

Mary's Place COVID-19 Guidelines for Re-Opening

Last Updated 9/15/20

Overview:

As Connecticut continues to reopen, we must reexamine the importance of implementing new safety protocols in order to protect our staff members, volunteers and our families that see Mary's Place as a safe haven to help them on their grief journey. The following guidelines outline our policies, procedures and guidelines for returning to in-person groups and business in a thoughtful and safe way.

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1. Cleaning and Disinfecting Guidelines

- Prior to re-opening Mary's Place will undergo a deep cleaning, sanitization, and disinfecting process.
- Common areas, high transit areas, and frequently touched surfaces will be cleaned on an ongoing basis, at least daily.
- Floor pillows will be replaced with plastic mats that can be sanitized. Adults and teens may use plastic or metal chairs.
- Between each group, door handles/doorknobs, bathrooms, mats and supplies will be sanitized and disinfected.
- Hand Sanitizer shall be made available at entrance points and common areas.
- Cleaning, disinfectant products, and or disposable disinfectant wipes will be made available near commonly used surface where possible, such as: desks, chairs, bathrooms, shared equipment (printers, scanners, phones, monitors), etc.
- Air purifier with HEPA filter will be running in the center, 24x7.

2. Health Screenings

- Prior to entering Mary's Place any person looking to enter will have to be signed in and undergo a health screening and temperature check by the on duty 'Health Screener' which will be a Mary's Place staff member or volunteer. They will also be required to wash their hands.

- A request will be made to take your temperature. Anyone who refuses their temperature be taken will not be permitted to enter Mary's Place until they allow their temperature be taken.
- Person must answer "No" to all health screening questions (OR provide necessary documentation/information requested for questions 8 & 9) AND must have a temperature equal to or below 99.5 degrees Fahrenheit.
- If someone answers "yes" to any of the health screening questions (aside from questions 8 and 9 without corresponding documentation/information), they will not be permitted to enter Mary's Place for 14 days or until they test negative for COVID-19.
- Health Screening Questions:
 1. Do you currently have a fever or chills?
 2. Do you currently have a persistent cough?
 3. Do you currently have any upper respiratory issues or difficulty breathing?
 4. Do you currently have a sore throat?
 5. Do you currently have muscle aches or body aches?
 6. Do you currently have vomiting or diarrhea?
 7. Do you currently have a new loss of taste or smell?
 8. In the last 14 days have you or anyone in your household traveled out of state, to a state on the CT travel advisory list?
 - a. If you have traveled into Connecticut from a state on the Connecticut travel advisory List (state with a positive test rate higher than 10 per 100,000 residents, or higher than a 10% test positivity rate over a 7-day rolling average) have you completed the mandatory 14 day self-quarantine from the time of last contact within the state you visited?
Please refer to <https://portal.ct.gov/Coronavirus/travel> to view a list of states included in CT's travel advisory.
 9. In the last 14 days have you or anyone in your household traveled on an airplane?
 - a. If you have traveled on an airplane, have you completed a 14 day self-quarantine upon arrival?
 - b. If you have NOT completed a 14 day self-quarantine, can you provide your results from a negative COVID test, taken upon arrival in CT?
 10. In the last 14 days have you been in contact with someone who has had any symptoms of COVID-19 or who has tested positive for COVID-19?
 11. Are you currently under evaluation for COVID-19? (Waiting for the results of a test to confirm infection?)
 12. Have you been diagnosed with COVID-19 and not completed the CDC guidelines for isolation?
 - For any child below the age of 16 a parent/guardian must be present for health screen questions and temperature check.

3. Social Distancing

- Mary's Place will be following social distancing CDC guidelines.
- All staff, volunteers and participants will be required to maintain 6 feet of distance during group and normal operating hours.

- Visual social distancing markers will be installed on the floor to encourage participants to maintain 6 feet of distance between each other.
- Mary's Place has the right to ask anyone to leave the premises if they are not adhering to physical distancing.

4. Capacity

- Mary's Place will not allow more than 50% of its standard occupancy to ensure safe physical distancing.
- To accomplish this goal, we will not have any waiting areas inside Mary's Place.
- Parents/guardians or family members will be required to either wait outside of the building or in their car but *remain on the Mary's Place premises* until group is dismissed.
- Each group will take place in our largest room with an in-person capacity of 10 people. This includes staff and volunteers. Each group will have space for 6-8 participants depending on staff/volunteer presence.
- Aside from the common area for check in, our large group room and the bathroom, other areas of the center will be off limits to everyone aside from staff members.
- Although the library is closed, books are available to be taken home with advanced notice. Staff will compile necessary books for pickup. Upon return books will be contained for passive decontamination for a period of 21 days. They will then be sanitized and returned to the library.

5. Face Coverings

- Anyone entering the center will be required to wear a face covering while inside of Mary's Place, aside from staff while working in their private workspace.
- Face Coverings should be made of multiple layers of fabric and be well fitted to cover person's nose and mouth, **bandanas and scarfs will not be considered appropriate face coverings.**
- Mary's Place will provide a face covering for anyone that does not have one.
- Face Coverings must be worn at all times at Mary's Place. Failure to do so will result in the person being asked to leave the premises.

