

## Pandemic Preparedness Plan

Phase Levels	Levels 1 & 2: Pre-Event Planning	Levels 3 & 4: Confirmed Cases	Level 5: Pandemic Imminent	Level 6: Pandemic
<b>Pandemic Planning Team</b>	Develop pandemic preparedness and response plan with key stakeholders inside and outside the agency (CDC, GEMA, Public Health, etc.), including employee representatives, and determine opportunities for collaboration, modification of the plan, and the development of complementary responsibilities.	Review pandemic preparedness and response plan with key stakeholders inside and outside the agency, including employee representatives, and determine opportunities for collaboration, modification of the plan, and the development of complementary responsibilities.	Implement pandemic response plan Gather/order needed supplies Review staffing contingency plans Review mass dispensing Protocol for bioterrorism Remind staff and youth about infection control, coughing etiquette Add reminders to DJJ website about infection control Ensure tabletop drills are conducted using this plan	Implement pandemic response plan
<b>Executive Management Team</b>	Review and approve pandemic preparedness and response plans		Commissioner to provide instructions regarding policy revisions or directives	Commissioner to declare emergency and provide instructions regarding policy and operations
<b>Medical Director</b>	<p>Institute a system to monitor intakes and medical areas and internally review transmission of pandemic among youth and staff in the facilities. Information from this monitoring system is used to implement containment measures (e.g., isolation, cohorting).</p> <p>Determine supplies and equipment needed in cases of pandemic illness</p> <p>Participate in meeting(s) with Public Health regarding stockpile medications</p> <p>Identify Critical Mandated Functions and develop protocol for implementation if facility is impacted</p> <p>Post information about pandemic on DJJ website, including signs and symptoms</p> <p>Develop reporting system for early alert</p> <p>Develop case tracking log for use by designated health authorities</p> <p>Develop training for medical staff to include: Case Definition Signs &amp; Symptoms Screening Lab testing Monitoring Medical Isolation Criteria to discontinue isolation Disease reporting</p>	<p>Monitor cases</p> <p>Coordinate local medical efforts</p> <p>Provide consultation to facility medical staff regarding medical care of youth</p> <p>Make determination regarding pandemic level</p> <p>Make determinations regarding quarantines based on bed capacity and housing layout (open bay, closed cell, etc.)</p>	<p>Make determination regarding pandemic level by location</p> <p>Make determinations regarding quarantines based on bed capacity and housing layout (open bay, closed cell, etc.)</p>	<p>Contact Public Health</p> <p>Coordinate local medical efforts</p> <p>Coordinate mass dispensing of medications</p> <p>Activate staffing contingency plan</p> <p>Make determinations regarding quarantines based on bed capacity and housing layout (open bay, closed cell, etc.)</p> <p>-Use conference calling to provide direction to facilities</p> <p>Communicate with Executive Team and Facility Directors</p> <p>-Coordinate resources through the Office of Financial Services and Budget</p>
<b>Pharmacy Provider</b>	Prepare medication stocks and their preparedness plans			Implement Mass Dispensing Protocol

	Develop Mass Dispensing Protocol, including accountability system, with Strategic National Stockpile Advisory Board			Work with Emergency Coordinator regarding national stockpile
<b>OBHS</b>	<p>Develop training plan that addresses:</p> <ul style="list-style-type: none"> <li>Implications of pandemic on mental health of youth</li> <li>Implications on MH assessment and MH symptoms</li> <li>How to address the related stress/anxiety</li> <li>Develop mode of training delivery</li> </ul> <p>Identify Critical Mandated Functions and develop protocol for implementation if a facility is impacted</p> <p>Develop plan for psychiatric service delivery that includes:</p> <ul style="list-style-type: none"> <li>Notification of provider infection or absence</li> <li>Initiation of telemedicine protocol</li> <li>Protocol that address youth on psychotropic medications that become ill (need for continued medications, alternative means of providing medications etc.)</li> </ul> <p>Become a part of notification process as cases are identified within secure facilities</p> <p>Develop plan for contingency mental health staffing that addresses:</p> <ul style="list-style-type: none"> <li>PRN staffing options</li> <li>Videoconferencing options</li> <li>Use of staff from other facilities</li> </ul>			Implement plan protocols
