

Memorandum

To: All Casa Pacifica Staff, Visitors, Guardians and Other Supports

From: Senior Director of Campus Services

Date: March 20, 2020

RE: Visitors to Campus and Visitation Policy

Purpose and Rationale

Due to the increasing presence and spread of the coronavirus (“COVID19”), the State of California issued a “Stay At Home” order on March 19, 2020. Casa Pacifica Centers for Children and Families (“Casa Pacifica”) recognizes the importance of visitation and home passes as an integral part of treatment and will support youth in communicating with their clinicians, family, support services, and important others in a variety of ways, while respecting the directives to maximize self-distancing opportunities and the Stay At Home order.

Implementation

Effective immediately, March 20, 2020, and throughout the duration of this emergency declaration, all visitors and visitation from youth’s family, support system, and important others (collectively, “Outside Supports”) will be limited to the circumstances described in this memorandum.

All visitors to campus and in-person campus visits and home passes with Outside Supports are temporarily suspended. Campus is limited to essential personnel. Please contact your program supervisor or the Senior Director of Human Resources if you have any questions about your status. *There may be individualized circumstances where visitation or a home pass are appropriate. These will be considered by the Director of Residential Services on a case by case basis.*

Casa Pacifica understands the importance of developing, continuing, and improving contacts for the youth and we encourage all youth and their Outside Supports to explore telecommunication options, such as video conferencing (e.g., Skype, FaceTime) and telephone calls. Casa Pacifica staff will help facilitate these methods of communication. Please reach out to the youth’s care coordinator, clinician, or program manager for guidance.

A prospective visitor/home pass holder (“Applicant”) may apply for an exemption by calling or emailing the youth’s clinician. The Applicant, with the help of the youth’s clinician, will reduce the request to writing and forward it to the Director of Residential Services. The exemption request shall include: the date, time, and proposed duration of the visit/home pass; proposed activities and travel; and purpose of the visit/home pass.

In determining whether the visitation or home pass is accepted, modified, or denied, the Director of Residential Services, in consultation with the program’s Clinical Director and Managers, shall weigh the proposal’s value to the youth against the safety of the youth and *health and safety of the other youth and staff remaining on campus*. The Director of Residential Services may reach out to the applicant and ask for more information. No later than two (2) business days after receipt of the written request, the

Director of Residential Services will accept, modify, or deny the request in writing, and communicate it to the Applicant.

The Applicant may appeal the decision by sending an email to the Director of Residential Services, which will be forwarded to the Senior Director of Campus Services. The Senior Director of Campus Services shall notify the Applicant of his decision the next business day. The Senior Director of Campus Services' decision shall be final.

This memorandum does not affect a parent or guardian's right to withdraw their youth from the residential program. Likewise, this memorandum does not apply to any licensing agency, government oversight agency, or public safety official. However, Casa Pacifica asks that these individuals please schedule their appointment in advance so appropriate precautions and staffing may be put into place. Lastly, Casa Pacifica reserves the right to restrict access to campus to any individual that would endanger the health and safety of the staff or youth.