

# **Child, Youth & Family Supports Home Visit Recovery Procedures**

**Procedure CYFS-Rec-115 v2**

**Child, Youth & Family Supports Home Visit Recovery Procedures**

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## **Child, Youth & Family Supports Home Visit Recovery Procedures**

### **Purpose**

We recognize that each child and situation is unique and, as such, the assigned social worker(s) need to involve the care planning team members, including foster parents/caregivers, to assess risk and determine what safety measures need to be in place to protect all parties. All parties need to be confident that the proposed collaborative plan is able to meet the guidelines as set out in Child Welfare policy (including COVID-19 Child Welfare Guidelines) and by Public Health and will not pose a further risk to others.

This document provides the procedures for the home visits during the COVID-19 pandemic.

### **Scope**

This procedure applied to staff within the following Child, Youth & Family Support programs:

- Children in Care
- Child Protection
- Foster Care
- Child Care Facilities

This procedure is applicable to the following roles within these programs:

- Schedulers
- Team leads
- Case aides
- Foster Care workers
- Children in Care workers
- Child Protection workers
- Foster Parents
- Child Caring Facility employees
- Family Support Workers
- Others (those who transport CYFS clients or support visitation)

## Procedures

### Getting Started

Staff will ensure they have cleaning kits and PPEs in their possession. The social worker will share the Access Plan with the case aide and scheduler.

**NOTE:** Please follow the most recent version of the DCS [PPE Guidelines](#) as on the Pulse.

### Preparing for the visit

- 1) Prior to the visit, staff should administer the [COVID-19 Screening questions](#).
- 2) Staff will have a conversation with the child's birth parents/guardians to request that the parents/guardians bring only what is considered absolutely necessary to the visits. These include but are not limited to, food, blankets, stickers, colouring books and/or any reasonable item(s) the child needs or has grown some form of attachment to.
- 3) Staff will ask birth parents/guardians to ensure that, if the visit is within the home, any physical objects that could come in contact with the child are sanitized before the visit.

**NOTE:** If food is in the access/family visitation plan, and if the child so wishes, the child is allowed to consume food brought by any participant to the visit; food that is single serving or individually wrapped.

- 4) Staff will ask Foster parents to take the following actions:
  - a) **Prior to visit:**
    - i) Pack an extra pair of clean clothing
    - ii) Bag all food items
    - iii) Ensure that child has only packed necessary items

**NOTE:** The necessary items could include, but not limited to, food, blankets, stickers, colouring books and/or any reasonable comfort item(s) the child needs or has grown some form of attachment to.

- iv) Advise staff of any signs of sickness
  - b) **During pick up:**
    - i) Ensure the child is wearing a mask

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**NOTE:** Wearing a non-medical mask is required in most indoor public spaces. Children under 2 are exempt, as well as children 2 to 4 when their caregiver cannot get them to wear a mask. People with valid medical reasons for not wearing a mask are also exempt.

- ii) Bring the child out to the car
  
- c) **Following the visit:**
  - i) Wash clothes
  - ii) Consider bathing the child (at the discretion of the foster parent(s))

**NOTE:** a checklist is available to Foster Parents including the above listing in Appendix A.

- 5) Staff will ask Foster Parents to check the child for symptoms following each visit. If there are symptoms, Foster Parents will be advised to use the online assessment tool and report to the child's Social Worker and/or Foster Care Social Worker.
  
- 6) Prior to the visit, staff will ensure that cleaning kit is complete. Refer to the [checklist](#) at the end of this document.

Additionally, if transporting a potentially aggressive or COVID-19 symptomatic child/youth, refer to [PPE Guidelines](#) on the appropriate steps to take.

**NOTE:** Wearing a non-medical mask is required in most indoor public spaces. Children under 2 are exempt, as well as children 2 to 4 when their caregiver cannot get them to wear a mask. People with valid medical reasons for not wearing a mask are also exempt.

- 7) Staff will wipe down the car with appropriate disinfectant, especially high touch surfaces.
  
- 8) Staff will obtain car seat and/or booster for child(ren) that is required for the visit.
  
- 9) Staff will ensure that the car seat and/or booster seat is clean and dry prior to the visit.
  
- 10) Staff will ensure that if there is one child in the car they will sit diagonally to the driver.

**NOTE:** children from the same family and foster home may attend a visit together and be transported together in the same car.

## During the visit

- 11) Staff will require parents and children/youth to wear masks until they are able to physical distance from staff in accordance to [PPE Guidelines](#).

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**NOTE:** Once parents and child/youth are able to maintain physical distancing of 6ft from staff, the parent and child/youth need not physically distance and are permitted to hold/come in contact with the children/youth, unless direction is otherwise communicated in the plan developed by the Social Worker.

**NOTE:** Parents are not required to wear any other personal protective equipment such as gloves, face shields, or gowns. Staff can provide a mask and gloves if requested.

- 12) Staff will ensure that children and parents wash their hands or use hand sanitizer at the beginning and end of each visit or transport.
- 13) Staff will ensure that parents do not bring anything else other than themselves to the visit for example: clothes, toys, snacks, etc. unless in the access/family visitation plan.