<b>Emergency Management Coordinator</b>	<p>Participate in GEMA meetings</p> <p>Monitor GEMA E-Team system</p> <p>Monitor facility emergency plans</p>	<p>Work with regional and local emergency management coordinators.</p> <p>Staff regional and state operations centers as needed</p>	<p>Staff regional and state operations centers.</p> <p>Assist with agency and statewide coordination of resources and movement of stockpile medications.</p>	<p>Coordinate resources and monitor statewide emergency response</p> <p>Assist facilities with implementing emergency plans</p> <p>Serve as liaison to GEMA</p> <p>Serve as liaison with national stockpile</p>
<b>DJJ Financial Services &amp; Budget</b>	<p>Plan for stockpiling of supplies</p> <p>Plan for payment of pandemic-related expenses</p>	<p>Procure and pay for necessary supplies and equipment through existing statewide contracts or through own bids</p> <p>Pay for staffing costs associated with pandemic</p>	<p>Procure and pay for necessary supplies and equipment through existing statewide contracts or through own bids</p> <p>Pay for staffing costs associated with pandemic</p>	<p>Procure and pay for necessary supplies and equipment through existing statewide contracts or through own bids</p> <p>Collect data on costs and staffing implications related to the pandemic</p>
<b>OTIS</b>	Identify Critical Mandated Functions and develop protocol	Ensure phone (land line /cell) and computer	Ensure phone (land line /cell) and computer	Ensure phone (land line /cell) and computer

	<p>for implementation Plan for and instruct staff regarding the disinfection of computers and telephones Develop Employee Information Sheet on DJJ website Ensure phone (land line /cell) and computer communications available and operable (data/email networks up) Post web and mass email communications at direction of Commissioner and Medical Director Ensure JTS health records are available Ensure availability of juvenile population report and housing report for all facilities Use Kronos to determine staff on-site (exposed) at any given time Use PeopleSoft to determine number of active staff at site</p>	<p>communications available and operable (data/email networks up) Post web and mass email communications at direction of Commissioner and Medical Director Ensure JTS health records are available Ensure availability of juvenile population report and housing report for all facilities Use Kronos to determine staff on-site (exposed) at any given time Use PeopleSoft to determine number of active staff at site</p>	<p>communications available and operable (data/email networks up) Post web and mass email communications at direction of Commissioner and Medical Director Ensure JTS health records are available Ensure availability of juvenile population report and housing report for all facilities Use Kronos to determine staff on-site (exposed) at any given time Use PeopleSoft to determine number of active staff at site</p>	<p>communications available and operable (data/email networks up) Post web and mass email communications at direction of Commissioner and Medical Director Ensure JTS health records Ensure availability of juvenile population report and housing report for all facilities Use Kronos to determine staff on-site (exposed) at any given time Use PeopleSoft to determine number of active staff at site</p>
<b>Human Resources</b>	<p>Identify Critical Mandated Functions and develop protocol for implementation. Cross train managers. Identify resources for influenza vaccination of staff</p>	<p>Provide communication to staff Develop staffing contingency plans Activate employee assistance program as needed Monitor sick leave absences</p>	<p>Develop symptom checklist to use when staff are calling in sick, in conjunction with Medical Director, and distribute to all sites Train supervisors to implement checklist</p>	<p><b>Central Office HR:</b> Assign staff to critical mandated functions Coordinate HR functions with other agencies as possible <b>Local HR Reps:</b> Monitor FLSA and leave for all staff Notify designated health authority about staff cases Complete return to work checklist for staff coming back to work</p>
<b>Contracts</b>	<p>Add following requirements to future contracts for staffing facilities: Accurate database of employees at all times</p>		<p>Limit facility and office visits by non-essential contractors and /or interns</p>	<p>Restrict facility and office visits by non-essential contractors and/or interns</p>
<b>Training</b>	<p>Ensure staff are routinely trained on standard precautions and handwashing</p>	<p>Ensure staff are routinely trained on standard precautions and handwashing</p>	<p>Ensure staff are routinely trained on standard precautions and handwashing Ensure staff are aware of signs and symptoms of pandemic illness.</p>	<p>Stop mass gatherings (training) Provide training information for staff via electronic means Redirect training staff to impacted facilities</p>
