

Level 1: No Confirmed Cases in the Local Community

Administrative Support	Outpatient Counseling	School-Based Clinicians	Residential
<ul style="list-style-type: none"> No Significant Changes in Operations (except below) Employees with positions that allow for working virtually may, with supervisor's approval. Extra sanitation will be performed. <p>No Classes or Gatherings of 10 or more people.</p>	<ul style="list-style-type: none"> No Significant Changes in Operations (except below) Clinicians will monitor their clients for any symptoms and may request they reschedule or cancel. Extra sanitation will be performed. Clinicians who choose to work via TeleHealth may, with supervisor's approval. 	<ul style="list-style-type: none"> No Significant Changes in Operations (except below) Clinicians will schedule rooms for Outpatient counseling, as needed while school is out. Clinicians will monitor their clients for any symptoms and may request they reschedule or cancel. Extra sanitation will be performed. Clinicians who choose to work via TeleHealth may, with supervisor's approval. 	<ul style="list-style-type: none"> No Significant Changes in Operations (except below) Staff and Residents will be identified if they are in the higher risk factor categories. New referrals MUST be screened for prior contact with COVID-19. Extra sanitation will be performed.

- All employees must inform supervisor of out of state travel plans.
- Employees should self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.
- Employees who believe they have been exposed, who test positive for COVID-19 or travel internationally will be asked to self-quarantine for 15 days (or CDC recommended number of days).
- Nonessential business travel will be discontinued.
- Contact among workers, clients, and visitors will be limited by replacing face-to-face meetings with virtual communications and implementing telework if possible.
- Trainings and large group meetings on or off site will be postponed until risk has passed (including FTOP, Parenting, Anger Management, etc.)
- Any client or visitor who comes into our offices and exhibits signs of the virus will be monitored and may be asked to leave.
- Clients who believe they have been exposed or are exhibiting any signs of the virus will be asked to receive TeleHealth services

Due to Decisions By EPS & Ability to Preserve Resources,
 LEVELS may be different for the Different Programs/Functions
 Red Outline Indicates Current Level

Level 2: Confirmed COVID-19 Cases Within the Local Community OR Enid Public Schools Remains Closed Past April 6th

ALL Level 1 Precautions AND

Administrative Support	Outpatient Counseling	School-Based Clinicians	Residential
<ul style="list-style-type: none"> • Visitors: Limit in-office to essential functions only • Employees with positions that allow for working virtually may, with supervisor’s approval. • Employees at Risk (or caretakers for At-Risk) will be allowed liberal sick leave per public health guidelines 	<ul style="list-style-type: none"> • All clients’ severity level will be evaluated and triaged for prioritization of services. • CARS clients are included in the top priority clients. • Clinicians may see clients in-person but only after staffing with Clinical Director. • Preference is that all clinicians move to TeleHealth. • Clients also triaged by payor to preserve grant monies (to continue operation) 	<ul style="list-style-type: none"> • All clients’ severity level will be evaluated and triaged for prioritization of services. • CARS clients are included in the top priority clients. • Clinicians may see clients in-person but only after staffing with Clinical Director. • Preference is that all clinicians move to TeleHealth. • Clients also triaged by payor to preserve grant monies (to continue operation) 	<ul style="list-style-type: none"> • Residents will be moved to one wing allowing the other wing to be used for other services OR used for quarantine if a resident is symptomatic. • Staff will be reduced to minimum to protect those At-Risk. • Residents are encouraged to stay in place and minimize external activities that are not essential. • No external activities will be scheduled. • No new referrals unless approved by Executive Director. • If Resident shows symptoms they are to be evaluated as quickly as possible and moved to the Quarantine wing.

Due to Decisions By EPS & Ability to Preserve Resources,
 LEVELS may be different for the Different Programs/Functions
 Red Outline Indicates Current Level

Level 3: Increase in Confirmed Cases in Surrounding Community AND a Confirmed Case of a Client* or Staff with COVID-19

ALL Level 2 Precautions AND

Administrative Support	Outpatient Counseling	School-Based Clinicians	Residential
<ul style="list-style-type: none"> Office with confirmed case (Oxford Office or Grand Office) shuts down. Essential functions only. 	<ul style="list-style-type: none"> All clients' will receive as many services as possible based on priority. No in-person services will be delivered. Clients also triaged by payor to preserve grant monies (to continue operation) 	<ul style="list-style-type: none"> All clients' will receive as many services as possible based on priority. No in-person services will be delivered. Clients also triaged by payor to preserve grant monies (to continue operation) 	<ul style="list-style-type: none"> If Resident has COVID-19 they are kept in Quarantined wing. All residents' referral sources are notified. Staff will be reduced to minimum. Alternate staffing situations are considered

*Client who has interacted with YFS Employee(s) enough for exposure and office space considered infected

Level 4: Municipality Issues a Declaration of State of Emergency.

ALL Level 4 Precautions AND

Administrative Support	Outpatient Counseling	School-Based Clinicians	Residential
<ul style="list-style-type: none"> Both Offices shut down. Essential functions only. 	<ul style="list-style-type: none"> <i>All clients' will receive as many services as possible based on priority.</i> <i>No in-person services will be delivered.</i> 	<ul style="list-style-type: none"> <i>All clients' will receive as many services as possible based on priority.</i> <i>No in-person services will be delivered.</i> 	<ul style="list-style-type: none"> If Resident has COVID-19 they are kept in Quarantined wing. Alternate staffing situations are considered