

Trillium COVID-19 Re-opening Plans

Trillium's lifting of restrictions which were implemented in response to COVID-19 will parallel the Governor's plans for the state, but with more conservative timelines and restrictions to maintain client and staff safety.

If, at any point, Oregon resumes stay-at-home recommendations, Trillium will return to tighter restrictions and will begin stages again from the beginning using information available. In each stage, Trillium will utilize agency leadership through the COVID Response Team for decision-making and may consider a return to earlier stages as needed to maintain safety.

Lifting of restrictions

Stage I

Proposed dates:

- Community programs (Valley & Metro OP, ICTS, and Equine): June 8th
- Corvallis day treatment and residential programs: June 15th
- Corvallis-area office workers able to return to work: June 8th
- Old School Event Center: July 6th
- Portland-area office workers able to return to work: July 6th (or when Multnomah Co enters Phase II)
- Portland day treatment and residential programs: July 17th (or 30 days after Multnomah Co enters Phase I)

Reasoning:

In line with the Governor's phased plan for counties, Trillium will lift some basic operational restrictions based on factors of risk to staff and clinical treatment needs. In this stage, we will focus on essential elements of clinical care, such as client access to family and team meetings for communication, as well as getting some employees back into office settings.

Roll-back considerations:

Trillium will consider resuming full restrictions if active COVID-19 cases increase significantly across Oregon, if multiple Trillium staff test positive for the virus, if Trillium implements a quarantine of a residential unit due to positive cases in our clients, or if the Governor's orders for the state change.

Agency:

- All staff and visitors mandated to wear cloth masks
- Conscientious sanitizing of high-touch areas, family rooms, bathrooms, and shared spaces
- All staff maintain physical distancing guidelines of at least 6 feet at all times possible
- Any staff working from home may discuss return to office setting with their supervisor, using the attached checklist
- Client groups remain separate from one another wherever possible; no crossover in cafeteria, playgrounds, units, etc.
- All staff working with clients in the community, or coming on-site to an office or campus location are expected to self-screen for symptoms
 - Thermometers available for all staff
 - Signage for all buildings referencing Social Responsibility, providing screening questions
- Meetings
 - Up to 10 people allowed, maintaining physical distancing and masks required
 - Meet outside where possible (maintaining HIPAA confidentiality considerations)
 - Use video as often as possible

Integrated teams:

- Resume fingerprinting for new hires (when possible through the state background check unit)
- Trainings:
 - provided we can follow the county-required guidelines and physical distancing
 - provide via zoom and video options where possible

- requests for reasonable accommodation available on an individualized basis through HR

Old School Event Center:

- Events allowed up to 25 allowed, depending upon room and setup, in order to provide physical distancing
- All event participants wear masks in public places. Guests may remove masks during the conference if the host is comfortable
- No self-service food or beverage; all food will be buffet-style or pre-packaged
- Sneeze guards will be installed for any food preparation
- Lobby water fountain has been disabled
- All event participants will have a thermometer available

OP, ICTS, and Equine programs:

- Staff may re-engage with clients and families in person:
 - Staff must wear a cloth face mask at all times
 - Clients and their families will be encouraged to wear a mask but will not be mandated
 - Staff will need to ask families if anyone in their household have any COVID-10 symptoms, including
 - Fever over 100 in the last 3 days
 - Headache
 - Chills
 - New loss of taste or smell
 - Sore throat
 - Chills
 - Shortness of breath
 - Cough
 - Muscle pain
- Staff will also watch for obvious signs of illness from clients and families
- Staff will maintain at least 6 feet of distance between individuals and will prioritize outdoor meetings wherever possible
 - Staff are not permitted at this time to drive clients in vehicles due inability to maintain physical distancing
- Staff will let their supervisor know which families they are seeing in person by the end of the business day for appropriate contact tracing if necessary
- Staff will not go to common spaces on campus; remain in work areas away from clients
- Outings may be allowed, upon Manager approval
 - Cloth masks must be worn (especially in the closed space of the van)
 - One client at a time, or siblings from the same household
 - Isolated from other community members (quiet parks, drive-through, etc.)
 - Follow physical guideline restrictions in community
 - Cleaning measures of vans before/after all travel

Day treatment programs:

- Continue temperature taking for all clients and staff upon entry to the program
- Testing required for clients with any identified symptoms:
 - Any client with symptoms is not allowed to return to program until negative COVID testing results are available
 - Any client testing positive for COVID must remain out of program 14 days or until symptoms resolve, whichever is longer
- On-site family therapy more broadly allowed, focusing on clients where video therapy is less successful
 - Upon approval by CPM based on essential clinical need
 - Family members wear masks
 - Therapy held in larger rooms or outdoor spaces that allow for physical distancing and privacy
 - Cleaning measures before/after all meetings
- Off-campus travel/outings may be allowed, upon CPM approval

- Cloth masks must be worn (especially in the closed space of the van)
- No more than three clients at a time
- Isolated from other community members (quiet parks, drive-through, etc.)
- Follow physical guideline restrictions in community
- Cleaning measures of vans before/after all travel
- On-site OT appointments may be held using physical distancing and cleaning measures (*North Point*)
- Clients able to use shared playground spaces, with hand sanitizing before/after and separation between client groups, where in line with county guidelines
- Therapy animals may be allowed back on campus with manager approval, anyone who pets/interacts with the animal encouraged to wash hands after