<b>Public Affairs</b>	<p>Participate in pandemic planning Develop communication plan Add handwashing video to Commissioner's video at intake</p>	<p>Post information regarding pandemic to DJJ website Collect information to prepare media releases, upon approval of Commissioner</p>	<p>Post information regarding pandemic to DJJ website Collect information to prepare media releases, upon approval of Commissioner</p>	<p>Post information regarding pandemic to DJJ website Collect information to prepare media releases, upon approval of Commissioner</p>
<b>Transportation Unit</b>	<p>Normal routine transports</p>	<p>Special transports with</p>	<p>No movement for</p>	<p>Coordination of</p>

	Clean vehicles according to infection control policy Issue protective equipment Coordinate movement in accordance to statewide and agency response	the use of protective equipment. Clean vehicles twice daily Exclude staff that are infectious from transporting youth	infected youth. (Youth must be medically cleared prior to movement) Determine designated staff to pick-up vaccine and/or medication and transports (agency and state).	movement will be in accordance to statewide and agency response. (No movement for infected youth)  Determine designated staff to pick-up vaccine for medication and transports (agency and state).
<b>Classification Unit</b>	Written communication plan up-to-date Continue w/ current movement as scheduled Determine which facilities would be equipped to isolate youth who have virus	Update staff on procedures for stopping youth movement  No movement of youth who have not been medically cleared	Restrict non-essential movement to facilities Monitor medical alerts in JTS prior to movement	Cease all movement unless it is an emergency Quarantine those being released w/in the next 2 weeks Cease all intakes if possible into the facilities Divert RYDC intakes for affected RYDCs Suspend releases (as allowable on a case-by-case basis)
<b>Policy Coordinator</b>	Work with Pandemic Preparedness team in developing appropriate policy and directives for prevention and response	Work with Pandemic Preparedness team in developing appropriate policy and directives for prevention and response	Work with Pandemic Preparedness team in developing appropriate policy and directives for prevention and response	Develop directives from Commissioner as needed; notify staff of directives
<b>Facility Directors</b>	<p><b>Room Assignments</b></p> <p>For facilities with open bay units, determine rooms that can be used for isolation</p> <p><b>Emergency Plans</b></p> <p>Identify Critical Mandated Functions and develop protocol for implementation Ensure all employees complete an Employee Information Sheet Ensure all staff is familiar with emergency plans and understands their roles Incorporate pandemic emergency plans into the local emergency management planning and exercises Determine potential impact of pandemic infection on the facility Assign a staff member and a back-up with the responsibility for monitoring Federal and State public health advisories Inventory supplies and equipment needed in cases of pandemic illness, as provided by Central Office</p> <p><b>Monitoring</b></p> <p>Assign responsibility for communication with public health authorities and within the agency for planning and response. Maintain current hospital</p>	<p><b>Medical Isolation</b></p> <p>Place ill and exposed youth on medical isolation  Place youth with symptoms of pandemic infection together in one area of the facility, or close off units with symptomatic youth</p> <p><b>Monitoring</b></p> <p>Contact DJJ Medical director regarding confirmed cases; notification to CDC through agency chain of command Ensure that all intakes are closely monitored for symptoms. Assign responsibility for assessing day-to-day staffing and other needs during pandemic to designated health authority All staff should monitor self and others for flu like symptoms</p> <p><b>Emergency Plans</b></p> <p>Conduct inventory of supplies and equipment for safety protection and isolation equipment (mask, gloves, soap;</p>	<p><b>Medical Isolation</b></p> <p>Place ill and exposed youth on medical isolation  Place youth with symptoms of pandemic infection together in one area of the facility, or close off units with symptomatic youth</p> <p><b>Staffing</b></p> <p>Restrict staff assigned to work on affected units from working on other units Implement symptom checklist for staff call- ins Develop on-call/call-back and facility