and disinfect frequently touched surfaces throughout the day
Guidance for COVID-19 vaccination

Foster parents and other care providers are entrusted with authority and responsibility for the daily upbringing and care of children in their care consistent with the child’s individualized circumstances and in consultation with the child’s medical provider, including routine authority for matters such as well-care treatment, vaccination, vision, and hearing.