

AOI Procedures for In-Person Meetings

Adoptions of Indiana (AOI) is taking the [necessary precautions](#) to protect the health and safety of our staff and the children and families we serve by implementing new visiting procedures that align with guidance issued by the [Centers for Disease Control](#). Until further notice, AOI staff and families are required to adhere to the following guidelines for all in-person interactions.

Everyone is advised to take the following precautions to help prevent the spread of COVID-19:

- Avoid touching eyes, nose, and mouth with unwashed hands;
- If not wearing a mask, cover your mouth and nose when you cough or sneeze with a tissue, or use the inside of your elbow;
- Throw used tissues in the trash immediately after use, and then wash your hands or use hand sanitizer; and
- Maintain [social distancing guidelines](#)

Prior to an in-person visit, AOI staff will [wash their hands per CDC guidelines](#). If staff are traveling outside of the office for a meeting, upon arrival to the destination staff will wash hands again or use hand sanitizer before interacting with any individuals.

AOI will ensure that all staff meeting in-person with clients, families, or constituents have access to appropriate personal protective equipment (PPE), in accordance with CDC guidelines. Staff may either obtain these materials themselves and be reimbursed or request these materials directly from AOI. After completing any in-person visit, AOI staff utilizing PPE are responsible to [remove, per CDC guidelines, and dispose of PPE](#) (if used) appropriately and use hand sanitizer to sanitize their hands. If a staff person is using a cloth mask, the mask must be laundered before being used for another in-person visit.

AOI staff that experience [symptoms associated with COVID-19](#) will stay home until they are symptom free for 48 hours. AOI staff that have [contact](#) with anyone who has tested positive for COVID-19 or is suspected to have COVID-19 will request to be tested for COVID-19 and will remain home until they have confirmed that they do not have COVID-19 and have completed any necessary quarantine requirements. If a staff person tests positive for COVID-19, they will immediately report this information to the executive director who will coordinate next steps. AOI will coordinate with public health officials to ensure that any individuals that have come into contact with a staff person during the period in which they were infectious will be immediately notified so that they can seek guidance from a medical professional regarding testing and self-quarantine procedures.

Office Visits

The public entrance to the AOI office will remain locked. The door has a posted notice asking visitors to read through the following three questions. If anyone answers “yes” to any of the questions listed below, we ask that they not enter the office at this time and contact us to reschedule their visit.

1. Do you or anyone in your home have [symptoms associated with COVID-19](#) including a fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or recent or new loss of smell or taste?
2. Have you or anyone in your home had contact with any [Persons Under Investigation \(PUIs\) for COVID-19](#) within the last 14 days, OR with anyone with known COVID-19?; and
3. Have you or anyone in your home recently spent time in an area that is experiencing an increase in COVID-19 cases?

Please ring the doorbell and you will be greeted at the door. Delivery personnel will not be allowed to enter the office. AOI staff members will welcome clients to the office and orient them to the new procedures.

The [CDC recommends](#) wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), especially in areas of significant community-based transmission. Disposable masks are available upon entering the office. Therefore, individuals entering the AOI office may be asked to wear a [mask](#) or cloth face covering during their visit.

Six feet of separation will be maintained by visitors and AOI staff at all times. Hand sanitizer is available upon entering. All participants will [wash their hands per CDC guidelines](#) before and after interactions. Hard surfaces such as door knobs, counters and desks will be disinfected on a daily basis by AOI staff receiving visitors.

In-Home Family Visits

Prior to an AOI staff person making a home visit, the staff person will contact the individual/family to share home visiting protocol.

The individual/family will be asked the following questions:

1. Do you feel comfortable having an AOI staff person come to you home for an in-person visit? If yes, the following questions will be asked.
2. Do you or anyone in your home have [symptoms associated with Coronavirus](#) (COVID-19) including a fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or recent or new loss of smell or taste?
2. Have you or anyone in your home had contact with any [Persons Under Investigation \(PUIs\) for COVID-19](#) within the last 14 days, OR with anyone with known COVID-19?

If the answer is “yes” to either of question 2-3 listed above, the individual/family must request that the visit be rescheduled.

Staff will ask the individual/family three additional questions:

1. Have you or anyone in your home recently spent time in an area that is experiencing an increase in COVID-19 cases?
2. Is any member of your household at [higher risk for illness, as defined by the CDC](#)?
3. Are there any specific precautions you would like us to use during this visit in addition to following [social distancing guidelines](#)?

AOI staff and individuals/families are highly encouraged to wear masks during visits, as it may be challenging to maintain six feet of separation at all times. Responses to the questions listed above will be used to help AOI staff determine whether additional precautions (in addition to those already outlined) should be taken during the visit.

Home Visit Procedure for AOI Families

It is important that everyone provide truthful and accurate responses to the questions asked by AOI staff in preparation of your home visit to ensure everyone’s health and safety. If you have symptoms of COVID-19 or have had contact with anyone with a suspected or know case of COVID-19, we will reschedule your visit for a future date.

We ask that all household members [wash their hands per CDC guidelines](#) immediately prior to the visit. We highly encourage AOI staff and all household members to wear masks during the visit. AOI staff may utilize other personal protective equipment during the visit, such as gloves. We will check with you before the visit to determine if there are other precautions that need to be taken during the meeting.

Identify an area inside or outside of your home to conduct the visit that allows for six feet of separation between household members and the AOI staff person. Weather permitting, outdoors is an ideal location to meet, if the setting also allows for appropriate privacy. Depending on the nature of the visit, the AOI staff person may be required to tour your home to ensure it meets safety standards. Should a home tour be required, please observe [social distancing](#) between participants during the tour.

Length of Visit

In-person visits with AOI staff will vary in duration and may include extended interviews in addition to a home tour. Gathering all the information needed to complete our assessments including in-person interactions is critical to ensuring a successful experience for both children and families.

Feedback about Process

Please do not hesitate to share any concerns you may have with your AOI staff member, and we will explore options as we move forward together. We welcome your feedback about ways we can change or improve the in-person visit process to better meet the needs of the children and families with whom we work.

Community Appointments

Prior to departing for a community appointment, whether in an office or in a family home, AOI staff will [wash their hands per CDC guidelines](#). Upon arrival to the destination, staff will wash hands again or use hand sanitizer prior to interacting with any individuals.

Hospital Visits

Should a AOI staff be required by their job responsibilities to visit hospitals or other medical offices, the staff member will follow guidelines and procedures as indicated by the facility at all times, including the use of PPE if required.

Thank you for your cooperation as we strive to safeguard the health and safety of everyone in our community.