Residential programs

- Screening and testing:
 - Screening and documentation for COVID symptoms remains in place for all visitors
 - Screening for all admissions, including COVID testing where possible
 - Any admission with positive screening for symptoms referred for testing prior to admission
 - Testing required for all clients coming from another congregate care environment (hospital, ED, subacute, OYA, other residential setting, etc.)
 - Testing required for all clients stepping up from Trillium's other levels of care, unless transfer is urgent
 - Any client or staff who tests positive for COVID will prompt testing for all clients and staff on that unit
- Medical services
 - Off-campus appointments (dental, optical, sexual health) can be scheduled where essential
 - Prioritize, based on assessed need by Trillium nurse, therapist, or doctor:
 1. Attempt to meet the need in-house through Trillium nursing staff
 2. Attempt to meet the need through client's parents and/or PCP
 3. On-campus clinic appointment scheduled with contracted provider
- On-site family therapy more broadly allowed, focusing on clients where video therapy is less successful
 - Upon approval by CPM based on essential clinical need
 - Family members wear cloth masks
 - Therapy held off-unit in larger rooms or outdoor spaces that allow for physical distancing and privacy
 - Cleaning measures before/after all meetings
 - HEPA filters in room following visit to clean air
- On-site psychological testing more broadly allowed, focusing on clients where video therapy is less successful
 - Upon review by CPM based on essential clinical need
 - Team members wear cloth masks
 - Meetings held off-unit in larger rooms or outdoor spaces that allow for physical distancing and privacy
 - Cleaning measures before/after all meetings
- Time with family:
 - On-site family visit restrictions remain in place (off-unit, no more than 2 visitors per client)
 - Home visits allowed for more clients, focusing on clients where discharge is more imminent or clinical need is essential
 - Upon approval by CPM based on clinical need
 - Family members sign home visit contract
- Off-campus travel/outings may be allowed, upon CPM approval
 - Cloth masks must be worn (especially in the closed space of the van)
 - No more than three clients at a time
 - Isolated from other community members (quiet parks, drive-through, etc.)
 - Follow physical guideline restrictions in community
 - Cleaning measures of vans before/after all travel
- Therapy animals may be allowed back on campus with manager approval, anyone who pets/interacts with the animal encouraged to wash hands after

- Quarantine precautions will be initiated if any client tests positive for COVID-19
 - All staff working with the client utilize medical-grade PPE
 - Client is isolated from the main milieu with access to separate outdoor area and bathroom where possible
 - Client's family/guardian will be notified and if they prefer, they may take their child home for medical treatment
 - Client remains away from the group for 14 days or until symptoms resolve, whichever is longer

SAIP II building site

Reasoning:

Construction workers across the nation have been included in essential work, and other projects are continuing without infection concerns. In addition, construction staff from Fortis and all sub-contractor staff do not physically interact with Trillium staff or clients. Any required meetings can be held virtually.

Precautions taken:

An additional trailer will be installed onsite with an EMT available to take the temperatures of any Fortis staff or subcontractor on site. Temperatures will be maintained in a log available to Trillium for any audit purposes. No one with a temperature >100° F will be allowed to enter the building site.

Schedule:

- May 4, 2020 – Fortis staff on site
Fortis employees will be the first on site; getting EMT's set up on site, notifying sub-contractors of precautionary measures being taken and the procedures for their return. They will install an additional trailer as well as new signage for site workers.
- May 11, 2020 – Begin to include subcontractors on site
Beginning to bring contractors on site, fully up and running by end of the month
- June 15, 2020 – cease temperature taking on site, include the Fortis building in our agency social responsibility signage

Roll-back considerations:

Construction may again be paused if multiple workers are found to have temperatures which prohibit their work on campus, or if Trillium moves to completely restrict visitors to campus for any reason.

Return from Telework

The reintegration of telework employees will be a coordinated effort to ensure the safety, health, and wellbeing of the Trillium community. We anticipate this will be a gradual process that will vary within departments and individual staff member needs. When your campus location is scheduled for reopening, begin the following checklist:

Checklist for supervisors:

- Engage initial conversation with employees to determine readiness to return to the office and discuss presenting concerns.
- Engage in the interactive process with employees around stated risk factors and encourage at-risk individuals to continue telework at this time.
- Ensure your department's physical workspace is ready for employees to return to work:
 - *Offices and workspaces meet physical distancing requirements
 - *Workstations must maintain a minimum of 6 feet separation by seating
 - *Physical barriers will be placed between shared workspaces as feasible
 - *Offices, meeting rooms, and other shared spaces have adequate ventilation
 - *HVAC systems have been inspected to ensure proper operation
 - *Sanitation requirements are met; surfaces are thoroughly cleaned through the day
 - *Adequate hand hygiene and sanitizer supplies are available
 - *Sufficient supply of cloth masks is available to meet the needs of the expanded workforce
- Review updated policies with returning employees (when and how masks should be worn, the continuation of Zoom versus in person meetings when possible, limit client contact to the greatest degree possible, cafeteria remains closed to dine in for administrative personnel, etc.)

For Returning Employees:

- Open communication is Key! Please let your supervisor know both your preference and concerns for returning to the office. It is our goal to work together for the collective needs of our clients, staff, and agency goals.
- All employees will conduct a daily self-screening assessment before entering the building
 - Are they experiencing any symptoms of the COVID-19 virus?
 - Have they been exposed to anyone that tested positive for the COVID-19 virus?

If yes to the screening assessment, employee will have their temperature taken. If employee has an elevated temperature exceeding 100.4, the employee will be referred for consultation and follow up as per current covid-19 return to work guidelines. See official TFS return to work document regarding symptoms/exposure for detail.