**Policies/Procedures for In-Person Parent/Relative Visits at Angels office**

* **Angels office prep visits:**
  + Signs posted throughout facility stating policies/procedures (sign in Ipad, lobby, outside visitation room, inside visitation room
  + Remove coffee/water from lobby
  + Office Coordinator (Lucia) will restrict use of visitation space to playroom only (remove access to additional smaller visit rooms to limit exposure to surfaces to be cleaned in between visits
  + Office Coordinator (Lucia) should remove most toys from visitation space to limit exposure to toys that need to be cleaned between visits (Resource Parent should provide toys from home for visit).
* **Prior the Visit:**
  + - CCM ensure visit is scheduled on the Angels calendar (master/playroom)
  + Prior to the visit, the Resource Parent (or county social worker if needed) should ask the parents the following questions:
    - Are you experiencing any symptoms of COVID 19 including fever, cough, shortness of breath or difficulty breathing.
    - In the last 14 days, they have had close contact with someone who is known to have COVID-19 or have travelled to an area with widespread ongoing COVID19 transmission.
  + Prior to the visit, the Resource Parent (or county social worker if needed) should advise parent:
    - Do not bring any items from home, including toys, clothes, food during this time
    - Remind all parties that they will need to bring/wear a facial covering throughout the visit
  + Resource parent should provide a diaper bag with food/toys/change of clothes as necessary for the visit.
* **Upon arrival at Angels office:**
  + All parties should have facial covering, including Office Coordinator (Lucia)
  + All parties will be directed to the door closest to the visitation room
  + All parties sign in, which will include signing COVID office visit policies/procedures
  + All parties will have their temperatures taken using no-touch or disposable thermometers
    - If anyone is displaying symptoms of illness, the in-person visit should not take place, and arrange for different type of visit (virtual, phone).
    - If anyone registers a temperature of 100 degrees or higher, the in-person visit should not take place, and arrange for different type of visit (virtual, phone).
  + Office Coordinator (Lucia) will escort parties to visitation space
* **During the visits:** 
  + All parties wear facial covering during visit (except young infants/toddlers)
  + Ask all parties to wash their hands before the visit, per CDC guidelines (20 seconds with soap and water).
  + Provide and encourage the use of hand sanitizer during the visit
  + If a parent appears to be ill/sick during the visitation, stop the visit and refer the person who is sick to their primary care physician or 2-1-1 San Diego. Let them know visits can be rescheduled once everyone is healthy. Arrange for virtual visits and phone calls in the meantime.
  + If parent does not adhere to visitation guidelines during visit, this will be perceived as a safety concern and Resource Parent should end the visit and reschedule or schedule a different type of visit (virtual, phone). Seek social worker support in these situations.
* **After the Visit:** 
  + All parties wash their hands after the visit.
  + For infants and young children who cannot wash their hands, Resource Parent will assist with wiping down the child’s hands and face.
  + Prior to taking the child back to the Resource Parent’s home, Resource Parent will change the child’s clothes or have the child change their clothes if they are old enough, (and diaper, based on age of the child) with supplies provided by the Resource Parent.
  + Ensure everyone knows the date, time, and location of the next visit.
  + Discuss the use of videoconferencing/telephone contact between visits. Ask the parent/siblings if they have access to the equipment to participate in videoconferencing.
  + Ask all parties to inform the social worker immediately if anyone develops cold or flu like symptoms.
  + Resource Parents clean the visit room after the visit, using disinfecting wipes and/or spray to wipe down all surfaces touched
  + Resource Parents wipe down/clean toys played with during visit
  + Office Coordinator (Lucia) do an additional cleaning/wipe down of space in between visits