6. In the event of a positive COVID-19 case

- Should anyone test positive for COVID-19 within 14 days of being at Mary's Place, they must notify the executive director of Mary's Place and follow state testing and contact tracing protocols. In addition, contact local public health to initiate contact tracing.
- Mary's Place will then notify all participants, staff, volunteers and any other individual that was in the center during or after the infected individual (within a 7 day period) via telephone and email within 24 hours of notification from infected individual. The individual's identity will remain confidential.

- Upon notification of a positive COVID-19 case, Mary's Place will close for all in person business for a period of 48 hours for passive decontamination. After 48 hours a deep clean will be done following CDC guidelines for cleaning and disinfecting.
- Anyone who has symptoms or tests positive should not return to the center until they have met CDC's criteria to discontinue home isolation OR present a negative COVID-19 test result.

7. Phased Reopening

- Mary's Place will open in 2 phases for in-person groups
- Phase 1 will include teens and YWW
- Phase 2 will include children's groups

8. Group Registration

- To ensure we are properly prepared for group, registration is required for each group session and must be done online via our group registration signup form.
- You have the option of registering to attend the in-person group OR joining the in person group virtually via zoom.
- Please be sure to register early to ensure a spot in the group. Each in-person group will have space for 6-8 participants depending on our facilitator presence.
- The capacity for joining via zoom is 6-8 participants.
- If you show up to a group you are not pre-registered for, you will not be permitted to attend. We must maintain appropriate occupancy for social distancing to follow CDC guidelines and be prepared in advance so that the group goes smoothly for everyone.

9. Join our in-person group via zoom

- Zoom attendees will be able to participate in the opening circle and any verbal communications during the group. For children/teen groups, we will require that any craft or project materials are provided by you at home and that your child/teen be given the same autonomy and privacy they would if they were at Mary's Place. This will not be like our former zoom calls as any participant joining via zoom will be viewing the in-person group in process.
- There will be a 5-minute grace period to join, however entry to the group will close 5 minutes after the group begins. We must be respectful of the members in the group that have begun to share and discuss.

If joining via zoom, please review our etiquette for joining virtually:

- a. Have any materials ready ahead of time.
- b. Log in 10-15 minutes early to ensure you will be on time and your device is working properly.
- c. Find a quiet, well-lit and private place to participate.
- d. Use the restroom before group begins.

- e. Refrain from eating during the group or participating in any activity that takes your attention away from the group.
- f. Stay put during the call. Moving around is disruptive to the group.
- g. Please do not use a 'fun' background. Often times it can make it very difficult for us to see you.

10. Day of Group

- Please arrive 10-15 minutes prior to your scheduled group. A line will form at our back door and entrance will be permitted at this time, one at a time. Please use the 6 foot distancing markers on the ground to maintain appropriate distance. You will be called in to the center to complete the health screen and temp check. Parents/guardians must accompany their child (under 16) and can exit once this step has been completed.
- After the participant washes their hands, they will be guided to their seat to wait for group to begin.
- Group will begin at the agreed upon time. There will be a 5 minute grace period for anyone running late, however after 5 minutes the door will be locked and group will begin. Our health screener will be in group facilitating and will not be able to leave at this time.
- We will do our best to reduce touch points, i.e. participants will have individual boxes with any supplies that will be utilized during group sessions.
- Projects for children/teen groups will take place where each participant is seated.
- Participants will remain seated during the duration of group as to maintain 6 feet of distance.
- No snacks or beverages will be provided.
- Children will not be allowed to leave Mary's Place without their parent or guardian.
- Participants will be let out 1 at a time to ensure proper social distancing and guaranteeing successful meet up with parent or family member.
- For children/teen groups, we ask that 5 minutes before group concludes, parents line up at the door for pickup, utilizing the social distancing makers. Your child will be released to you at this time.

WAIVER TO PARTICIAPTE IN IN PERSON GROUPS

In consideration to return to in person groups at Mary's Place, A Center for Grieving Children & Families (Mary's Place, Inc.) I, on behalf of myself and any minor child/children for whom I have the capacity to contract, hereby acknowledge and agree to the following:

1. I have read, understand and agree to follow the Mary's Place Guidelines for reopening.
2. I understand the hazards of the novel coronavirus ("COVID-19") and am familiar with the Centers for Disease Control and Prevention ("CDC") guidelines regarding COVID-19. I understand that things are always changing and evolving and that, accordingly, the CDC guidelines are regularly modified and updated, and I accept full responsibility for familiarizing myself with the most recent updates.
3. Notwithstanding the risks associated with COVID-19, which I readily acknowledge, I hereby willingly choose to participate in groups. I acknowledge and fully assume responsibility for potential health risks related to COVID-19 arising from my being at the Center and hereby release, waive, discharge, and covenant not to sue (on behalf of myself and any minor children form whom I have the capacity contract) Mary's Place, Inc. their owners, officers, directors, agents, employees and volunteers any liability related to COVID-19 which might occur as a result my being on the premises and/or participating in groups.
4. I shall indemnify, defend and hold harmless Mary's Place Inc. their owners, officers, directors, agents, employees and volunteers from and against any and all claims, demands, suits, judgments, losses or expenses of any nature whatsoever.