department staffing schedules Staff who call in sick with any symptoms must be cleared by local HR rep to come back to work. Protocol for other DJJ facilities in close proximity that may be able to provide staffing support. Protocol for community DJJ staff with facility experience</p>	<p><b>Medical Isolation</b></p> <p>Place ill and exposed youth on medical isolation  Place youth with symptoms of pandemic infection together in one area of the facility, or close off units with symptomatic youth</p> <p><b>Staffing</b></p> <p>Assess number of staff who may have compromised immune systems – assign these staff only to work with non-infected youth Restrict staff assigned to work on affected units from working on other units Implement symptom checklist for staff call- ins Develop on-call/call-back and facility department staffing schedules; Staff who call in sick with any symptoms must be cleared by local HR rep to come back to work. Protocol for other DJJ</p>

	<p>agreements All staff should monitor self and others for flu like symptoms</p> <p><b>Communication</b> Lead Nurse and Local Emergency Management Coordinator will establish a point of contact with the local health department Provide information to public health department Post signs reminding use of standard precautions</p>	<p>cleaning supplies; etc.) Review staffing plan in case of such an emergency to ensure that minimum coverage is met.</p> <p><b>Infection Control</b> Notify laundry regarding washing of clothes in designated area for youth with confirmed cases Ensure information is provided to staff and youth on the virus, its symptoms, warning signs, and precautions to take. Provide hand sanitizer stations for all staff. Develop/ compile information that addresses prioritization of personnel and youth to be vaccinated or treated based on the availability of vaccines, antiviral medications, and other limited quantity treatment consistent with federal and state recommendations.</p>	<p>to be required to work in facility Non-security staff to help security staff in times of staff shortages Secure permission for medical and security staff overtime</p> <p><b>Visitation</b> Deny entry to symptomatic visitors Deny visitation for symptomatic youth</p> <p><b>Movement</b> Restrict youth /staff movement on/off campus Clean van seats, restraints with anti- viral cleaner. Restrict intakes and transfers</p> <p><b>Other</b> Standardprecautions, screening and infection control measures directed by policy. Provide continuous feedback regarding cases to supervisors. Identify holding area in facility for youth awaiting medical transport.</p>	<p>facilities in close proximity that may be able to provide staffing support. Protocol for community DJJ staff with facility experience to be required to work in facility Non-security staff to help security staff in times of staff shortages Secure permission for medical and security staff overtime Closely monitor staffing levels, overtime and FLSA as staff become ill. Allow staff members to use cell phones to communicate with their family members</p> <p><b>Visitation</b> Deny all visitation, including JPPS's and vendors Provide hard copies of visitation logs to Office of Health Services to track spread of disease</p> <p><b>Movement</b> No youth movement on/off campus without approval of DHA Divert all admissions based on DHA recommendation taking into consideration symptoms, exposure, designated level of facility Consider transferring non-exposed, non-ill youth to other facilities</p> <p><b>Other</b> Infection Control Provide continuous feedback regarding cases to supervisors Identify an area of the facility that could serve as a temporary holding area for ill youth awaiting medical transfer Allow youth to communicate with their family members</p>
<p><b>Facility Health Services Staff</b></p>	<p><b>Monitoring</b> Request SENDSS access (disease reporting through public health) Track youth illnesses and notify</p>	<p><b>Communication</b> Contact public health department for assessment instructions and protocols</p>	<p><b>Communication</b> Contact public health department for assessment instructions and protocols</p>	<p><b>Communication</b> Contact public health department for assessment instructions and protocols</p>

