**Center for Children and Families (CCF)**

**CCF Phased Reopening to Resume Activities Involving Human Research Participants and Clinic Patients**

Considering FIU’s reopening process, the CCF has developed the following guidelines for faculty, approved students, and staff scheduling participants and clinic patients on site. If a faculty member or administrator must be on campus or must schedule participants/clients, or if a staff member must be present to fulfill their job responsibilities, then the following guidelines apply.

Please note that except for the ABCD project space in AHC4, there are no individual labs in the CCF--all space in the CCF is shared space (i.e., staff and student cubicle areas, research assistant areas, therapy areas). Social distancing requirements (humans at least 6 feet apart) and the requirement of masks or face coverings will apply across all CCF space.

**Guidelines for Staff:**

*CCF staff areas impacted:* See attached information on rooms to be used and safe capacity and arrangement for each.

* All staff/faculty/and students that want to work on campus must be approved to do so by their supervisor. If supervisor agrees, that individual must check in using the FIU P3 app every morning, prior to arrival on campus, as is required by current FIU procedures.
* When a supervisor agrees to allow a staff member to work on campus, the supervisor must notify CCF Administrators (Sarah Bisono-Gonzalez and Stephanie Aristide) of the days/hours and specific physical locations for on-site work, with as much advance notice as possible (ideally at least two weeks in advance) to allow for sufficient preparation to keep human density (6 ft. social distance) below the university-determined levels.
* In the event that too many staff members request to be in CCF spaces where cubicles or office space are less than 6-foot distance, faculty/supervisors will work with CCF administration (Sarah Bisono-Gonzalez and Stephanie Aristide) to alternate days/hours of presence in the space as described above.
* For the CCF Buffalo site, staff schedules will be staggered to ensure that required distance/density requirements are met by the small staff.
* No in-person group meetings that violate the 6-foot rule will be allowed until and if the university decides that that rule can be adjusted. Please refer to clinic group guidelines below. Non-clinic groups and large group events (e.g., talks and meetings) will use Zoom technology to facilitate social distancing requirements.
* Everyone must always wear facial coverings when on campus as per university procedures.
* 6 ft. distance will be required in all common areas.
* Handwashing for at least 20 seconds between appointments, and as frequently as needed, is required.
* Frequently touched surfaces and items in cubicles or offices or workspaces must be wiped down with disinfectant at the beginning and end of workdays and in between as needed (e.g., when different individuals have visited an office to meet with the office occupant).
* Staff that are or have been sick with COVID-like symptoms are asked to follow the FIU Panthers Protecting Panthers guidelines (<https://repopulation.fiu.edu/index.html?utm_source=Mainpage&utm_medium=banner&utm_campaign=yellow-banner>).
* Access to shared bullpen rooms for research staff that are mostly undergraduate assistants will be limited to the number of people at any point in time who can socially distance (6 ft).
* When using shared clinic rooms, all equipment in the room that was touched (AV equipment, recording equipment, printer) must be wiped down by the individual who touched it or by the meeting/session leader or designee.

**Guidelines for Staff working with Clients/Participants at the Center:**

*CCF Client/Participant areas impacted*: See attached information on rooms to be used and safe capacity and arrangement for each.

* The Center will keep the same working and service hours (M-F 8:00am-9:00pm; Saturday 8:00-5:00pm).
* CCF staff booking rooms will only schedule in rooms that have been approved by the FIU Academic Space management office in AHC 1 & 5. Rooms used will not exceed the limit of individuals recommended by the FIU Space Management office.
* No childcare for siblings of child clients will be provided.
* Everyone coming to the Center (including any child over the age of 2) must be wearing facial coverings and observe social distancing between families.
* Limit each visit to three people (maximum 2 parents and one child) and one therapist in individual therapy rooms or clinic room where 6 ft. distance can be maintained between therapist and family. All visits must be scheduled ahead of time, by appointment.
* Clinicians must allow an additional 15 minutes for cleaning and disinfecting between sessions.
* Clinic patients or research participants coming to the center for individual services: When clinic patients arrive to the Center parking lot area, they must call the front desk to make the expected payment/co-pay for their scheduled session via credit card. When payment is made, the front desk staff member will ask the family the safety questions asked in the P3 app (see below for questions). Front desk notifies clinician that payment has been made and safety questions have been asked and the responses indicate it is safe to proceed with appointment. The clinician will meet the family in the parking lot area, immediately outside the building, and escorts the family, while maintaining 6-ft distance, to the room where the meeting will take place. Front desk emails receipt of payment to family. Participants will be instructed to use provided hand sanitizer, or restroom faucet to wash hands, during the visit.
* For Group Services: in-person groups will be held in only select rooms, which have been arranged to facilitate the adequate physical distancing and cleared by academic space to maintain social distancing. When families arrive for their group appointment, they will follow the same process as above for individual services. During the group activity, parents will only be allowed to leave the room (whether to go to the restroom, or at the end of the session) one family at a time. A maximum number of 2 parents/caregivers will be allowed per family.
* In the event that the parent portion of an assessment is longer than the child portion, the child will be taken to the CCF waiting room, where he/she will be observed by a CCF child care staff that will wear a mask and keep a 6-ft distance from the child. The child will be instructed to participate in a solitary activity, such as watch a video on the waiting room TV or engage in a coloring activity that requires minimal interaction with the staff. The area will be wiped down after any child visits the waiting room and the stay in the waiting room will be as brief as possible.
* Participants will be instructed to use provided hand sanitizer during the visit.
* For new clients/participants, any initial clinical and registration forms must be sent to the family electronically before the appointment for completion. It is expected that the majority of forms and questionnaires will be completed online to avoid the use of paper forms during in-person visits. In situations in which paper forms are necessary, Staff and patients/participants will use provided hand sanitizer immediately before and after completing paper forms.
* Staff and Clinic Patients/Participants must walk at a 6 ft distance from other nonfamily members. No touching or handshakes are allowed. The staff member is the person that opens any doors during movement in the clinic. Staff must wipe down any surface touched during meetings with clients/participants, and between meetings.
* Any staff member booking Center shared rooms, must wipe down with disinfecting wipes the area before and after the session. Allow for extra time to do this.
* Physician/nurse conducting medication visits will use appropriate guidelines in addition to these to protect patient safety and their own.
* In the event that a member of the staff/faculty or student become exposed to the virus or test positive for the virus, the individual will follow FIU policy regarding disclosure as per the Panthers Protecting Panthers Plan.
* Bathrooms that may be used by clients/research participants will be cleaned by custodial staff three times per day.

**FIU Safety Screening Checklist**

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| **Symptom/Sign Ascertained Through P3 App** | **Recommendation** |
| In the past 48 hours have you had any of the COVID-19 symptoms listed below **that are new or unusual for you?**   * Fever (temperature of 100.4 degree F or higher) or chills * Cough * Shortness of breath / Difficulty breathing * Fatigue * Muscle or body aches * Headaches * New loss of taste or smell * Sore throat * Congestion or runny nose * Nausea or vomiting * Diarrhea * I am experiencing no symptoms | Recommend test  “Please make an appointment for a COVID-19 test or contact your physician to arrange for COVID-19 testing.” |
| Have you been in contact with anyone diagnosed with, or displaying symptoms of, COVID-19 within the last 14 days?   * Yes * No | Recommend test  “Please make an appointment for a COVID-19 test or contact your physician to arrange for COVID-19 testing.” |
| Are you awaiting COVID19 test results either because a) you have symptoms and/or b) because you had close exposure to a person who is positive?   * Yes * No |  |
| Within the last 14 days, have you tested positive for COVID-19?   * Yes * No |  |