### Following the visit

- 14) Staff will clean the car with appropriate disinfectant especially the high touch areas and let dry.
- 15) Staff will clean the car seat/booster according to the manufacturer's instructions including mild soap and water on the straps.
- 16) If a child shows COVID-19 symptoms during a visit or is reported immediately following the visit, staff will bag the seat/booster for four days followed by cleaning.

**NOTE:** Case Aides are required to complete an Incident report when they are aware of or suspicious of a symptomatic participant in the visit.

- 17) Staff will dispose of any used PPE and cleaning materials, example: paper towels, gloves, masks, wipes using a disposable bag.

## **Child, Youth & Family Supports Home Visit Recovery Procedures**

### **Resources**

[How to Safely Use a non-medical mask or face covering](#)

[DCS The Pulse / COVID-19 Resources / DCS PPE Guidelines](#)

[COVID-19 – What you need to know \(The Pulse\)](#)

[COVID-19 Employee Information \(The Hub\)](#)

[Novel coronavirus \(COVID-19\) NS Government's response to COVID-19](#)



Appendix:

Appendix A: Printable version - Foster Parent Check List

Foster Parents are asked to perform the following actions when a child in their care is scheduled for a home visit.

Prior to visit:

- Pack an extra pair of clean clothing
- Bag all food items
- Ensure reasonable comfort items are available for the child
- Ensure that child has only packed necessary items
- Ensure that the child has washed their hands
- Advise staff of any signs of sickness

During pick up:

- Bring the child out to the car

Following the visit:

- Wash clothes
- Consider bathing the child (at the discretion of the foster parent(s))

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### Appendix B: Printable version - Home Visit Guide for Staff

#### Preparing for the visit

- Talk to child's parents/guardians:
  - To administer the [COVID-19 Screening questions](#)
  - To ensure that they do not bring anything not required and agreed upon for the visit
  - To ensure, if the visit is within the home, that any physical objects in contact with the child will be sanitized before the visit
  
- Staff will have a conversation with the Foster Parents:
  - To administer the [COVID-19 Screening questions](#)
  - To take the following actions as per the checklist:
    - Prior to visit:** 1) Pack an extra pair of clean clothing, 2) Bag all food items, 3) Ensure that child has packed only necessary items, which may include comfort items 4) Advise staff of any signs of sickness
    - During pick up:** 1) Bring the child out to the car
    - Following the visit:** 1) Wash clothes, 2) Consider bathing the child (at the discretion of the foster parents)
  - To check child for symptoms following each visit. If there are symptoms, use the online assessment tool and report to the child Social Worker and/or Foster Care Social Worker.
  
- Ensure that cleaning kit is complete as per the check list.
- Wipe down** your car w/disinfectant, especially high touch surfaces.
- Obtain car seat** and/or booster for child(ren) that is required for the visit.
- Ensure that the **car seat and/or booster seat is clean and dry** prior to the visit.
- Ensure that if there is **one child per car** and they will sit diagonally to the driver.

**NOTE:** children from the same family and foster home can be transported together.

#### During the visit

- Ensure **physical distancing** between case aids and parents/children
- Ensure **masks** are worn by parents and children over the age of 2 years until case aide can maintain physical distancing
- Ensure that children and parents **wash their hands** or use hand sanitizer at the beginning and end of each visit or transport.
- Ensure that **parents do not bring anything else** other than necessary items.
- Ensure children/youth **wash/sanitize their hands** prior to leaving the visit.

#### Following the visit

- Clean the car** with appropriate disinfectant especially the high touch areas and let dry.
- Clean the car seat/booster** according to the manufacturer's instructions including mild soap and water on the straps. If a child showed symptoms during a visit or is reported immediately following the visit, staff will bag the seat/booster for four days.
- Dispose of any used PPE and cleaning materials**, example: paper towels, gloves, masks, wipes using a disposable bag.

Appendix C: Printable version - Cleaning Kit Inventory Check List

## Staff Cleaning Kit Contents

- Sanitizer
- Facial tissue
- Wipes
- Bag to store discarded items such as mask and gloves, etc.
- Spray bottle
- Mild detergent
- Masks
- Gloves
- Disposal bags

Additionally, if transporting an aggressive or COVID-19 symptomatic child/youth:

- Face shields or safety goggles
- A change of clothing to change into following transport

## Child, Youth & Family Supports Home Visit Recovery Procedures

### Procedure History

Effective Date: TBD

Administrative Updates (Non-substantive updates made to the procedure which do not require the procedure to go back to the approving body.)

Version	Revision Date	Description of Revision
v1.4	02072020	Draft
v1.5	21092020	Draft (Updates to procedural language in #s 2, 3, 5, 16)
v1.5	30092020	Draft (Update to procedural language in #3 and 12)
v1.5	15102020	Draft (Update to procedural language in #1, 2 and 3)
v1.5	22102020	Update to procedure language in #1 and Appendix B
v1.5	04112020	Minor edits to procedural language
v2	12112020	Approved