	<p>Medical Director of any probable cases All staff should monitor self and others for flu like symptoms</p> <p><b>Immunizations</b> Administer flu vaccines to all youth annually Administer other vaccines in accordance with established schedule Encourage staff to get flu vaccine – identify locations in community where it may be offered for free or reduced cost</p> <p><b>Training</b> Train staff &amp; youth on health risks, preventive measures and what to do when there is a confirmed case Train staff &amp; youth on good personal hygiene, effective handwashing and cough etiquette</p> <p><b>Communication</b> Identify contact with local health department</p> <p><b>Supplies</b> Inventory supplies and equipment that would be needed to prevent and contain an outbreak, as approved by DJJ</p> <p><b>Staffing</b> Identify Critical Mandated Functions and develop protocol for implementation</p>	<p>Notification to local hospitals of potential emergency admissions</p> <p>Medical staff will follow the guidelines of the medical director and the health department regarding care of youth.</p> <p><b>Monitoring</b> Continue to monitor quarantine areas and nonquarantine areas for outbreak Immediate medical screenings for intakes. Monitor all youth and provide updates to parents/JPPs Log of symptoms and treatment to be kept by RN. All youth checked daily to see if any new sick cases.</p> <p><b>Infection Control</b> Medial Isolation for youth that appear to have been infected until cleared by medical staff. Staff should wear mask for the caring of the youth. Keep sick youth isolated and treated by the same nurse and staff.</p> <p>If new case, bathe youth and give him clean clothes and linens and transfer him to the quarantine dorm. Rooms of youth who become sick will need to be cleaned immediately and thoroughly. Youth or staff that appear to have an influenza like illness at arrival to the facility should be given a mask and isolated at once in a room separate from others. Staff should be told to return home and seek medical care before returning to work. Desks, computer key boards, telephones, exam rooms, tables, and other equipment should be cleaned with an EPA registered disinfectant labeled for human influenza A virus. Mask should be worn by</p>	<p>Notification to local hospitals of potential emergency admissions</p> <p>Medical staff will follow the guidelines of the medical director and the health department regarding care of youth.</p> <p><b>Monitoring</b> Continue to monitor quarantine areas and nonquarantine areas for outbreak Immediate medical screenings for intakes. Monitor all youth and provide updates to parents/JPPs Log of symptoms and treatment to be kept by RN. All youth checked daily to see if any new sick cases. Each dept should keep a log of their sick staff with symptoms and dates</p> <p><b>Infection Control</b> Medial Isolation for youth that appear to have been infected until cleared by medical staff. Staff should wear mask for those caring for youth. Keep sick youth isolated and treated by the same nurse and staff. If new case, bathe youth and give him clean clothes and linens and transfer him to the quarantine dorm. Rooms of youth who become sick will need to be cleaned immediately and thoroughly. Youth or staff that appear to have an influenza like illness at arrival to the facility should be given a mask and isolated at once in a room separate from others. Staff should be told to return home and seek medical care before returning to work. Desks, computer key boards, telephones, exam rooms, tables, and other equipment should be cleaned with an EPA registered disinfectant labeled as antiviral.</p>	<p>Notification to local hospitals of potential emergency admissions</p> <p>Medical staff will follow the guidelines of the medical director and the health department regarding care of youth.</p> <p><b>Monitoring</b> Continue to monitor quarantine areas and nonquarantine areas for outbreak Immediate medical screenings for intakes. Monitor all youth and provide updates to parents/JPPs Log of symptoms and treatment to be kept by RN. All youth checked daily to see if any new sick cases. Each dept should keep a log of their sick staff with symptoms and dates</p> <p><b>Infection Control</b> Medial Isolation for youth that appear to have been infected until cleared by medical staff. Staff should wear mask for the caring of the youth. Keep sick youth isolated and treated by the same nurse and staff. If new case, bathe youth and give him clean clothes and linens and transfer him to the quarantine dorm. Rooms of youth who become sick will need to be cleaned immediately and thoroughly. Youth or staff that appear to have an influenza like illness at arrival to the facility should be given a mask and isolated at once in a room separate from others. Staff should be told to return home and seek medical care before returning to work. Desks, computer keyboards, telephones, exam rooms, tables, and other equipment should be cleaned with an EPA registered disinfectant.</p>
