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**QUARANTINE/ISOLATION PROTOCOL**

***Quarantine*** means the separation of a person or group of people reasonably believed to have been exposed to a communicable disease but not yet symptomatic, from others who have not been so exposed, to prevent the possible spread of the communicable disease.

***Isolation***means the separation of a person or group of people known or reasonably believed to be infected with a communicable disease and potentially infectious from those who are not infected to prevent spread of the communicable disease.

\*Please note that individual youth and/or entire cottages can be quarantined/isolated as needed.

**STAFF PROTOCOL**

When providing care to youth who are quarantined/isolated the assigned cottage staff should:

* **Social Distancing** 
  + Engage in frequent handwashing or use of alcohol based hand sanitizers.  DO NOT use hand sanitizers while wearing gloves.
  + Dedicated office space for staff will be provided. However, staff are encouraged to engage verbally with youth who are in quarantine/isolation while adhering to social distancing.
  + Avoid unnecessary contact with the child or youth with symptoms as much as possible but please continue to provide emotional support to the youth.
  + Limit visitors and don’t allow the youth to roam the cottage and/or leave the cottage.
  + Whenever possible, avoid close face to face contact with the child or youth with symptoms.
  + Avoid touching facial areas, especially in the presence of the child or youth with symptoms.
  + Practice cough and sneeze etiquette by
    - Covering your mouth and nose with a tissue when you cough or sneeze.  Put your used tissue in the waste basket.
    - If you don’t have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands.
    - Wash your hands after sneezing or coughing.
* **Personal Protective Equipment (Masks, Gowns, Gloves)**
  + Wear Personal Protective Equipment (PPEs) at all times in the cottage which will be provided by nursing.  Nursing will provide guidance for using PPE and will provide regular coaching and guidance on how to use the equipment.
  + Nursing will provide ongoing medical coaching as needed.
  + All PPE should be disposed of in the sealable garbage pail that will be stationed outside the staff office.
* **Housekeeping**
  + Assist the youth in maintaining their bedroom and engage in light housekeeping to keep the cottage clean and orderly, e.g. clean surfaces, clean door knobs, light switches, toys, remote controls, sink handles, counters and phones frequently with available alcohol wipes as frequently as possible.
  + Ensure that all beds have the proper linens and towels.
  + Bathrooms will be cleaned twice daily in the quarantine/isolation cottage by housekeepers.
* **Room Assignments** 
  + Please make sure that all bedrooms have the youth’s first name only posted on bedroom door.

**YOUTH PROTOCOL**

When children and youth with symptoms are quarantine/isolated:

* **Ventilation**
  + Door to the youth’s rooms with symptoms’ sleeping area should be closed at all times (awake and sleeping) if possible.
  + Increase or maintain ventilation by opening the window slightly weather permitting.
  + Turn on air conditioner again weather permitting.
* **Traffic Control** 
  + The youth with symptoms should stay in private rooms at all times and not be permitted to roam the cottage especially barefoot.
  + If the youth needs to leave their bedroom they should wear a mask, practice social distancing and stay a minimum of six feet away from all persons.
* **Personal Hygiene**
  + Where possible bathrooms should not be shared.  If they have to be shared the bathrooms should be sanitized after each use.
  + Youth should be encouraged to bathe daily.
  + Youth should be encouraged to brush their teeth and floss at least twice daily. All youth needing quarantining/isolation will be provided a new tooth brush.
  + All hygiene products will be provided.
* **Meals**
  + Staff will serve meals to youth so as that youth do not enter food service area or other common areas.
  + Youth should eat in separate spaces and not share utensils, plates, cups, etc.
  + Paper plates, plastic cups and utensils will be provided and need to be disposed of immediately after use in a sealable garbage pail.
  + Encourage youth to drink fluids. Each youth will be provided with a pitcher of water and should be encouraged to drink 8 glasses of water daily.
* **Education**
  + When appropriate and if the youth is well enough allow the youth to engage in Distance Learning using their assigned technology, i.e. Chrome Book.
* **Recreation & Socialization**
  + Youth will be encouraged to maintain telephone and/or video contact with family members utilizing personal equipment such as telephones, Chrome Books, ipads, etc.
  + The recreation team will provide the youth with age appropriate toys/recreational items, i.e. puzzles, games, DS, ipads, etc.
  + Youth should not be permitted to recreate or social together, especially in their assigned bedrooms or in common areas.  They must stay separated.
* **Medical, Nursing and other Clinical Services**
  + Medical Evaluation of all youth will be conducted at least once daily by the medical provider.
  + Nursing will conduct wellness checks at least every four hours for youth needing quarantining/isolation.
  + When appropriate and if the youth is well enough the youth should be engaged in clinical services.
* **Clothing, Bedding and Towels**
  + Youth will be assigned their own bedding and should not share bedding.
* **Ending Isolation**
  + Isolation will end when youth goes three days without a fever (with no medications).
  + Cough, shortness of breath and sore throat getting better.

**CONTACT INFORMATION**

**PCS Health Center Contact Information – (914)741-4516**

**Facilities Contact Information – (914)773-6189**

**Safety Team – (914)741-5916/5917**