



- JHV Offices
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- Do a visual check after parents clean before leaving an area.
 - Don't just wipe, actually scrub the mess off the table and chairs.
- Take out cardboard boxes
 - Flatten them and break them down before dumping
 - Lacey Office has a bin strictly for cardboard
 - Remove all plastic and styrofoam

- Recycling bin at the Lacey Office.
 - Building management has made recycling for paper, plastic, and cans available.
 - **NO** food or garbage in the grey bin
- Sweep and mop all spills **IMMEDIATELY**
- Vacuum visit rooms
 - Tracked in leaves and debris from outside? Clean up it up!





- Pay attention to your visit participants!!!
 - Kitchen sink does **NOT** have a garbage disposal
 - Food is to be eaten in the cafeteria **ONLY**
 - Food waste goes in the cafeteria garbage can **ONLY**

Per DCYF Administration directive:

- Going forward there will be **NO** exchange of gifts or items of any kind. **NO** exceptions. **NOT** for holidays, birthdays, or any special occasions. The visit supervisor or transportation person can not facilitate any type of gift exchange between households.
- Gift suggestions, activity items that can be done at the visit. Arts and crafts, board games, movies, and books. Items that can be stored at JHV for use during visits.

Per JHV Administrative directive:

- Eating and drinking will still be allowed at visits.
 - If not actively doing so, facemask **MUST** be on.
 - While at DCYF Office, DCYF Staff may enforce a no eating policy
 - JHV Staff is only to follow if specifically told to do so by onsite staff or there is visible signage posted
 - Responsibility of DCYF Staff to enforce if not directed or visibly posted rule



- Everyone should be wearing a mask during in-person visitation.
 - Before stepping out of the car at the foster home, you **MUST** be wearing a mask.
 - Everyone in the transport vehicle needs to be wearing a mask.
 - Exceptions 3 yrs and younger.
- Everyone wears a mask going forward **NO** exceptions even in JHV facilities.

DCYF Referrals directive

- Agency can no longer ask SW to change in-person visits to electronic.
 - If a referral is received, it can only be electronic if it **ALREADY** states it.
 - Existing referrals can switch to electronic only **TEMPORARILY**
 - illness/medical reasons
 - parent/child physically unable to attend

Action to be by JHV Staff

- If updated referral received changes visitation from electronic to in-person, visits will transition as soon as there is staff available
 - Communicate to SW that JHV can continue to do video visits until in-person can be facilitated
 - Communicate that video visits can continue until SW finds another agency to do in-person visitation

New Beginnings Contract



- One time courtesy is **NO** longer allowed with COVID-19 screening questions
 - If Parent does not answer, there will be **NO** visit.
 - PCV Team Leads explain the importance of answering questions during visit set-up process and in confirmation text message/email
 - **NO** exceptions!
- Send out reminders, 1 to 2 hours before deadline
 - COVID-19 screening questions sent at 10:00 am due by 6:00 pm, send reminder at 4/5:00 pm if answer not yet received
- Introduce yourself in group texts and send a sample of the COVID-19 screening questions.
 - Instruct BP to respond via text to the questions the day before and the morning of by deadline.
 - Send block texts versus one long text to ensure BP/FP receives all information
 - some phones have limits or weird settings that restrict overly long messages.
- If communication is done by email for a visit and not text, CC social worker, team lead, and pcvlead@joininghandsvisitation.org



- Going forward, **NO ONE** is allowed to serve a subpoena during a visit.
 - This has to do with the safety of staff and the child(ren) participating in visits.
 - Whoever is serving the subpoena will have to wait until after the visit is over.
 - Do **NOT** allow them entry to the building or the Office.
 - Do **NOT** confirm anyone's attendance at the visit location

- Parenting Coach **MUST** provide a copy of their Government issued ID
 - Driver's license, State ID, Passport
 - this means **FULL NAME**, photo, and ID # **MUST** be fully **VISIBLE**
 - If they are not willing to provide this, they **CANNOT** enter.
 - State in BP text group when they are in attendance.
 - Document the time they were present in your visit report.



Advance Notification

- Get a contact phone number to do COVID-19 screening questions
 - If unable, do COVID-19 screening questions onsite before allowing entry to the visit.
 - Ask for contact information in-person
 - Find out the possible schedule of attendance to ongoing visitation
 - Set up a new group text including PE if necessary

Visitation at JHV Office

- Prior to entry, remind PE to wear face mask and wash hands in the second floor bathroom – Lacey
- When greeting at the door, immediately ask if hands have been washed – Aberdeen
- Don't forget to have PE fill out and sign the visitor log, if PE refuses, turn the individual away.
- PE **MUST** wear a facemask at **ALL** times.

Extended Visits

- Canceled due to COVID-19 or other valid reason, extra time is moved to a different day if visits switch back to in-person
 - Remaining video visits, schedule an additional day for a make-up
 - Video visits are **NOT** to be more than 2 hours long
 - DCYF will **NOT** pay more than 2 hours for a video visit
 - Excludes transportation if any

Birth Parent Tests Positive

- Visits immediately transition to video
- Visit supervisor **MUST** be tested
 - If positive, quarantine, and all contact with JHV staff relayed
- Video visits can transition back to in-person after 30 days quarantine **WITH** a negative test result from parent.

Email Communication



- Major schedule changes email to pcvlead@joininghandsvisitation.org
 - This includes Tsheets info updates
- Training Certificates email to HR@joininghandsvisitation.org
- Electronic Time Off Requests email to HR@joininghandsvisitation.org
- Payroll discrepancies email to payroll@joininghandsvisitation.org

Happy Birthday Ash – Feb 21st
Announcements