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		youth and medical and other staff when caring for the infected youth.	Mask should be worn by the youth medical and other staff when caring for the youth.	Mask should be worn by the youth, medical and all other staff when caring for the infected youth. No large gatherings, but allow youth outside that are not sick. Use anti-viral sprays and wipes in all dorms Staff to clean dorms with appropriate products daily Pill call in dorms rather than group pill calls
<b>Facility Food Services Staff</b>	Implement good and proper hygiene and standard precautions, emphasizing hand washing Review public health information regarding appropriate meals for illness (ensure have enough supplies) Identify Critical Mandated Functions and develop protocol for implementation	Sanitize dining hall and kitchen areas from top to bottom Provide meals in disposal trays to confirmed youth Inventory disposal supplies & order for possible spreading of illness. Provide alternative meal plan, depending on public health information/ medical orders Have adequate supply of disposable products to feed on the units, if necessary. Staff that have been confirmed for influenza will not be allowed at work.	Follow Public Health protocol regarding meals for ill youth Monitor supplies and equipment for disposal items Order items such as Gatorade, Jello and soups that may be requested by medical. Continual monitoring of food safety practices. Other staff to assist with meal distribution as needed.	Food Service staff will serve meals to students in their assigned units. Order additional food products that require less labor to prepare. Stockpile some items in case we cannot receive deliveries. Utilize an emergency work schedule to ensure food preparation. Use pre-packaged foods as necessary Other staff to assist with meal distribution as needed in staff absences.
<b>Maintenance &amp; Engineering</b>	Conduct preventive maintenance checks of filters and ventilation in dorms Make needed repairs Inventory equipment and supplies (sanitation and cleaning items) Utilize proper standard precautions Wash hands/sanitize door knobs Utilize a plan to ensure basic resources that are required to keep the building operational	Assist with sanitizing common areas and units Wash hands/sanitize doorknobs, etc. Observe standard precautions and handwashing practices Maintain the critical areas of operations within the building.	Modified services Provide additional security and staffing of facility Wash hands/sanitize doorknobs, etc. Observe standard precautions and handwashing practices Ensure filters are cleaned and ventilation system is operating properly to maintain conditioned, clean air. Maintain the critical areas of operations within the building. Increase precautions and sanitation of laundry and units.	Wash hands/sanitize doorknobs, etc. Observe standard precautions and infection control measures. Ensure filters are cleaned and ventilation system is operating properly to maintain conditioned, clean air. Maintain the proper temperature control

<p><b>Education Staff</b></p>	<p>Inform staff to use standard precautions  Normal instruction and observation  Coordinate with the facility Director and review the emergency plans on a monthly basis  Incorporate into the pandemic plan the requirements of students with special needs  Develop scenarios describing the potential impact of a pandemic on student learning (e.g., student and staff absences), school closings, and extracurricular activities based on having various levels of illness among students and staff.</p>	<p>Modify school schedule to accommodate confirmed cases  Develop modified schedule in case of full outbreak with staff/youth  Temporarily close school buildings to sanitize from top to bottom</p>	<p>Implement modified school schedule for all youth  Assist with security and staffing of facility  Provide tissues for youth in class.  Provide hand sanitizer  Report sick youth to medical</p>	<p>Follow public health protocol  Cancel school  Education staff assist as needed with non-security duties (food services, phone calls for youth, etc.)  Cancel mass meetings</p>
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	<p>Assess readiness to meet communication needs in preparation for an influenza pandemic, including regular review, testing, and updating of communication plans.</p> <p>Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, cough/sneeze etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission) as well as personal and family protection and response strategies (e.g., guidance for the at-home care of ill students and family members).</p> <p>Inform staff to use universal precautions</p> <p>Be able to discuss pandemic illness prevention with youth and parents</p> <p>Ensure staff wash hands and use hand sanitizer</p>	<p>Encourage youth to fill out help request forms when they have symptoms of influenza or a cold</p> <p>Youth infected will continue to receive educational instruction. All equipment and school materials will be cleaned prior to the beginning of each class session.</p> <p>Youth identified with symptoms will be removed from the class setting and sent directly to medical for an assessment.</p>	<p>Discuss hygiene and disease prevention techniques in all classes.</p> <p>Provide education assignments to those students in isolation following guidelines provided by medical staff</p>	
<b>Behavioral Health / Mental Health Staff</b>		<p>Make appropriate notifications to parents/JPPS regarding confirmed cases</p> <p>Make notifications to released students and parents regarding confirmed case</p> <p>assist in disseminating prepared literature package for parents regarding pandemic</p> <p>Ensure staff use hand sanitizer</p> <p>Wear masks when seeing youth with symptoms.</p> <p>Youth with symptoms to wear masks during sessions</p> <p>Keep youth informed and deal with any issues of anxiety</p>	<p>Provide crisis intervention to youth and staff</p> <p>Assist in disseminating prepared literature package to parents and JPPS</p> <p>Provide updates to parents/JPPS regarding youth's care</p> <p>Ensure staff use hand sanitizer</p> <p>Wear masks when seeing youth with symptoms.</p> <p>Youth with symptoms to wear masks during sessions</p> <p>If staff are absent (sick), contact the RBHSA for a contingency plan.</p>	<p>Follow public health protocols</p> <p>Cancel therapeutic groups</p> <p>Ensure staff use hand sanitizer</p> <p>Wear masks when seeing youth with symptoms.</p> <p>Youth with symptoms to wear masks during sessions</p> <p>If staff are absent (sick), contact the RBHSA for a contingency plan.</p>

<p><b>Community Services Staff</b></p>	<p>Ensure that all staff are familiar with infection control policy          Have hand sanitizer readily available to all staff          Ensure vehicles used to transport youth are equipped with infection control equipment and other emergency equipment ("transport kit").          Ensure that Emergency Manuals have local Health Dept. contact information          Wipe down vehicles in between Transports          Office Emergency Management Coordinator responsible for monitoring public health advisories.          Develop and encourage universal precautions.          Encourage immunization          Educate staff on infectious disease control and symptomology          Wash hands          Disinfect each office before and at the end of each work day          Make clients aware of what is going on.          Identify Critical Mandated Functions and develop protocol for implementation</p>	<p>Implement Emergency Staffing Plan in case of emergency.</p> <p>Notify families of youth who came into contact with infected employee.          Contact local Public Health and DJJ Medical Director.          Infected staff will not report to work and must be cleared by local HR rep before return          Continue universal precautions. and disinfection practices for vehicles and offices between clients          Refer infected persons for medical treatment.          Continue to encourage immunization for those not infected.          Continue to sanitize and clean offices          Contact Central Office through the chain of command of situation.</p>	<p>Alternative work sites will be established along with increased teleworking.          Coordinate with local Health Department and DJJ Medical Director.          Continue universal Precautions and disinfection practices for vehicles and offices between clients.          Consider alternate work sites and/or work away status.          Monitor staff &amp; clients for symptoms.          Continue to encourage immunization.          Advise staff to get medically cleared if they have symptoms related to the pandemic          Monitor clients making office visits          Work with courts regarding movement, diversion, and release of youth          Make referrals to Employee Assistance Program as needed</p>	<p>Consult with DJJ Commissioner, Medical Director and Executive Team regarding the continuation of services.          Communicate with staff through DJJ cell or alternate number to keep them informed.          Institute maximum infectious disease control steps to minimize spread through contact (person to person primarily), as well as all other steps as directed by the Department of Public Health.          Contact local Public Health Dept and DJJ Medical Director for guidance          Send clients and staff home if symptoms arise.          Make referrals to Employee Assistance Program as needed</p>
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